

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
SEPTEMBER 24, 2024 – 3:00 P.M.
101 WEST MAIN STREET
IONIA, MICHIGAN**

THIS MEETING WILL BE HELD IN PERSON AND ZOOM

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting (s)
 - B. Approve per diem and mileage
 - C. Approve payments of Common Cash and General Fund Payroll for the month of August 2024- \$ 3,076,420.62
 - D. Approve payments of Health Department payroll and accounts payable for the month of August 2024-\$ 208,623.34
 - E. Approve payments of Road Department payroll and accounts payable for the month of August 2024-\$ 3,280,133.72
 - F. Approval of payments from Trust and Agency for the month of August 2024-\$2,449,829.93
- VII. Unfinished Business**
- VIII. New Business**
 - A. Request Approval to Upgrade/Purchase NG911 Recording System-Lance Langdon
 - B. Request Removal of VHF equipment and tower work-Lance Langdon
 - C. Request Authorize Signatures for FY25 Office of Community Corrections Grant-Selina Schmidt
 - D. Request Approval for Rental of Loader for Jordan Lake-Linda Pigue
 - E. Request Approval to accept quote for Grader & Snowplow Blades-Linda Pigue
 - F. Request to accept quote for Rotating Carbide Moldboard Bits-Linda Pigue
 - G. Request Engineer Study for Airport SRE Building-Rod Steel

- H. Request for Additional Portico Repairs-Rod Steel
- IX. Department Reports**
- A. Public Defenders Office
- X. Reports of Officers, Boards, and Standing Committees**
- A. Chairperson
- B. Board of Commissioners
- C. County Administrator
- XI. Reports of Special or Ad Hoc Committees**
- XII. Public Comment (3-minute time limit per speaker)**
- XIII. Closed Session- NONE**
- XIV. Adjournment**

Board and/or Commission Vacancies

- Central Dispatch-One-two-year Emergency Medical Representative and one-two-year Township Board Representative

Appointments for consideration in the month of September 2024:

- Amateur Radio Emergency Services/Radio Amateur Civil Emergency Services Emergency Coordinator
- Commission on Aging

Appointments for consideration in the month of October 2024:

- Department of Human Services Board



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

September 10, 2024, 3:00 p.m.
Minutes

Members Present: County Commissioner David Hodges, County Commissioner Scott Wirtz, County Commissioner Larry Tiejema, County Commissioner Phil Hesche, County Commissioner Gordon Kelley, County Commissioner Jack Shattuck, County Commissioner Terence Frewen

Members Absent:

Others Present: County Administrator Patrick Jordan, County Finance Director Bernadette Blonde, County Clerk Greg Geiger

- I. Call to Order
Hodges called the meeting to order at 3:00 p.m.
- II. Pledge of Allegiance
Hodges led the pledge of allegiance.
- III. Invocation
Hodges led the invocation.
- IV. Approval of Agenda
Board discussed the agenda, added item regarding bridge inspections.
Motion to Approve Agenda, added item regarding bridge inspections.
Moved by Frewen
Supported by Tiejema
Motion carried by voice vote
- V. Public Comment
Clare Colwell commented on Pitsch landfill expansion.
Phil Hesche commented on recent emergency situation.
- VI. Action on the Consent Calendar
Consent Agenda was approved by unanimous consent.
- VII. Unfinished Business
No unfinished business.



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

VIII. New Business

Board held public hearing to receive comments regarding the proposed Homeowner Emergency Program.

Motion to Enter Public Hearing

Moved by Shattuck

Supported by Tiejema

Motion carried by voice vote

Board discussed approval of the Ionia County Emergency Home Improvement guidelines and signature on certifying officer designation and authorized signature designation Form.

Motion to Approve Guidelines and Signature

Moved by Frewen

Supported by Kelley

Motion carried by voice vote

Board discussed appointment of Michael Carigon to the Amateur Radio Emergency Services and as Radio Amateur Civil Emergency Services Emergency Coordinator for a three year term.

Motion to Appoint

Moved by Shattuck

Supported by Tiejema

Motion carried by voice vote

Board discussed appointment of Laura Linebaugh to the Commission on Aging Board for a three year term.

Motion to Appoint

Moved by Frewen

Supported by Wirtz

Motion carried by voice vote

Board discussed appointment of Nancy Hage to the Department of Human Services Board for a three year term.

Motion to Appoint

Moved by Tiejema

Supported by Frewen

Motion carried by voice vote



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

Board discussed approval of OAA Contract Number 61.54-FY25.1 with the Area Agency on Aging of Western Michigan. Commission on Aging Director Carol Hanulcik presented the contract and recommended approval.

Motion to Approve

Moved by Shattuck

Supported by Wirtz

Motion carried by voice vote

Board discussed approval of MDOT Agreement 2022-0075 P4. Commission on Aging Director Carol Hanulcik presented the agreement and recommended approval.

Motion to Approve

Moved by Kelley

Supported by Frewen

Motion carried by voice vote

Board discussed request to repair bridges 4031, 4054 and 4064. Road Department Director Linda Pigue presented the request and recommended approval. Board discussed re-considering this issue in two weeks with more information.

Board discussed repair and moving of Gunn and Ramsey Drain. Road Department Director Linda Pigue and Drain Commissioner Robert Rose presented the request and recommended approval.

Motion to Approve

Moved by Shattuck

Supported by Tiejema

Motion carried by voice vote

Board discussed request to inspect bridges. Road Department Director Linda Pigue presented the request and recommended approval.

Motion to Approve \$9620 to Scott Engineering for Bridge Inspections

Moved by Frewen

Supported by Wirtz

Motion carried by voice vote

IX. Department Reports

Road Department Director Linda Pigue presented oral report.



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

- X. Reports of Officers, Boards, and Standing Committees
Kelley commented on upcoming County Road Association Meeting.
Hesche commented on county picnic.
Wirtz commented on Airport Board Meeting.
Frewen commented on Consumers Energy Tour of local dam.
Shattuck commented on MAC Conference.
Jordan commented on Consumers Energy Tour of local dam and facilities study.
Blonde commented on upcoming budget meeting.
- XI. Reports of Special or Ad Hoc Committees
No Special or Ad Hoc Committee reports.
- XII. Public Comment
No public comment.
- XIII. Closed Session
No closed session.
- XIV. Adjournment
Motion to Adjourn at 4:35 pm
Moved by Shattuck
Supported by Frewen
Motion carried by voice vote

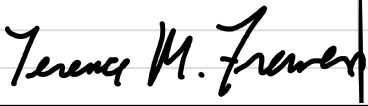
David Hodges, Chairman

Greg Geiger, County Clerk

County of Ionia
Request for Per Diem and Mileage

Commissioner Frewen

August, 2024

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Afternoon Meeting	08/13/2024	2	\$50.00	38.6	\$25.28
Commissioners Afternoon Meeting	08/27/2024	1.25	\$50.00	38.6	\$25.28
Grievance Committee					\$0.00
Personel Committee	08/13/2024	1			
Board of Public Works					\$0.00
DHHS Board Meeting	08/01/2024	absent	\$0.00		
Eightcap Governing Board					\$0.00
ICEA Meeting	08/22/2024	1	\$50.00	zoom	
Road Dept Meeting	08/05/2024	1.5	\$50.00	38	\$24.89
Road Dept Meeting	08/19/24	1.5	\$50.00	38	\$24.89
Admin/ Road director mtg.					
finance meeting	08/20/24	1	\$50.00	38	\$24.89
board training	08/19/24	1.5	\$50.00	38	\$24.89
				229.2	\$150.13
Total Per Diem Requested:			\$350.00		
Total Mileage Requested:					\$150.13
			Total	\$500.13	
Signed Terence M. Frewen				09/06/2024	
				Date	
Per Diem Rates: \$50 for meetings up to three hours; \$75 for meetings more than three hours					
Mileage for 2024 is 67 cents					

County of Ionia
Request for Per Diem and Mileage

Commissioner Hesche

Aug 2024

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	13-Aug		50		24
Commissioners Meeting	27 Aug		50		24
Special Board Meeting					
Facilities Committee	27-Aug		50		24
Grievance Hearing Committee					
Lake Board-Morrison Lake	Aug		-		
Mid-West Trail Authority	Aug 22		50		84
Tax Allocation Board					
Training - Lowyer	Aug-16		50		24
Other					
					156

Total Per Diem Requested: \$ 250

Total Mileage Requested: \$104.52



Signed

4-sept-24

Date

Per Diem Rates: \$50 for meetings up to three hours; \$75 for meetings more than three hours

Mileage for 2024 is .67 cents per mile.

County of Ionia
Request for Per Diem and Mileage

Commissioner Chairman Hodges

August 2024

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	8/13		50.00	38	
Commissioners Meeting	8/27		50.00	0	
Special Board Meeting					
Facilities Committee	8/27		50.00	38	
Grievance Hearing Committee					
Airport Board	8/15		50.00	0	
Community Mental Health	8/19		50.00	38	
Emergency Management Council					
Park Advisory Board	8/14		50.00	48	
SW Michigan Alliance for Region Three					
West Michigan Regional Planning Comm	8/23		50.00	64	
Other: Board Training	8/19		50.00	0	
Mental Health	8/26		50.00	38	
				264	176.88

Total Per Diem Requested: \$ 450.00

Total Mileage Requested: \$ 176.88

David R Hodges
Signed

8-27-24
Date

Per Diem Rates: \$50 for meetings up to three hours; \$75 for meetings more than three hours

Mileage for 2024 is .67 cents per mile.

County of Ionia Request for Per Diem and Mileage

Commissioner Kelley

August

2024

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	8/13	2	50		
Commissioners Meeting	8/27	1	50		
Special Board Meeting - TRAINING	8/19	2	50		
Facilities Committee	8/27	1 1/2	50		
Personnel Committee	8/13	1	50		
Brownfield Redevelopment Authority					
Commission on Aging Board	8/15	1 1/2	50		
Mid-West Trail Authority	ABSENT				
Road Department Meeting	8/5	1	50		
West Michigan Regional Planning Comm					
ROAD DEPT MEETING	8/19	1 1/4	50		
Other:					
IONIA CITY BROWNFIELD	8/28				

Total Per Diem Requested: 400

Total Mileage Requested: 0

Kelley
Signed

9/9/2024
Date

Per Diem Rates: \$50 for meetings up to three hours; \$75 for meetings more than three hours

Mileage for 2024 is .67 cents per mile.

County of Ionia
Request for Per Diem and Mileage

Commissioner Shattuck

June 2024

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	6-11		50. ⁰⁰		12. ⁰⁰
Commissioners Meeting	6-25		50. ⁰⁰		12. ⁰⁰
Special Board Meeting					
Airport Board	6-11		50. ⁰⁰		0
Airport Zoning Board					
Audit Committee					
Bargaining Committee Representative	6-20		50. ⁰⁰		12. ⁰⁰
Lake Board-Jordan Lake					
MAC Workers' Comp Board					
MSU Extensions Council					
SMART					
Parks Advisory Board	6-12		50. ⁰⁰		14. ⁰⁰
Finance	6-24		50. ⁰⁰		12. ⁰⁰
Other: <i>union Road</i>	6-19		50. ⁰⁰		12. ⁰⁰
Solid Waste	6-6		50. ⁰⁰		12. ⁰⁰

Total Per Diem Requested: 400.⁰⁰

Total Mileage Requested: 86.⁰⁰

Signed Jack Shattuck

Date 8/27/24

Per Diem Rates: \$50 for meetings up to three hours; \$75 for meetings more than three hours

Mileage for 2024 is .67 cents per mile.

County of Ionia
Request for Per Diem and Mileage

Commissioner Shattuck

ang

2024

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	8-13				
Commissioners Meeting	8-27		50 ⁰⁰		12 ⁰⁰
Special Board Meeting					
Airport Board					
Airport Zoning Board					
Audit Committee					
Bargaining Committee Representative					
Lake Board-Jordan Lake					
MAC Workers' Comp Board					
MSU Extensions Council					
SMART					
Parks Advisory Board					
Other:					
Solid Waste <i>Public Hearing</i>	8-26		50 ⁰⁰		25 ⁰⁰

Total Per Diem Requested:

100⁰⁰

Total Mileage Requested:

37⁰⁰

Signed

Jack Shattuck

Date

8-27-24

Per Diem Rates: \$50 for meetings up to three hours; \$75 for meetings more than three hours

Mileage for 2024 is .67 cents per mile.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Upgrade/Purchase NG911 Recording System
September 24, 2024

CONTACT:

Lance Langdon, Central Dispatch Director

DESCRIPTION:

The recording system used by the Center is provided through a company Equature, out of Southfield Michigan. The current service plan ends in October 2024, with the hardware in need of update and expansion to accommodate some additional recording channels. We also obtain a great deal of our in-service training through Equature to keep our dispatchers compliant with state requirements through a separate agreement.

Three quotes were obtained: Equature/DSS Corporation of Southfield Michigan, WIS Technologies of Indianapolis Indiana, and Exacom of Manchester New Hampshire.

Breakdown of the three quotes in addition to regular recording functions.

Equature's proposal includes transcription of the dispatch workstation phone positions, Video/Photo transmission to dispatch, quality assurance, screen capture and an option to maintain the yearly cost out to ten years, with a hardware refresh included in year one & six.

WIS's proposal included quality assurance, screen capture, 5-year proposal

Exacom's proposal included screen capture 6-year proposal.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

This recorder used by the center is used to provide information to all our public safety partners, Prosecutors office or any one from the public using the FOIA process.

FINANCIAL ANALYSIS:

	Initial Cost	Yearly cost	5 Year Total
Equature-	\$15,307.53	\$11,234.53	\$68,492.65
WSI Tech.-	\$32,225.00	\$6,463.00*	\$51,025.00* (\$64,540.00)
Exacom-	\$73,832.00	\$9,282.00	\$105,460.00

*Discounted rate if yearly maintenance paid up front. (if paid each year)

Equature rate is locked in for 10 years and includes hardware refresh at 6 years, and additional Next Gen 911 features.

With the service and experience we have and the ability to access the training program through Equature, and the additional features, we are requesting the middle quote be accepted.

LEGAL REVIEW:

Final contract will be reviewed by County Attorney prior to signature

DEADLINE:

Service agreement ends October 16, 2025, with Equature.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

The Board of Commissioner approve the Dispatch Director to execute/sign a new agreement with Equature for Central Dispatch recording system upgrade, for a 10-year term, that includes a hardware update in years 1 & 6 of the agreement. The Cost of this purchase is \$15,307.53 initially and years 2-10 locked in at \$11,243.53.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator Recommends Approval of this Request.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Removal of VHF equipment and tower work
September 24, 2024

CONTACT:

Lance Langdon, Central Dispatch

DESCRIPTION:

With the move from VHF radio equipment to the 800MHz state system, there are several locations that have the old equipment around the county. This equipment now needs to be shut down and removed from locations in Ionia, Muir, Hubbardston, Saranac, Portland and Belding locations. A quote from our radio service vendor Chrouch Communications Inc, was requested to remove/move equipment from Central Dispatch as well the above listed locations.

In discussing the work needed, much of the equipment is very old and has no value. They did identify three pieces of equipment that they could use else ware in the future and in exchange for the VHF SLR8000 radio and two Zetron tone remote adapters, a \$700.00 discount to the project. All other equipment will be disposed of through electronics recycling program that Chrouch uses.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

The quote for the removal of all the old VHF radio equipment is \$10,700.00 after a credit of \$700.00 for three pieces of equipment listed above. It also includes moving two Ham Radio antennas at the center and relocating some punch blocks in the center. They have been our radio service provider for the VHF and 800 systems, and I believe this to be a reasonable price for the work to be done.

LEGAL REVIEW:

None needed at this time

DEADLINE:

With no longer using the VHF system it should be all shut down to be complaint with the FCC, and to address any loading issues on the various sites. Tower climbing is best in good weather so we would not want to wait too far into colder weather.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

The Ionia County BOC authorize the Dispatch Director to sign the quote for the moving, removal and recycling of the old VHF system and Ham radio equipment, at a cost of \$10,700.00, with \$700.00 trade in credit applied.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator Recommends Approval of this Request.

QUOTATION
126595

Page 1
Date: 09/16/24

Bill To:
IONIA CO 911 CENTRAL DISP
545 APPLE TREE DRIVE
IONIA MI 488460000

Ship To:
IONIA CO 911 CENTRAL DISP
545 APPLE TREE DRIVE
IONIA MI 488460000

Primary Contact: LANCE LANGDON
Contact#: 616-527-5611

Contact: LANCE LANGDON
Contact#: 616-527-5611

Cust. #:	691	Customer Rep:	KEVIN COURTNEY	Terms:	NET 10 DAYS
Qty	Description	Unit Price	Extended		
5	REMOVAL OF VHF RADIO EQUIPMENT AT MUIR, HUBBARDSTON, SARANAC, PORTLAND, AND BELDING SITES INCLUDES REMOVAL AND DISPOSAL OF RF TRANSCEIVER, RF FILTERING, ANTENNA, AND COAX.	1800.000	9,000.00		
1	REMOVAL OF UNUSED ANTENNAS FROM SMALL DISPATCH TOWER	900.000	900.00		
1	RELOCATION OF ANTENNAS BY SATELLITE DISH TO SMALL DISPATCH TOWER	900.000	900.00		
1	REMOVAL OF VHF FIRE TRANSCEIVE FROM IONIA CITY TOWER EAST OF DISPATCH	150.000	150.00		
1	RELOCATE PUNCH BLOCKS IN DISPATCH ABOVE CEILING GRID	450.000	450.00		
	TRADE-IN OF VHF SLR8000				-500.00
(Continued on Page 2)					

QUOTATION
 126595

Page 2
 Date: 09/16/24

Bill To:
 IONIA CO 911 CENTRAL DISP
 545 APPLE TREE DRIVE
 IONIA MI 488460000

Ship To:
 IONIA CO 911 CENTRAL DISP
 545 APPLE TREE DRIVE
 IONIA MI 488460000

Primary Contact: LANCE LANGDON
 Contact#: 616-527-5611

Contact: LANCE LANGDON
 Contact#: 616-527-5611

Cust. #:	691	Customer Rep:	KEVIN COURTNEY	Terms:	NET 10 DAYS
Qty	Description			Unit Price	Extended
	TRADE-IN OF TWO ZETRON MODEL 250 TONE REMOTE ADAPTERS				-200.00
				Subtotal:	10,700.00
				Total Quote:	10,700.00

This quote is valid for 30 days.

Shipping charges will incur additional fees.

Accepted By: _____ Date: _____

PO#: _____

Order Total: 10,700.00

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Authorize Signatures for FY25 Office of Community Corrections Grant
September 24, 2024

CONTACT:

Selina Schmidt, CCAB Manager

DESCRIPTION:

Ionia County was awarded \$103,630.00 for FY 25 to support our approved Comprehensive Corrections Plan for Community Corrections programming. This is an increase from last year's initial award of \$60,676.00.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Circuit Court Probation and the jail are affected as the goal of community corrections is to impact the State Board priorities, focus on target populations, and reduce recidivism.

FINANCIAL ANALYSIS:

There is no cost to the county as this is a reimbursement grant for both the programming provided and a portion of the CCAB Manager's position

LEGAL REVIEW:

[Click here to enter text.](#)

DEADLINE:

FY begins October 1, 2024

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Authorize appropriate signatures on the FY25 grant between the Department of Corrections and Ionia County

ADMINISTRATOR'S RECOMMENDATION:

County Administrator Recommends Approval of this Request.

STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
OFFICE OF COMMUNITY CORRECTIONS
P.O. BOX 30003
LANSING, MICHIGAN 48909

GRANT NO. CPS-2025-1-10
between
THE DEPARTMENT OF CORRECTIONS
and

GRANTEE NAME AND ADDRESS: Ionia County 100 W. Main St Ionia, MI 48846	GRANTEE TELEPHONE: 616-527-5315
GRANTEE CONTACT: Selina Schmidt	MDOC CONTACT: Douglas Clark
DESCRIPTION OF GRANT: Office of Community Corrections - Pursuant to Michigan Public Act 511, funding supports local approved Comprehensive Corrections Plans that impact State Board priorities, target populations, and key objectives, through the use of evidence-based programming and services.	
GRANT PERIOD: 1 Year FROM: October 1, 2024 TO: September 30, 2025	
BUDGET INFORMATION: TOTAL AUTHORIZED BUDGET: \$103,630.00	

FOR THE GRANTEE:

Firm Name

Authorized Agent Signature

Authorized Agent (Print or Type)

Date

FOR THE STATE:

Signature

Julie Hamp

Name

Deputy Director, MDOC

Title

Date

GRANT AGREEMENT TERMS

This GRANT AGREEMENT (“**Grant**”) is agreed to between the State of Michigan Department of Corrections (“**MDOC**”) and Ionia County (“**Grantee**”). This Grant is effective on October 1, 2024 (“**Effective Date**”), and unless terminated earlier as provided in this Agreement, expires on September 30, 2025 (the “**Term**”).

PART I – PROGRAM REQUIREMENTS

1.0 Statement of Purpose

Funds awarded through this Grant are to provide services pursuant to the Community Corrections Act (“**CCA**”), 1988 PA 511, MCL 791.401, et seq; and are based upon Grantee’s Comprehensive Corrections Plan, inclusive of the approved program descriptions and approved budget documents, and the Proposal to the State Advisory Board for Community Corrections (“**Grantee’s Plan**”), and hereby made part of this Grant. Grantee’s Plan outlines local goals, objectives, and priorities to decrease prison admissions and increase utilization of community-based sanctions and services for eligible participants and improve jail utilization. MDOC has approved Grantee’s Plan and the award of Community Corrections funds for implementation of Grantee’s Plan.

This Grant defines the roles and responsibilities of the Grantee and the MDOC and the terms and conditions which apply during the term of this Grant.

1.1 General Requirements

- A. The Grantee must be a lawful entity duly established under the laws of the State of Michigan (the “**State**”) and have the proper authority to apply for funds under this Grant as set forth in the CCA. Section 6 of the CCA, MCL 791.406, sets forth the governmental entities that have the proper authority to apply for funds, which include counties, cities, and regional advisory boards. Section 10 of the CCA, MCL 791.410, sets forth the criteria for a nonprofit to apply for funding.
- B. The Grantee shall implement policies and procedures and deliver services to eligible participants in accordance with the goals and objectives, standards and policies as set forth in the CCA and the Grantee’s program description and budget as approved by the MDOC.
- C. The MDOC does not guarantee the Grantee a minimum number of referrals.
- D. The Grantee must provide services for all eligible participants, including transgender and gender nonconforming participants.
- E. Americans with Disabilities Act
 - 1. The Contractor must comply with the Americans with Disabilities Act (ADA) and the Rehabilitation Act and must notify the designated MDOC Program Manager

or designee within 24 hours of any request for reasonable accommodation for an offender.

2. The Contractor must comply with the Americans with Disabilities Act (ADA) and the Rehabilitation Act and must notify the designated MDOC PMCD Contract Manager or designee within 24 hours of any request for reasonable accommodation made by Contractor's staff, including temporary and subcontractor staff.
3. Please Note: All reasonable accommodation aids, services, and equipment needed for Contractor's staff, including temporary and subcontractor staff, is to be provided by the Contractor.

1.2 Staffing Requirements

A. Contractors and Subcontractors: Grantee has the right to select contractors and subcontractors to assist with the Grant.

B. Staffing Standards

1. Criminal Record:

Prior to Grantee's employee, contractor, or subcontractor (collectively "Grantee Staff") performing any services under the Grant, Grantee will ensure that no Grantee Staff (i) has a pending criminal prosecution, (ii) is under the supervision of a criminal justice agency for a felony, (iii) is required to register as a sex offender or (iv) has a felony conviction that occurred in the previous 5 years, unless MDOC's Grant Administrator or designee has provided prior written approval for the Grantee Staff to perform the work. Grantee Staff who have active warrants, are under criminal justice supervision, or are required to register as a sex offender shall not be appointed to perform any services unless MDOC's Contract Monitor or designee has provided prior written approval for the Grantee Staff to perform the work.

The Grantee shall ensure that no Grantee Staff related as an immediate family member to a participant is assigned to perform services in a program in which such participant is enrolled in, unless prior written approval to such an assignment has been obtained from the Grant Administrator via CAJ-202. "Immediate family member" includes: a participant's spouse, child, parent, stepparent, grandparent, grandchild brother, sister, parent-in-law brother-in-law sister-in-law, nephew, niece, aunt, uncle, first cousin, or the spouse or guardian of any persons described in this subdivision. The MDOC may request documentation, including but not limited to, an affidavit from Grantee Staff stating that no familial relation exists with a participant in the program in which he/she will be providing services.

C. Law Enforcement Information Network

1. Grantee employees that provide direct services to participants (prisoner, parolee, probationer, pretrial defendants), handle or may have access to participant records, or provides supervisory services to staff performing these functions, must complete the Law Enforcement Information Network (LEIN) Information Form at the start of the Grant and annually thereafter, as directed by the Michigan Department of Corrections.

2. The completed LEIN Information Form must be sent to the MDOC-PMCD-FOA-LEINS@michigan.gov and approved by MDOC prior to Grantee employees working with participants. There is no cost associated with the LEIN. The LEIN form will be provided to the Grantee.
3. Grantee must perform background checks on contractor and subcontractor staff prior to their assignment. Documentation must be provided upon request to the State of Michigan. Grantee ensures all costs associated with processing the background checks will be paid. The State, in its sole discretion, may also perform background checks. The background check must include the Michigan State Police Internal Criminal History Access Tool (ICHAT), or the municipal/federal equivalent. The Contractor must maintain a copy of the background check(s) for auditing purposes.
4. Grantee staff may be required to complete and submit an RI-8 Fingerprint Card for Fingerprint Checks to the MDOC.

D. Licensing:

The Grantee shall ensure its Grantee Staff that provide substance use outpatient and assessment services are qualified and experienced in the contracted area of clinical treatment as follows:

Bachelors-level:

1. Must possess a bachelor's degree in the Behavioral Sciences (Social Work, Counseling, or Psychology)
2. Must possess appropriate state licensure and credentials at time of hire or an approved development plan in place with eligibility to obtain certification within six months of starting services.

The Grantee shall ensure its Grantee Staff that provide outpatient mental health services are qualified and experienced in the contracted area of counseling as follows:

Master's-level:

1. Must possess a master's degree or above in the Behavioral Sciences (Social Work, Counseling, or Psychology)
2. Must possess appropriate licensure through the State of Michigan to practice.
3. Must have one year of experience in the contracted treatment area.

Bachelors-level

1. Must possess a bachelor's degree in the Behavioral Sciences (Social Work, Counseling, or Psychology)
2. Must possess appropriate licensure through the State of Michigan to practice.
3. Must have three years of experience in the contracted treatment area.

Other combinations of education and experience the MDOC considers adequate to perform the necessary tasks effectively and efficiently, and which have been specifically approved by the MDOC may be allowed at the sole discretion of MDOC.

E. Training

In accordance with MDOC instruction, grantee employees, contractor(s) staff, and subcontractor(s) staff who provide direct services to participants must complete

MDOC provided training before providing services under this grant. Exceptions may be made for transfers or employees with prior MDOC work experience in similar positions who have completed MDOC training previously. Contact the MDOC Contract Monitor with any questions concerning MDOC training.

1.3 Budget and Financial Reporting

- A. All funds shall only be spent in accordance with this Grant
- B. Changes in the budget require written approval of the MDOC. The Budget Adjustment Request form is Attachment A, Budget Adjustment Request (BAR) Form.
- C. This Grant does not commit the State or the MDOC to approve requests for additional funds at any time.
- D. Travel reimbursement shall be allowed solely in compliance with the State's Standardized Travel Regulations. The current Standardized Travel Regulations and travel rates authorized by the State may be found at http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132---,00.html. Reimbursement of Out-of-State travel costs requires pre-approval of the MDOC Grant Administrator.
- E. Per State Community Corrections Board Policy: "Based on program performance utilization, targeting or appropriate participants, and/or adherence to evidence-based practice, the Office of Community Corrections, in its sole discretion, may amend an award. Adjustments will be forwarded to the Offender Success Administrator for their pre-approval."

Grantees have 15 calendar days from the date of notice to amend the award via a Budget Adjustment Request (BAR) or contact the Community Corrections Manager if they have questions or concerns.

If a BAR is not received within 15 calendar days, the State will amend the award via a BAR on the County's behalf and process a Change Notice to reflect the grantee's new award amount. If the Change Notice remains unsigned for 15 additional calendar days, it will be considered the County's agreement to the Change Notice.

1.4 Payment Schedule

Payments to the Grantee shall be made in accordance with the following terms:

- A. The MDOC shall reimburse the Grantee for all approved actual and incurred costs to support approved program and administrative activity up to the total amount authorized in the Grantee's Plan as the "**Total Authorized Budget**". MDOC will only pay for expenditures that occurred during the Term of the Grant. The Monthly Expenditure Reports must be emailed to MDOC-OCC@michigan.gov in Microsoft Excel format no later than 30 calendar days following the month in which expenses were incurred. General Ledger documentation supporting monthly expenditures shall be provided and additional

supporting documentation may be requested to accompany the Monthly Expenditure Report. Expenditures not received prior to the 30th calendar day may be denied payment.

- B. Payments are conditional upon the Grantee's submittal of all required monthly expenditure and program data, and responses to financial audits. All reports shall be completed in the format provided by the MDOC.
- C. Program enrollments must be comprised of the target population identified within the approved program descriptions.
- D. All group sessions for programming must have a minimum of 3 PA 511-eligible enrolled attendees to qualify as a group for billing purposes. Any exceptions must be pre-approved by the assigned OCC specialist/manager.
- E. Pursuant to section 11 of the CCA, MCL 791.411, Administrative costs shall not exceed 30% of the total funding recommended for the implementation of the comprehensive corrections plan (Total Authorized Budget). Reimbursement of all costs may be adjusted by the MDOC through a BAR and/or change notice process.
- F. MDOC will only disburse payments under this Grant through Electronic Funds Transfer (EFT). Grantee must be registered with the State at <http://www.michigan.gov/SIGMAVSS> to receive electronic fund transfer payments. If Grantee is not registered, MDOC is not liable for failure to provide payment.

1.5 Program Eligibility

The Grantee shall ensure that participants receiving services under this Grant meet the eligibility requirements approved by MDOC within the Grantee's Proposal to the State Advisory Board for Community Corrections.

Program eligibility overrides may be requested in writing to the assigned OCC Specialist. Once a response is provided it must be maintained in the participant's file.

1.6 Monitoring and Reporting Program Performance

A. Monitoring:

Data Program Participation and Offender Profile Data must be maintained within the data management system that is pre-approved by the MDOC and remain current throughout the term of the Grant. Grantee Staff shall complete a User Agreement Form (Attachment B), Security Agreement Data Processing (Attachment C), and State of Michigan Technical Standard 1340.00.130.02 Acceptable Use of Information Technology (Attachment D) for all staff entering data into the data management system and submit it to MDOC prior to any Grantee Staff completing data entry. The Grantee is responsible for notifying MDOC of the termination of any Grantee Staff with access to the data management system no later than 2 business days after termination or suspension of employment.

The Grantee must upload accurate program participation and offender profile data to the data management system approved by the MDOC no later than 30 calendar days

after the end of each month. The Grantee must submit an accurate Quarterly Report (Attachment E) by email to your Community Corrections Specialist no later than 30 calendar days following the quarterly report period:

1. Quarter 1 is October 1 – December 31
2. Quarter 2 is January 1 – March 31
3. Quarter 3 is April 1 – June 30
4. Quarter 4 is July 1 – September 30

The Grantee shall enter accurate and timely program participation and offender profile data throughout the term of this Grant. Data and information shall be submitted in a format provided by the MDOC that includes, but is not limited to:

1. Data pertaining to participant participation in all programs and selected characteristics of participants determined eligible for and enrolled in programs. The data elements required to be accurately entered shall include, at a minimum:
 - a. Person/Case Record Status
 - b. SID
 - c. MDOC Number (if applicable)
 - d. Name of participant
 - e. Race
 - f. Gender
 - g. Date of Birth
 - h. County
 - i. Legal Status
 - j. Date enrolled/terminated from each program/case
 - k. Termination code
 - l. Offense/Charge (PAC Code)
 - m. Crime type (felony or misdemeanor)
2. All group programming sessions must have sign-in sheets for each session and may be requested by MDOC for auditing purposes. If requested by the MDOC Program Manager or designee, sign in sheets must be submitted with expenditure reports. The sign-in sheets must include, at a minimum:
 - a. Date of the session
 - b. Name of the program
 - c. Name and signature of participants

C. CCAB Meeting:

1. There must be a minimum of at least four CCAB meetings a year to review and approve the Quarterly Reports, and the application for the next year's grant.

2. The Grantee shall make all approved CCAB meeting minutes available at the time of the MDOC review.

- D. Prisoner Rape Elimination Act of 2003 (PREA), 42 U.S.C. § 15601
The Grantee must report any information concerning violations of PREA as soon as made aware of the alleged occurrence to the Supervising Agent, Grant Administrator and Contract Monitor.

1.7 Grantee Regulations (CONTRACTOR REGULATIONS OF CONDUCT FOR SERVICES PURSUANT TO A COMPREHENSIVE PLANS AND SERVICES GRANT ADMINISTERED UNDER 1988 PA 511)

Grantee staff, as defined in Sec. 1.2 B, that provide direct services to participants, handle or may have access to participant records, or provides supervisory services to staff performing these functions, must read and sign the MDOC Grantee Regulations (Attachment F) as directed by the MDOC. The PMCD Contract Monitor will email the Grantee with a copy of the applicable Grantee Regulations. If there are revisions to the Grantee Regulations during the grant period, the PMCD Contract Monitor will provide the updated Grantee Regulations to the Grantee for Grantee Staff signatures. Grantee Signature pages must be returned to the PMCD Contract Monitor within 30 days of receipt of the Grantee Regulations and signed contracts. Grantee's Contractor staff signature pages must be returned to the Grantee within 30 days of receipt of the Grantee Regulations and signed fully executed Grantee's Contractor contracts.

PART II - GENERAL PROVISIONS

2.1 Project Changes

The Grantee must obtain prior written approval for project changes from the assigned MDOC Grant Specialist.

2.2 Notices

Any notice to any other party required by this Grant will be submitted in writing and deemed effectively given: (a) when received, if delivered by hand (with written confirmation of receipt); (b) when received, if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by e-mail (with confirmation of transmission), if sent during normal business hours of the recipient, and on the next business day, if sent after normal business hours of the recipient; or (d) when received, if mailed by certified or registered mail, return receipt requested, postage prepaid. Unless either party notifies the other in writing of a different mailing address, notice to the parties will be transmitted as indicated below:

To the MDOC:

Douglas Clark
206 E. Michigan
Lansing, MI 48933
Phone: 517-219-2370
Clarkd15@michigan.gov

To Grantee:

Selina Schmidt
100 W. Main Street
Ionia, MI 48846
Tel: 616-527-5315
Email: sschmidt@ioniacounty.org

2.3 Record Retention

The Grantee will maintain all records and detailed documentation regarding this Grant, including all financial records, supporting documents, statistical records, and all other pertinent records, for a period of not less than seven (7) years from the date of Grant termination, the date of submission of the final expenditure report, or until any litigation and audit findings have been resolved, whichever is later, unless a longer retention period is specified by Grantee's retention and disposal schedule.

2.4 Program Income

All program income, if any, may be added to the program budget and used to further eligible program objectives. The final determination will be made by the MDOC Grant Manager.

2.5 Purchase of Equipment

The purchase of equipment not specifically listed in the budget must have prior written approval of the MDOC Program Manager. Equipment is defined as expendable personal property having a useful life of more than one year. Such equipment will be retained by the Grantee unless otherwise specified by the Grant Manager at the time of approval.

2.6 Accounting

The Grantee will adhere to the Generally Accepted Accounting Principles and will maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, timesheets and invoices. The expenditure of State funds will be reported by line item and compared to the budget. Funds provided under this Grant will be maintained or accounted for within a special revenue fund.

2.7 Audit

A. Statutory Records Maintenance, Inspection, Examination, and Audit

Pursuant to Section 470 of the Management and Budget Act, 1984 PA 431, MCL 18.1470, the State, or its designee, may audit Grantee to verify compliance with this Grant. Grantee must retain, and provide to the State or its designee and the auditor general upon request, all financial and accounting records related to the Grant through the Term and any extension of the Grant and for seven years after the latter of termination, expiration, or final payment under this Grant ("**Audit Period**"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where activities under the Grant are being performed, and examine, copy, and audit all records related to this Grant. The State, and its authorized representatives or designees, and the Grantee shall mutually agree in writing to a date and time for the audit that is no more than 10 calendar days after the State first provides notice of its intent to audit. Grantee must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent requests for reimbursement until the amount is paid or refunded.

This Section applies to Grantee and any contractors or subcontractors that perform services in connection with this Grant.

2.8 MDOC Reviews

The MDOC and the Grantee must agree on a date and time for each review at Grantee's location(s) to determine if the Grantee is complying with the requirements of the Grant. The date and time must be agreed upon between the Grantee and the

MDOC. The Grantee must assist the MDOC in the review process and provide all requested documents 15 days prior to the agreed upon review date.

2.9 Competitive Bidding

The Grantee will comply with all applicable laws and regulations regarding competitive solicitation for all procurement transactions involving the use of State funds under this Grant. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the MDOC Grant Administrator before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

Grantee financial monitoring of contractors will be reviewed during the MDOC review, as well as contractor responses to any agency recommendations.

2.10 Limitation of Damages

Neither party is liable for consequential, incidental, indirect, or special damages, regardless of the nature of the action. Liability of the MDOC is limited to the Total Authorized Budget specified for the fiscal year of the Grant giving rise to the claim.

2.11 Intellectual Property

Unless otherwise required by law, all intellectual property developed using funds from this Grant ("**Funded Developments**"), including copyright, patent, and trademark rights, will belong to the Grantee. Grantee grants the State a nonexclusive, perpetual, worldwide, royalty-free, fully paid up, sublicensable license to make, use, distribute, copy, modify, create derivative works, publicly perform and display the Funded Developments.

2.12 Termination/Cancellation

- A. In instances of substantial noncompliance with program standards, participant eligibility, evidenced based practices, and Grant Agreement Terms, Grantee funding shall be halted. Except that before halting funding, MDOC shall do both of the following:
 - a. Notify the Grantee of the allegations by way of a Corrective Action Plan (CAP) and
 - b. Allow 30 days for a response.

If a remedy agreement is reached in conjunction with the grantee in writing, MDOC shall allow 30 days following that agreement for the remedy to be implemented.

B. Termination for Cause

The State may terminate this Grant for cause, in whole or in part, if Grantee, as determined by the State: (a) breaches any of its material duties or obligations; (b) poses a serious and imminent threat to the health and safety of any person, or the imminent loss, damage or destruction of any real or tangible personal property; or (c) fails to cure a breach within the time stated in a notice of breach. In the event that this Grant is

terminated for cause, the State will only pay for amounts due to Grantee for expenditures approved by the State on or before the date of termination, and the Grantee will be responsible for all costs incurred by the State in terminating this Grant for cause, which may include State administrative costs, reasonable attorneys' fees and court costs, and any other reasonable additional costs the State may incur.

C. Termination for Convenience

Either party may terminate this Grant for its convenience, in whole or part, for any reason and without penalty, by giving the other party written notice at least thirty days prior to the date of termination. If this Grant is terminated for convenience in part, the budget will be adjusted to reflect those reductions. In the event of a termination for convenience, the State will pay for amounts due to Grantee for expenditures approved by the State on or before the date of termination.

D. Non-Appropriation

The Grantee acknowledges that continuation of this Grant is subject to appropriation or availability of funds for this Grant. Notwithstanding any other provision of this Grant, if funds to enable the State to effect continued payment under this Grant are not appropriated or otherwise made available, the State will have the right to terminate this Grant, in whole or in part, at the end of the last period for which funds have been appropriated or otherwise made available, by giving written notice of termination to the Grantee. In the event of a termination under this section, the Grantee will, unless otherwise directed by the State in writing, immediately take all reasonable steps to terminate its operations and to avoid and/or minimize further expenditures under the Grant and the State will only pay for amounts due to Grantee for expenditures approved by the State on or before the date of termination to the extent funds are available.

2.13 No State Employees or Legislators

No member of the Legislature, Judiciary of the State of Michigan, or any individual employed by the State will be permitted to receive benefits as a Grantee or as a contractor or subcontractor of this Grant. This section, however, does not preclude a member of the Legislature, Judiciary of the State of Michigan, or an individual employed by the State from participating as an eligible participant in accord with the goals and objectives of the Grant.

2.14 Nondiscrimination

Nondiscrimination. Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., and Executive Directive 2019-09. Grantee, its contractors and subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Contract.

2.15 Unfair Labor Practices

Pursuant to 1980 PA 278, MCL 423.321, *et seq.*, the State will not award a grant to a Grantee whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to MCL 423.322. A Grantee, in relation to the Grant, will not enter into a contract with a contractor or subcontractor, whose name appears in this register. Pursuant to MCL 423.324, the State may void any Grant if, subsequent to award of the Grant, the name of the Grantee as an employer or the name of the contractor or subcontractor of the Grantee appears in the register.

2.16 Confidential Information

For the purposes of this Grant, the term “**Confidential Information**” means all information and documentation of a party that: 1) has been marked “confidential” or with words of similar meaning, at the time of disclosure by such party; 2) if disclosed orally or not marked “confidential” or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked “confidential” or with words of similar meaning; and 3) should reasonably be recognized as confidential information of the disclosing party. Confidential Information also includes all information protected by state or federal law, including “Personal identifying information” as defined in the Identity Theft Protection Act, 2004 PA 452, MCL 445.63(q).

The term “Confidential Information” does not include any information or documentation that is:

1. Subject to disclosure under the Michigan Freedom of Information Act (FOIA).
2. Already in the possession of the receiving party without an obligation of confidentiality.
3. Developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party’s proprietary rights.
4. Obtained from a source other than the disclosing party without an obligation of confidentiality; or,
5. Publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party).

Each party must: (a) use the same degree of care it uses to protect its own Confidential Information to protect the disclosing party’s Confidential Information, but in any event not less than reasonable care; (b) use the disclosing party’s Confidential Information only in connection with the purposes of this Grant; and (c) limit access to the disclosing party’s Confidential Information to its employees, contractors, or subcontractors performing work in connection with the Grant. Each party must advise its employees, contractors, and subcontractors who receive or have access to any of the other party’s Confidential Information of its confidential nature.

Upon the termination of this Grant, or at the written request of the disclosing party, the recipient party must return all copies of the disclosing party’s Confidential Information or certify in writing that all copies thereof have been destroyed, except as otherwise provided by law, including a party’s retention and disposal schedule.

2.17 Governing Law

This Grant is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Grant are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Grant must be resolved in Michigan Court of Claims. Grantee consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or *forum non conveniens*.

2.18 Compliance with Laws

The Grantee will comply with all applicable state, federal, and local laws and ordinances in performing this Grant.

2.19 Assignment

The Grantee will not have the right to assign the Grant, or to assign any of its duties or obligations under the Grant, to any other party (whether by operation of law or otherwise), without the prior written consent of the MDOC. Any purported assignment in violation of this section will be null and void.

2.20 Adherence to Terms

The failure of a party to insist upon strict adherence to any term of this Grant will not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term of the Grant.

2.21 Severability

If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force and effect.

2.22 Survival

The provisions of this Grant that impose continuing obligations will survive the expiration or termination of this Grant.

2.23 Media Releases

Grantee will not make any media releases pertaining to the Grant without prior written authorization from MDOC, and then only in accordance with the explicit written instructions of MDOC.

2.24 Grant Modification

No modification, amendment, or waiver of any provision of the Grant Agreement Terms or Total Authorized Budget of this Grant will be effective unless in writing and signed by authorized representatives of both parties.

2.25 Entire Grant

This Grant, which includes Attachment A, Attachment B, Attachment C, Attachment D, Attachment E, Attachment F, Attachment G and expressly incorporated schedules and exhibits, contains the entire agreement of the parties and supersedes all prior and contemporaneous agreements, whether written or oral, concerning its subject matter. If there is a conflict between documents, the order of precedence is: (a) first, the Grant, excluding its schedules, exhibits, Attachment A, Attachment B, Attachment C, Attachment D, Attachment E, Attachment F, and Attachment G; (b) second, Attachment A; (c) third, Attachment B; (d) fourth, Attachment C; (e) fifth, Attachment D; (f) sixth, Attachment E; (g) seventh, Attachment F; (h) eighth, Attachment G; and (i) ninth, schedules and exhibits expressly incorporated into this Grant.

2.26 Contract Monitor

The Program Specialist will work with the Grantee if performance concerns are identified. The Contract Monitor will review, document, and assess Grantee compliance to this grant:

State:
Chris Balmes 206 E. Michigan Ave. – 5 th Floor Grandview Plaza Lansing, MI 48933 balmesc@michigan.gov 517-290-2935
Doug Jerzyk 206 E. Michigan Ave. – 5 th Floor Grandview Plaza Lansing, MI 48933 jerzykd@michigan.gov 269-967-9595

Attachment A, Budget Adjustment Request (BAR) Form
See attached Excel spreadsheet.

Attachment B, User Agreement Form
See attached Word document.

Attachment C, Security Agreement Data Processing
See attached Word document.

**Attachment D, State of Michigan Technical Standard 1340.00.130.02 Acceptable
Use of Information Technology**
See attached Adobe PDF document.

Attachment E, Quarterly Report
See attached Excel spreadsheet.

**Attachment F, Grantee Regulations (CONTRACTOR REGULATIONS OF CONDUCT
FOR SERVICES PURSUANT TO A COMPREHENSIVE PLANS AND SERVICES GRANT
ADMINISTERED UNDER 1988 PA 511)**
See attached Word document.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Title: Rental of Loader for Jordan Lake
Date: September 24, 2024

CONTACT: Linda Pigue, Managing Director

DESCRIPTION:

The State of Michigan, Department of Technology, Management & Budget, Procurement Services offers the MIDEAL Program to all Michigan municipalities. Goods and services listed on the MIDEAL website were selected through the State's competitive bid process thus eliminating the need for municipalities' competitive bidding. Each year the Road Department rents, through MIDEAL, a Loader with bucket scales for loading salt at our Jordan Lake facility from November 1 through March 31.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

The monthly rental is \$6,525. There is also a delivery charge of \$350 and a pick up charge of \$350. Five months rental is \$32,625 and the pick up and delivery charge is \$700. Seventy percent of the rental, delivery & pick up charge, is reimbursed with State Trunkline funding and thirty percent is paid for with Michigan Transportation Funding. This is included in the Department's budget.

LEGAL REVIEW:

None

DEADLINE:

September 24, 2024

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request Board authorization to rent a loader with bucket scales for 5 months.

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval.

CRC Snow Program Reservation 2024-25



Ionia County

170 E Riverside Dr

Ionia, MI 48846

Thank you for the opportunity to quote you the following equipment and services. The CRC Snow Program rates are based on the following:

- 5-month minimum rental
- 100 hours of operation per month (500 accumulative)
- Take delivery in November

QTY	MACHINE MODEL	RATE PER MONTH	TRUCKING (one-time fee)
1	JD 624	\$6,525/ month	Delivery: \$350 Pick-up: \$350

The following items are not included in the rental rate:

- Fuel – If returned without being refueled- \$7.50/gallon
- Cold weather start-up service calls.

CRC will keep you running with AIS Field Service, all winter long. After-hours service: 1-800-AIS-NITE. By signing this form, Ionia County Road Commission agrees to the standard CRC lease agreement and confirms the reservation of (1) loader for the winter season.

Wes Shafer

Customer Signature: Wes Shafer

Wes Shafer

Printed:

Signature: Corey King, Contractors Rental Corp.

Printed

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Title: Grader & Snowplow Blades
Date: September 24, 2024

CONTACT: Linda Pigue, Managing Director

DESCRIPTION:

The Road Department obtained four quotes for Grader and Snowplow Blades. These blades are used on both our motor-graders and plow trucks when scraping roads and plowing snow.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

The cost of these blades, \$93,860, is included in the Department's budget.

LEGAL REVIEW:

Not applicable.

DEADLINE: September 24, 2024.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request the Board accept the St. Regis quote.

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval.

Description	Quantity	St Regis	Wear Parts	Winter	Schults
			& Equip.		
		Unit Price	Unit Price	Unit Price	Unit Price
3/4"x8"x6'	400	\$ 118.20	\$ 169.00	\$ 178.00	\$ 142.40
3/4"x8"x7'	200	\$ 137.90	\$ 197.50	\$ 225.00	\$ 163.79
9 ft wing plow	20	\$ 950.00	no bid	no bid	no bid



St. Regis Culvert Inc.
202 Morrell Street
Charlotte MI 48813
Phone: 800-527-4604
Fax: 517-543-2313
www.stregisculvert.com

Sales Quotation

Quote To:

IONIA CO ROAD COMM
PO BOX 76

IONIA MI 48846
USA

Attn: WES SHAFER

Phone: 616-902-5175

Fax:

Email: wshafer@ioniacountyroads.org

Information

Quotation Number 6387
Document Date 09/12/24
Valid Until: 10/12/24



Payment Terms: Net 30 Days
Ship Via: St Regis Culvert

Project Name:

Item	Material/Description	Quantity	UoM	Unit Price	Amount
MH4006	3/4" X 8" X 6' SBC VALLITE BLADE	400	EA	\$ 118.2000	\$ 47,280.00
MH4007	3/4" X 8" X 7' SBC VALLITE BLADE	200	EA	\$ 137.9000	\$ 27,580.00
MP7009	9 FT WING PLOW	20	EA	\$ 950.0000	\$ 19,000.00
MCB001	MISC BLADE	2,500	EA		
Seaver CAT 87WT SB (Large Bit) - NO BID					
MCB001	MISC BLADE	2,500	EA	\$ 6.1000	\$ 15,250.00
Kenemental C855HDX-4 (7/8" Shank) - Alternate 855HDLR					
Delivery included 10-12 weeks ARO Firm 30 days					

Total NITF \$ 109,110.00

Freight

Total Amount \$ 109,110.00

Quoted by:

Brian Caldwell

Sales Representative

bcaldwell@stregisculvert.com



Quote

WEAR PARTS & EQUIP CO., INC.

P.O. BOX 472617
AURORA, CO 80047-2617
WWW.WEARPARTSCO.COM
303-287-1966

Customer No.: IONIA COUNTY

Quote No.: 58200

Quote To: **IONIA COUNTY ROAD COMMISSION**
170 E RIVERSIDE DRIVE
IONIA, MI 48846

Ship To: **IONIA COUNTY ROAD COMMISSION**
170 E RIVERSIDE DRIVE
IONIA, MI 48846

Date	Ship Via		F.O.B.	Terms		
09/10/2024	FREIGHT		Destination	Net 30		
Purchase Order Number		Sales Person		Expires		
		INT / BID		10/10/2024		
Quantity			Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.				

2024-2025 WINTER BLADES
AND GRADING BITS

**NOTE: WE CAN ACCEPT ANY
OR ALL LINE ITEMS AS AWARD.

=====

KENNAMETAL BITS
**IN STOCK AT FACTORY, SHIPS
1 DAY AFTER RECEIVING ORDER

**PLEASE NOTE PRICE BREAK
QUANTITIES BELOW

**QTY 50-950 (WHOLE BOXES
OF 50 ONLY)

50.000	KMC855HDX-4	KENNAMETAL C855HDX 22MM BLUNT GRADING 3386038 KRM0062 K1LS22442869 B7A	9.00	450.00
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**QTY 1000+ (WHOLE BOXES
OF 50 ONLY)

1000.000	KMC855HDX-4	KENNAMETAL C855HDX 22MM BLUNT GRADING 3386038 KRM0062 K1LS22442869 B7A	8.75	8750.00
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**QTY 50-550 (WHOLE BOXES
OF 50 ONLY)

50.000	KMC87WTSB	KENNAMETAL LARGE GRADING BIT C87WTSB 6991231 WASHER BX/50 B8A	16.75	837.50
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**QTY 600+ (WHOLE BOXES
OF 50 ONLY)

600.000	KMC87WTSB	KENNAMETAL LARGE GRADING BIT C87WTSB 6991231 WASHER BX/50 B8A	15.25	9150.00
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**CURRENT LEAD TIME 4 WEEKS
AFTER RECEIVING ORDER,

VISIT OUR NEW WEBSITE AT WWW.WEARPARTSCO.COM



Quote

WEAR PARTS & EQUIP CO., INC.

P.O. BOX 472617
AURORA, CO 80047-2617
WWW.WEARPARTSCO.COM
303-287-1966

Customer No.: IONIA COUNTY

Quote No.: 58200

Quote To: **IONIA COUNTY ROAD COMMISSION**

170 E RIVERSIDE DRIVE
IONIA, MI 48846

Ship To: **IONIA COUNTY ROAD COMMISSION**

170 E RIVERSIDE DRIVE
IONIA, MI 48846

Date	Ship Via	F.O.B.	Terms
09/10/2024	FREIGHT	Destination	Net 30
Purchase Order Number	Sales Person	Expires	
	INT / BID	10/10/2024	
Quantity			
Required	Shipped	B.O.	Amount

SUBJECT TO MATERIAL
AVAILABILITY AT MILL. LEAD
TIMES MAY INCREASE

SIGNIFICANTLY WITH PRIOR
SALES. WE RECOMMEND YOU
ORDER AS EARLY AS POSSIBLE.

****MINIMUM BLADES ORDER IS
QUANTITY REQUESTED PER LINE.**

400.000	BC5D9558SBCB	3/4X8X72 CURVED SINGLE BEVEL HEAT TREATED GRADER BLADE 5/8"H STD HWY PUNCH	169.00	67600.00
200.000	BC5D9559SBCB	3/4X8X84 CURVED SINGLE BEVEL HEAT TREATED GRADER BLADE 5/8H 5D9559SBCB	197.50	39500.00
BID TO IONIA COUNTY ITH				

Quote subtotal 126287.50

Quote total 126287.50

VISIT OUR NEW WEBSITE AT WWW.WEARPARTSCO.COM



THE SNOWPLOW
& CONSTRUCTION
WEAR PARTS EXPERTS

CALL: 800.294.6837

FAX: 888.810.9363

1900 Joseph Lloyd Parkway
Willoughby, Ohio 44094

Quoted To
Ionian County Road Commission 170 E Riverside Dr Ionian, MI 48846 USA

Quote

Quote ID QT36899

Cust ID CNTYIONIA

Quote Date	Expiration Date	Sales Rep	TERMS			
9/10/2024	10/10/2024	ttopping	Net 30 Days			
Part ID	Description	LBS	Qty	Unit Price	Ext Price	
MT10105	System 2000 Round Tip Tool <i>22MM Road Grading System Tool with NP28 Tip for boards with 1.5" hole spacing, 65 tools per box</i>	1,521	2535	7.20	\$18,252.00	
MT50116	Road Grading Tool for 2100 System Boards <i>22MM Road Grading System Tool with a Large Blunt Tip and wedding band retainer for boards with 1.75" hole spacing and internal groove, 40 tools per box</i>	206,6	2520	15.30	\$38,556.00	
GB20110	Grader Blade Carbon 3/4 x 8 x 6FT SHP <i>Single Beveled Curved Carbon 3/4"x8"x72" 8 Holes punched 3"-3"-12"(5)-3"-3" for a 5/8" Plow Bolt at an 1-5/8" gauge</i>	0	400	178.00	\$71,200.00	
GB32G15AB	Grader Blade Boron 3/4 x 8 x 7FT Special <i>Double Beveled Curved Boron 3/4"x8"x108" 19 Holes punched 3"-3"-6"(16)-3"-3" for a 5/8" Plow Bolt at an 1-5/8" gauge</i>	33,600	200	225.00	\$45,000.00	

Quote Specifications

Total Quoted Price (USD) \$ 173,008.00

CALL TO ORDER
800.294.6837

WINTEREQUIPMENT.COM

SHULTS EQUIPMENT, LLC.

P.O. BOX 127

ITHACA, MI 48847

PH: (989)875-4570 FAX: (989)875-2922

September 11, 2024

To: Ionia County Road Commission

Attn: Wes

We would like to quote the following bits for your consideration:

<u>Item/Description</u>	<u>Quantity</u>	<u>Price Ea.</u>	<u>Ext. Price</u>
GB52003, 3/4" x 8" x 72" Curved Single Bevel Surfaced Hardened, Punched for 5/8" bolts	400	\$ 142.40	\$ 56,960.00
GB52004, 3/4" x 8" x 84" Curved Single Bevel Surfaced Hardened, Punched for 5/8" bolts	200	\$ 163.79	\$ 32,758.00
	TOTAL		<u>\$ 89,718.00</u>

PRICES BASED ON AN ORDER OF ALL QUANTITIES LISTED ABOVE.

3 week lead time

Prices F.O.B. Ionia, MI

Prices firm for 30 days.

Terms: Net 30 days.

We thank you for the opportunity to be of service.

Shults Equipment, LLC.

Joe Vernon

Joe Vernon

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Title: Rotating Carbide Moldboard Bits
Date: September 24, 2024

CONTACT: Linda Pigue, Managing Director

DESCRIPTION:

The Road Department obtained quotes for Rotating Carbide Moldboard Bits. These bits are used on both our motor- graders and plow trucks when scraping roads. The bits fit in heavy duty metal bit boards. This in effect creates a serrated edge where each serration also rotates as opposed to a straight edge scraper blade.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

The cost of these bits, \$53,375, is included in the Department's budget.

LEGAL REVIEW:

Not applicable.

DEADLINE: September 24, 2024.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request the Board accept Schults quote.

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval.

Description	Quantity	St Regis	Wear Parts	Winter	Schults
			& Equip.		
		Unit Price	Unit Price	Unit Price	Unit Price
small bits	0	\$ 6.10	\$ 8.75	\$ 7.20	\$ 7.81
Large bits	0	no bid	\$ 15.25	\$ 15.30	\$ 13.54



St. Regis Culvert Inc.
202 Morrell Street
Charlotte MI 48813
Phone: 800-527-4604
Fax: 517-543-2313
www.stregisculvert.com

Sales Quotation

Quote To:

IONIA CO ROAD COMM
PO BOX 76

IONIA MI 48846
USA

Attn: WES SHAFER

Phone: 616-902-5175

Fax:

Email: wshafer@ioniacountyroads.org

Information

Quotation Number 6387
Document Date 09/12/24
Valid Until: 10/12/24



Payment Terms: Net 30 Days
Ship Via: St Regis Culvert

Project Name:

Item	Material/Description	Quantity	UoM	Unit Price	Amount
MH4006	3/4" X 8" X 6' SBC VALLITE BLADE	400	EA	\$ 118.2000	\$ 47,280.00
MH4007	3/4" X 8" X 7' SBC VALLITE BLADE	200	EA	\$ 137.9000	\$ 27,580.00
MP7009	9 FT WING PLOW	20	EA	\$ 950.0000	\$ 19,000.00
MCB001	MISC BLADE	2,500	EA		
Seaver CAT 87WT SB (Large Bit) - NO BID					
MCB001	MISC BLADE	2,500	EA	\$ 6.1000	\$ 15,250.00
Kenemental C855HDX-4 (7/8" Shank) - Alternate 855HDLR					
Delivery included 10-12 weeks ARO Firm 30 days					

Total NITF \$ 109,110.00
Freight

Total Amount \$ 109,110.00

Quoted by:


Brian Caldwell Sales Representative
bcaldwell@stregisculvert.com



WEAR PARTS & EQUIP CO., INC.

P.O. BOX 472617
AURORA, CO 80047-2617
WWW.WEARPARTSCO.COM
303-287-1966

Quote

Customer No.: IONIA COUNTY

Quote No.: 58200

Quote To: **IONIA COUNTY ROAD COMMISSION**
170 E RIVERSIDE DRIVE
IONIA, MI 48846

Ship To: **IONIA COUNTY ROAD COMMISSION**
170 E RIVERSIDE DRIVE
IONIA, MI 48846

Date	Ship Via		F.O.B.	Terms		
09/10/2024	FREIGHT		Destination	Net 30		
Purchase Order Number			Sales Person		Expires	
			INT / BID		10/10/2024	
Quantity			Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.				

2024-2025 WINTER BLADES
AND GRADING BITS

**NOTE: WE CAN ACCEPT ANY
OR ALL LINE ITEMS AS AWARD.

=====

KENNAMETAL BITS

**IN STOCK AT FACTORY, SHIPS
1 DAY AFTER RECEIVING ORDER

**PLEASE NOTE PRICE BREAK
QUANTITIES BELOW

**QTY 50-950 (WHOLE BOXES
OF 50 ONLY)

50.000	KMC855HDX-4	KENNAMETAL C855HDX 22MM BLUNT GRADING 3386038 KRM0062 K1LS22442869 B7A	9.00	450.00
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**QTY 1000+ (WHOLE BOXES
OF 50 ONLY)

1000.000	KMC855HDX-4	KENNAMETAL C855HDX 22MM BLUNT GRADING 3386038 KRM0062 K1LS22442869 B7A	8.75	8750.00
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**QTY 50-550 (WHOLE BOXES
OF 50 ONLY)

50.000	KMC87WTSB	KENNAMETAL LARGE GRADING BIT C87WTSB 6991231 WASHER BX/50 B8A	16.75	837.50
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**QTY 600+ (WHOLE BOXES
OF 50 ONLY)

600.000	KMC87WTSB	KENNAMETAL LARGE GRADING BIT C87WTSB 6991231 WASHER BX/50 B8A	15.25	9150.00
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**CURRENT LEAD TIME 4 WEEKS
AFTER RECEIVING ORDER,

VISIT OUR NEW WEBSITE AT WWW.WEARPARTSCO.COM



Quote

WEAR PARTS & EQUIP CO., INC.

P.O. BOX 472617
AURORA, CO 80047-2617
WWW.WEARPARTSCO.COM
303-287-1966

Customer No.: IONIA COUNTY

Quote No.: 58200

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170 E RIVERSIDE DRIVE
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IONIA, MI 48846

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Purchase Order Number		Sales Person		Expires		
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Quote Specifications

Total Quoted Price (USD) \$ 173,008.00

CALL TO ORDER
800.294.6837

WINTEREQUIPMENT.COM

**P.O. BOX 127
ITHACA, MI 48847
PH: (989)875-4570 FAX: (989)875-2922**

called and pricing
is current 9/17/24
Wes

We would like to quote the following bits for your consideration:

PRICES BASED ON AN ORDER OF ALL QUANTITIES LISTED ABOVE.
5-7 days for shipping

Joe Vernon

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Engineering Design For An Airport Snow Removal Equipment Building

CONTACT:

Rod Steel- Facilities Director
616-527-5345

DESCRIPTION:

The County has Federal & State grant funding available for the construction of a 1600 square foot snow removal equipment building for the Airport. Construction would need to be finished by the end of 2025 before the grant funding expires. In order to proceed, an engineering design needs to be done in order to send the project to bid.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Ionia County Airport

FINANCIAL ANALYSIS:

Funding for this project will come from the General Fund until the release of the grant funding, expected in April of 2025.

LEGAL REVIEW:

N/A

DEADLINE:

ASAP due to grant funding deadlines

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I am seeking approval to contract with Prein & Newhof for engineering design of a snow removal equipment building at the Ionia County Airport for the amount of Forty-Five-Thousand-Dollars (\$45,000), of which Forty-Two-Thousand-Two-Hundred-Fifty-Dollars (\$42,250) will be reimbursed to the County from Federal & State grant funding.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends this approval.

Estimate of Probable Cost

Project Title:

SRE Building - Design

Owner:

Ionia County Airport

Date:

August 16, 2024

Development Year:

2025(1)

Project #:

ACIP

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Fed. \$40,500.00
State \$2,250.00
Local \$2,250.00

Construction Estimate: \$0.00
Engineering Design: \$45,000.00
Construction Administration:
Contingency:
Total Estimate: \$45,000.00

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Addittional Repairs To The Courthouse Portico Cornice Stones And Base

CONTACT:

Rod Steel- Facilities Director
616-527-5345

DESCRIPTION:

During the ongoing repair project of the Courthouse portico, additional hidden deterioration of the base for the large cornice stones has been discovered. The cornice stones need to be removed, the existing base removed and rebuilt, and the cornice stones put back in place. This was not included in the original project estimate because it was hidden and could only be discovered during the dismantling of the columns and porch.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Main Courthouse

FINANCIAL ANALYSIS:

Funding for this project will come from the Capital Improvement or the General fund

LEGAL REVIEW:

N/A

DEADLINE:

ASAP due to pending weather restrictions

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I am seeking to approve Grand River Builders to do the additional repairs needed to the cornice stones and base as part of the ongoing portico repair project for the amount of Fifty-Seven-Thousand-Two-Hundred-Forty-Five-Dollars (\$57,245).

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends this approval.

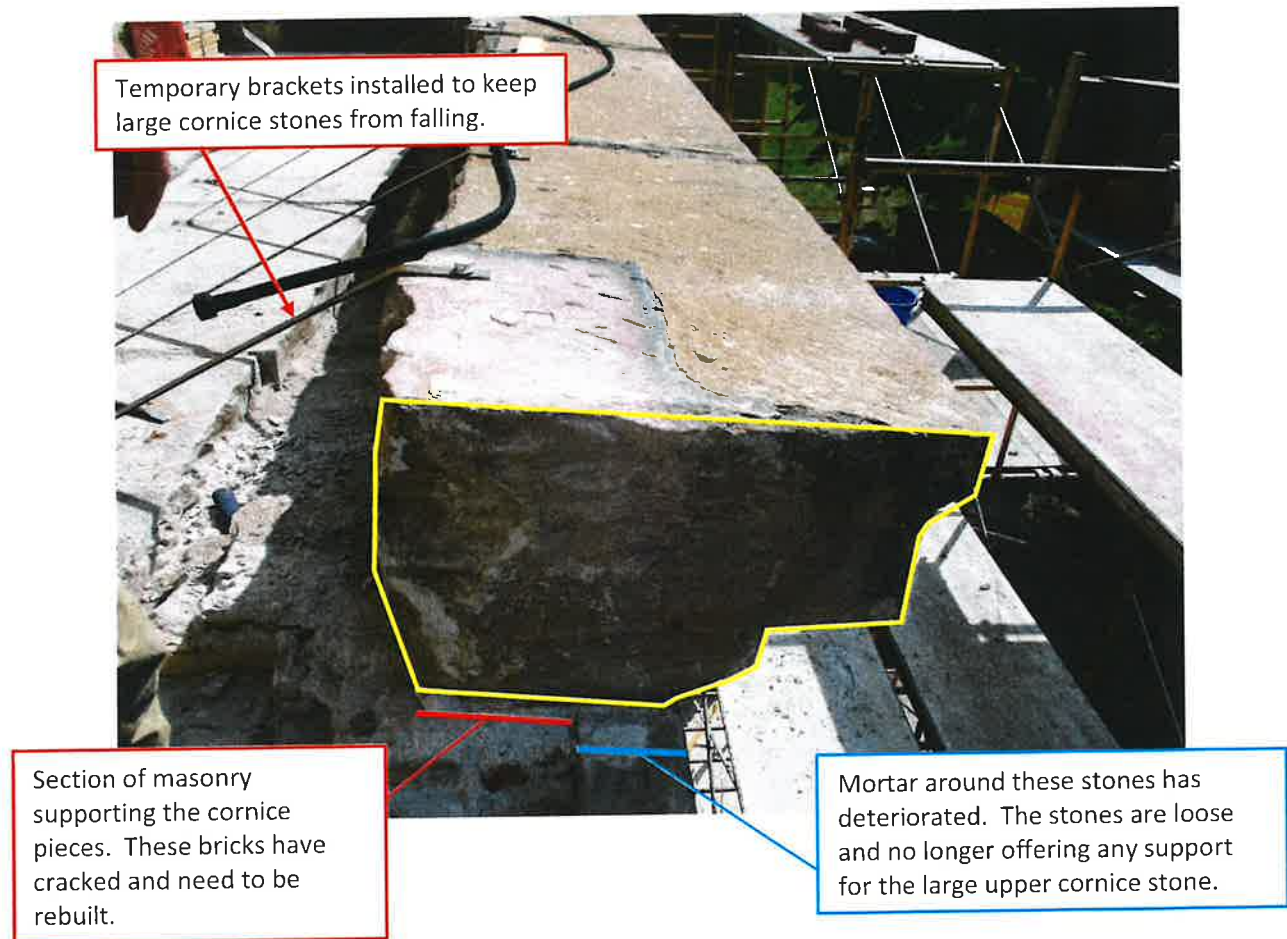


Grand River Builders HISTORIC BUILDING RESTORATION

County of Ionia
100 West Main Street
Ionia, MI 48846

August 27, 2024

The following conditions were discovered during the stabilization of the west side of the portico. This is outside the scope of work, but should be addressed and repaired at this time. The conditions are unsafe and has been caused by the deterioration of the mortar which was concealed before starting the stabilization work. We installed temporary brackets to keep them from falling off the building at this time.



Carpentry • Sheet Metal • Masonry

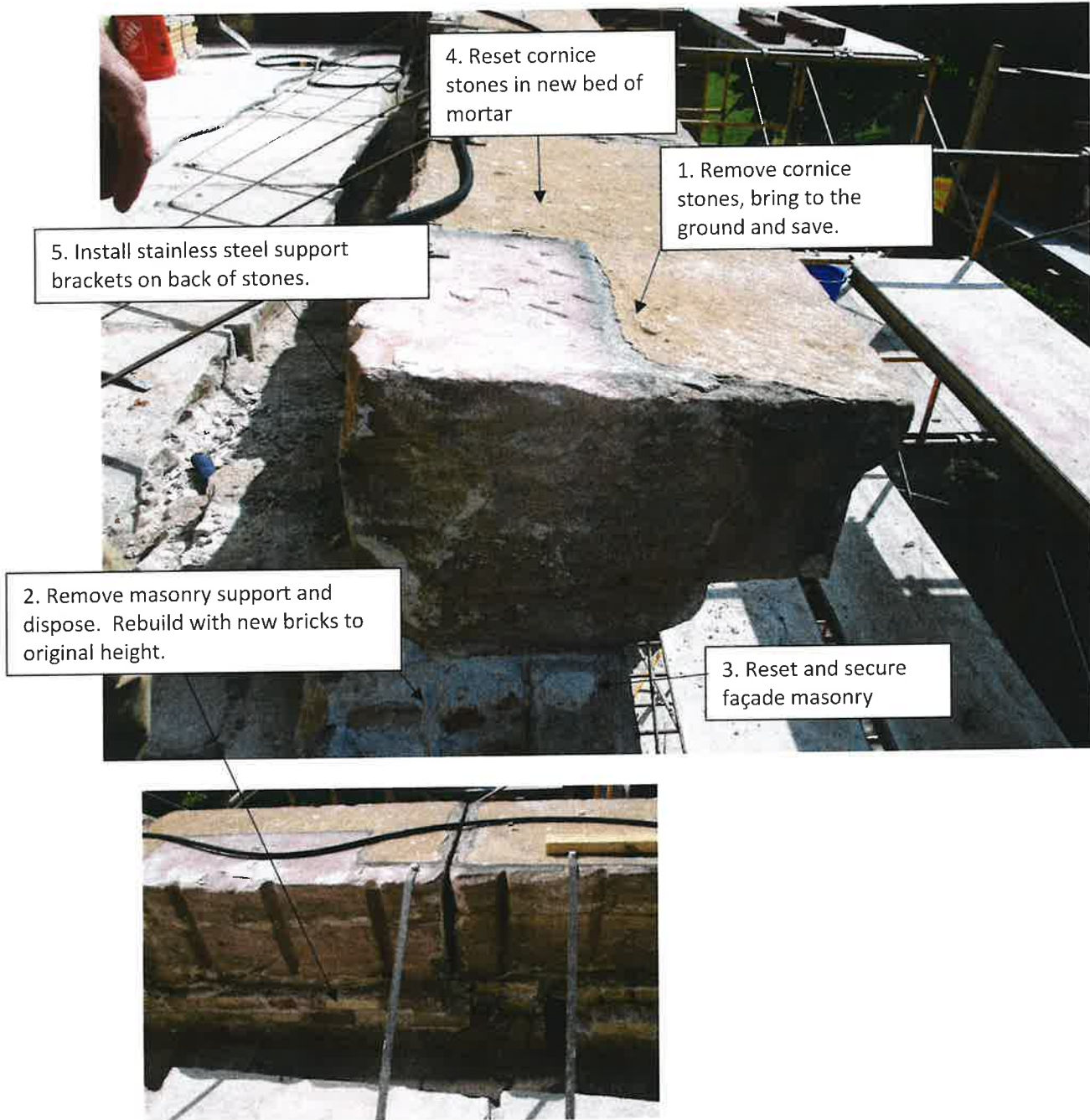
1627 College Ave SE • Grand Rapids, MI 49507 • (616) 454-9337 • info@grandriverbuilders.com

grandriverbuilders.com

State of Michigan Builders license number: 262300826

Proposed scope of work

Work will be completed in number order as shown and will include all of the stones on the portico in this location.



Carpentry • Sheet Metal • Masonry

1627 College Ave SE • Grand Rapids, MI 49507 • (616) 454-9337 • info@grandriverbuilders.com
grandriverbuilders.com

State of Michigan Builders license number: 262300826

IONIA COUNTY PUBLIC DEFENDER OFFICE

Walt Downes, Chief Public Defender

Larry Lewis, Assistant Public Defender; Joshua Franklin, Assistant Public Defender;

Alison Stoken, Paralegal; Melony Bigger, Paralegal; and Alyssa Nurenberg, Social Worker.

We are still currently back in hiring mode, looking to fill an open Assistant Public Defender position. We had hired an experienced attorney that we anticipated would be a long term commitment to our office. However, there was a change in her husband's employment obligations that required her to be home for their three children. She provided us two weeks notice, and September 20th was her last day in our office. But we are hopeful that we will get some great applicants to allow us to hire the best possible attorney to fill that open position.

Since our last report in May, we have made additional progress in the transition and move of some of our staff and equipment across the hallway from us. This has provided us that much needed private meeting space for our attorneys to use when meeting with their clients in this building. We have funds in our FY25 grant to build necessary office walls for attorney offices, and upgrades to carpet and paint. We will look forward to completely feel settled in for long into the future.

Our support staff - paralegals and social worker - had an opportunity to attend a National Association for Public Defense Conference and training in Detroit from August 12-15, 2024. They benefited greatly from some outstanding training and networking with similar public defender office staff from across the country.

Our social worker is preparing to train everyone in our office with de-escalation skills training to ensure we all have the skills set to deal with our clients with mental health issues, who may experience an episode in our office or the courthouse. We are waiting to schedule once we are back to being fully staffed to have everyone trained and prepared to better address those circumstances in the future.

We have several jury trials headed to trial in the Circuit and District Courts in the coming months, so it continues to be a very busy time for us in the office. Jury Selections in Circuit Court will be in early October, with trials dates in the subsequent three months after selections.