

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
JANUARY 28, 2025 – 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
- VII. Unfinished Business**
 - A.
- VIII. New Business**
 - A. Reappointment to Tax Allocation Board
 - Kevin Miller, one year term
 - Mary Lou Mulick, one year term
 - Ethan Ebenstein, one year term
 - B. Reappointment to West Michigan Regional Planning Commission
 - Ryan Wilson, one year term
 - C. Reappointment to Parks Advisory Board
 - David McCord, two year term
 - Diana Almy, two year term
 - Kathleen Cook, two year term
 - D. Reappointment to Area Agency on Aging of Western Michigan Board of Directors
 - Edna Albert, two year term
 - E. Resolution Honoring the Saranac Community Fire Department and the Fire Department of Ionia, Kent, and Montcalm Counties
 - F. Request to Increase Animal Shelter Adoption Fees-Carly Quinn

- G. Request for Board Chair signature on AAAWM Authorization of Signature document for reporting and contracts- Carol Hanulcik
- H. Request ratification of agency signature on their FY 2026 Application for funding from MDOT- Carol Hanulcik
- I. Request ratification of agency signature on MDOT Agreement 2022-0075 P4 R1- Carol Hanulcik
- J. Request Approval of Contract with Village of Pewamo for additional Patrol Hours- Sheriff Noll
- K. Request to Approve and Adopt Road Department's Transportation Asset Management Plan- Linda Pigue
- L. Request to Accept Bid for Limestone- Linda Pigue
- M. Request to Accept Bid for Dust Control- Linda Pigue
- N. Request to Accept Bid for HMA Paving- Linda Pigue
- O. Request to purchase two pickup trucks- Linda Pigue
- P. Request Changes to Overtime Pay for Central Dispatch Supervisors- Lance Langdon
- Q. Request Changes to Holiday Pay for Central Dispatch Supervisors – Lance Langdon
- R. Request for Changes to MERS participation for Admin Positions at Central Dispatch – Lance Langdon
- S. Request for a Central Dispatch Credit Card – Lance Langdon
- T. Request Authority to pay vendors for Service Contracts – Lance Langdon
- U. Review Personnel committee recommendation to nullify unauthorized pay raises post 2025 budget adoption

IX. Department Reports

- A. Central Dispatch

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

- A. Negotiations of a Collective bargaining agreement

XIV. Adjournment

Board and/or Commission Vacancies

- **Community Corrections Advisory Board-Ionia Community Mental Health Representative**

Appointments for consideration in the month of January 2025:

- **Area Agency on Aging of Western Michigan Board of Directors**
- **Community Corrections Advisory Board- Ionia Community Mental Health Representative**
- **Park Advisory Board**

Appointments for consideration in the month of February 2025:

IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

January 14, 2025, 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 Finance Director Bernadette Blonde, County Clerk Greg Geiger, County Treasurer Judith Clark

- I. Call to Order
Geiger called the meeting to order at 3:00 p.m.
- II. Pledge of Allegiance and Invocation
Geiger led the pledge of allegiance and invocation.
- III. Oath of Office
All members had previously taken oath.
- IV. Organization of Board of Commissioners
Geiger open the floor for nominations for Chairman.
Shattuck nominated by Hodges
Frewen nominated by Hesche
Kelley nominated by Frewen

Geiger closed the floor for nominations for Chairman.

Motion to Cast Secret Ballot

Moved by Hodges

Supported by Tiejema

Motion carried by roll call vote

Yes – Hodges, Wirtz, Tiejema, Hesche, Kelley, Shattuck, Frewen

No –

Board cast secret ballot, tallied by Geiger and Clark.
Shattuck received 4 votes,
Frewen received 3 votes,
Kelley received 0 votes,

IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

Shattuck, having received a majority of votes is declared Chairman of the Ionia County Board of Commissioners.

Shattuck assumes the Chair.

Shattuck open the floor for nominations for Vice-Chairman.

Tiejema nominated by Hodges

Kelley nominated by Frewen

Roll Call Vote

Tiejema received 4 votes, Hodges, Wirtz, Tiejema, Shattuck

Kelley received 3 votes, Hesche, Kelley, Frewen

Tiejema, having received a majority of votes is declared Vice-Chairman of the Ionia County Board of Commissioners.

V. Approval of Agenda

Board discussed the agenda.

Motion to Approve Agenda

Moved by Tiejema

Supported by Hodges

Motion carried by voice vote

VI. Public Comment

Gregg Guetschow commented on an agenda item for the Village of Lake Odessa.

Sallie Possehn commented on disparity in wages within the county staff.

Priscilla Waldon commented on open positions within the county.

Phyllie Perrien commented on a proposed wage study.

Kris Elvert commented on transparency in county decision making.

VII. Action on the Consent Calendar

Consent Agenda was approved by unanimous consent.

VIII. Appointments

Appointments to Standing Committees

Shattuck appointed Hodges, Tiejema, and Wirtz to the Audit Committee.

Shattuck appointed Frewen, Kelley, and Hodges to the Facilities Committee.

Shattuck appointed Tiejema, Frewen, and Hodges to the Finance Committee.

Shattuck appointed Shattuck, Tiejema, and Hesche to the Grievance Committee.

Shattuck appointed Kelley, Hesche, and Tiejema to the Personnel Committee.

IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

Appointments to Boards and Commissions

Board discussed appointment of Hodges, Shattuck, and Wirtz to the Airport Board for a two-year term.

Motion to Appoint

Moved by Wirtz

Supported by Hodges

Motion carried by voice vote

Frewen Dissented

Board discussed appointment of Tiejema to the Area Agency on Aging of Western Michigan Board of Directors for a two-year term.

Motion to Appoint

Moved by Hodges

Supported by Wirtz

Motion carried by voice vote

Frewen Dissented

Board discussed appointment of Tiejema to the Area Community Services Employment and Training Council for a one-year term.

Motion to Appoint

Moved by Hodges

Supported by Tiejema

Motion carried by voice vote

Frewen Dissented

Board discussed appointment of Kelley to be the Bargaining Committee Representative for a one-year term.

Motion to Appoint

Moved by Hesche

Supported by Tiejema

Motion carried by voice vote

Frewen Dissented

Board discussed appointment of Tiejema to the Central Dispatch Board of Directors for a two-year term.

Motion to Appoint

Moved by Hodges

Supported by Wirtz

Motion carried by voice vote

Frewen Dissented



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

Board discussed appointment of Wirtz to the Community Corrections Advisory Board for a one-year term.

Motion to Appoint

Moved by Hesche

Supported by Hodges

Motion carried by voice vote

Frewen Dissented

Board discussed appointment of Frewen to the Department of Human Services Board for a one-year term.

Motion to Appoint

Moved by Hodges

Supported by Tiejema

Motion carried by voice vote

Frewen Dissented

Board discussed appointment of Kelley to the Eight-CAP Governing Board for a two-year term.

Motion to Appoint

Moved by Hesche

Supported by Tiejema

Motion carried by voice vote

Frewen Dissented

Board discussed appointment of Shattuck to the MAC Workers' Compensation Board for a one-year term.

Motion to Appoint

Moved by Wirtz

Supported by Tiejema

Motion carried by voice vote

Frewen Dissented

Board discussed appointment of Frewen to the Park Advisory Board for a two-year term.

Motion to Appoint

Moved by Kelley

Supported by Hesche

Motion carried by voice vote

Frewen Dissented

IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

Board discussed appointment of Hesche to the Road Advisory Board for a three-year term, Frewen for a two-year term, and Kelley for a one-year term.

Motion to Appoint

Moved by Hodges

Supported by Kelley

Motion carried by voice vote

Frewen Dissented

Board discussed appointment of Kelley and Frewen to the Southwest Michigan Alliance for Region Three (SMART) for a one-year terms.

Motion to Appoint

Moved by Kelley

Supported by Hodges

Motion carried by voice vote

Frewen Dissented

Board discussed appointment of Chairman of Finance Committee to the Tax Allocation Board for a one-year term.

Motion to Appoint

Moved by Kelley

Supported by Hesche

Motion carried by voice vote

Frewen Dissented

Board discussed appointment of Kelley and Hodges to the West Michigan Regional Planning Committee for a one-year term.

Motion to Appoint

Moved by Kelley

Supported by Wirtz

Motion carried by voice vote

Frewen Dissented

IX. Unfinished Business

No unfinished business.

IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

X. New Business

Board discussed appointment of interim County Administrator. Board discussed job description. Board discussed appointment of Chad Shaw. Board discussed compensation of \$250.00 per week

Motion to Appoint Chad Shaw as Interim County Administrator

Moved by Kelley

Supported by Tiejema

Motion carried by voice vote

Board discussed appointment of ad-hoc search committee for county administrator position. Board discussed appointment of 7 people including commissioners, human resources director, finance director, administrative assistant to the county administrator, road department employee, and other department head.

Motion to Create Committee and Appoint Members

Moved by

Supported by

Motion carried by voice vote

Board discussed Clerk's Office request to purchase furniture and accept bid from National Business Furniture. Geiger presented the request and recommended approval.

Motion to Accept Bid from National Business Furniture for \$13,711.02

Moved by Frewen

Supported by Tiejema

Motion carried by voice vote

Board discussed approval of farmland preservation agreement for H. Walcott Family Farms, LLC.

Motion to Approve

Moved by Wirtz

Supported by Kelley

Motion carried by voice vote

Board discussed request to approve 2025 Remonumentation Grant Application.

Motion to Approve

Moved by Frewen

Supported by Wirtz

Motion carried by voice vote

IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

Board discussed request to approve quit claim deed. Lake Odessa Interim Village Manager Gregg Guetschow presented the request and recommended approval. Board discussed property in question. Board and Treasurer discussed options moving forward.

Motion to Approve Quit Claim Deed Pursuant to Legal Review

Moved by Frewen

Supported by Kelley

Motion carried by voice vote

Board discussed request to increase Finance Director compensation by \$20,000. Board discussed modified amount of \$10,000. Board discussed duties of Finance Director. Board discussed process for increasing compensation for employees. Board discussed raises for other employees by County Administrator. Board discussed authority to offer raises. Board referred issue of raise for Finance Director to the Personnel Committee.

Board discussed request to accept diesel fuel contract extension for Road Department. Road Department Director Linda Pigue presented the request and recommended approval

Motion to Approve

Moved by Kelley

Supported by Wirtz

Motion carried by voice vote

Board discussed request to award contract for trailer mounted attenuator and message board rental. Road Department Director Linda Pigue presented the request and recommended approval

Motion to Approve

Moved by Frewen

Supported by Wirtz

Motion carried by voice vote

XI. Reports of Officers, Boards, and Standing Committees

Shattuck congratulated Shaw on appointment.

Shattuck led discussion on County Administrator giving administrative staff raises in excess of the approved 2% in final week before leaving county employment. Board discussed County Administrator's authority to give raises. Board discussed appearance of impropriety. Board discussed equity with other similar requests. Shattuck referred issue to County Attorney to review.



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

Hodges commented on administrative staff raises.

Tiejema commented on Central Dispatch Advisory Board meeting.

Hesche commented on Ionia County Township Officers Association meeting.

Frewen commented on DHHS meeting.

XII. Reports of Special or Ad-Hoc Committees

No reports of special or ad-hoc committees.

XIII. Public Comment

Judith Clark commented on administrative staff raises.

Ashley Wakely commented on administrative staff raises.

Greg Geiger commented on administrative staff raises.

Terry Frewen commented on parliamentary procedure and voting dissents.

XIV. Closed Session

No closed session.

XV. Adjournment

Motion to Adjourn

Moved by Kelley

Supported by Frewen

Motion carried by voice vote

Jack Shattuck, Chairman

Greg Geiger, County Clerk

County of Ionia
Request for Per Diem and Mileage

Commissioner Frewen

December, 2024

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Afternoon Meeting	12/10/24	2	\$50.00	38.6	\$25.86
Commissioners Afternoon Meeting	12/17/2024	2	\$50.00	38.6	\$25.86
Grievance Committee					
Personel Committee	12/10/2024	1	\$50.00		
Board of Public Works					
DHHS Board Meeting	12/05/2024	absent			\$0.00
Eightcap Governing Board					
ICEA Meeting	12/20/2024	0.75	\$50.00	Via Teams	
Road Dept Meeting	12/02/2024	absent			\$0.00
Road Dept Meeting	12/16/2024	1.5	\$50.00	38	\$25.46
Special Meeting	12/02/24	1.5	\$50.00	Via Zoom	
Special meeting	12/17/2024	1	\$50.00	38.6	\$25.86
Special meeting	12/23/2024	1	\$50.00	38.6	\$25.86
Special meeting	12/30/24	cancelled			
Finance meeting	12/09/24	1.5	\$50.00	38.6	\$25.86
Township Officials Mtg.					
				231	\$154.77
Total Per Diem Requested:			\$450.00		
Total Mileage Requested:					\$154.77
			Total	\$604.77	
				01/01/2025	
Signed Terence M. Frewen				Date	
Per Diem Rates: \$50 for meetings up to three hours; \$75 for meetings more than three hours					
Mileage for 2024 is 67 cents					

**Commissioner Tiejema
December-24**

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	12/10/24		\$ 50.00	18	\$12.06
Commissioners Special Meeting	12/17/24		\$ 50.00	18	\$12.06
Area Agency on Aging of Western MI					
Finance Committee	12/09/24		\$ 50.00	18	\$12.06
Central Dispatch Board					
Personnel Committee	12/10/24		\$ 50.00		
Other:					
ASCET annual meeting	12/09/24	1:50	\$ 50.00	56	\$37.52
					-

Total Per Diem Requested: \$250.00

Total Mileage Requested: \$73.70

Lawrence Tiejema

Signed

01/21/25

Date

**County of Ionia
Request for Per Diem and Mileage**

Commissioner Wirtz
October 2024

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	10-8-24		50		
Commissioners Meeting	10-22-24		75		4.69
Special Board Meeting					
Audit Committee					
Airport Board					
Board of Public Works					
Community Correction Advisory Board	10-25-24		50		4.69
Long Lake Board	10-21-24		50		
Other: Budget Meeting	10-8-24		50		4.69

Total Per Diem Requested: \$ 275

Total Mileage Requested: \$ 14.07


Signed

11-12-24
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 Wirtz
December 2024

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	12-10-24	50			4.69
Commissioners Meeting					
Special Board Meeting	12-2-24	50			4.69
Audit Committee					
Airport Board					
Board of Public Works					
Community Correction Advisory Board					
Long Lake Board					
Other: Special Board Meeting	12-17-24	50			4.69

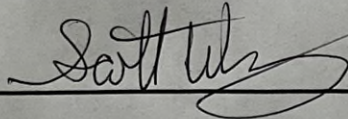
Total Per Diem Requested:

\$ 150

Total Mileage Requested:

\$ 14.07

Signed



Date

1-4-25

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

NOVEMBER

2024

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	11/12	2	50		
Commissioners Meeting	11/26	2	50		
Special Board Meeting					
Facilities Committee					
Personnel Committee					
Brownfield Redevelopment Authority					
Commission on Aging Board	11/21	1 1/2	50		
Mid-West Trail Authority	11/21	1	50		
Road Department Meeting	11/18	1 1/2	50	54	36.18
West Michigan Regional Planning Comm					
ROAD DEPT	11/4	1 1/2	50		
Other:					

Total Per Diem Requested:

300.00

Total Mileage Requested:

36.18

Signed



Date

12/1/2024

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

December

2024

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	12/10	1	50		
Commissioners Meeting SPECIAL	12/17	1 1/2	50		
Special Board Meeting	12/2	1 3/4	50		
Facilities Committee					
Personnel Committee	12/10	1	50		
Brownfield Redevelopment Authority					
Commission on Aging Board	12/19	1/2	50		
Mid-West Trail Authority					
Road Department Meeting	12/2	2	50		
West Michigan Regional Planning Comm	12/6	2	50	99	66.33
ROAD DEPT	12/16	1 1/2	50		
Other: SPECIAL COMMISSIONERS MTG	12/23	1	50		

Total Per Diem Requested:

450-

Total Mileage Requested:

66.33

Signed



12/30/2024

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 Hesche

Dec

2024

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	Dec-10				24
Commissioners Meeting	Dec 15				24
Special Board Meeting					
Facilities Committee					
Grievance Hearing Committee					
Lake Board-Morrison Lake	Dec 17				6
Mid-West Trail Authority					
Tax Allocation Board					
	~~Dec 20~~				
special meet	Dec 2				24
speical meet	Dec 23				24
Other					

Total Per Diem Requested:

Total Mileage Requested:


Signed

11-JAN-25
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

Dec 2024

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	12-16		50. ⁰⁰		12. ⁰⁰
Commissioners Meeting					
Special Board Meeting <i>Solid waste info</i>	12-2		50. ⁰⁰		12. ⁰⁰
Airport Board	12-10		~~50~~		
Airport Zoning Board					
Audit Committee					
Bargaining Committee Representative					
Lake Board-Jordan Lake	12-5		50. ⁰⁰		20. ⁰⁰
MAC Workers' Comp Board					
MSU Extensions Council					
SMART					
Parks Advisory Board	12-11				
<i>Finance</i>	12-9		50. ⁰⁰		12. ⁰⁰
Other:					
Solid Waste					

Total Per Diem Requested: 200.⁰⁰

Total Mileage Requested: 56.⁰⁰

Signed *Jack Shattuck*

Date 12/10/24

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

Dec. 1 2024

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	12-17		50 ⁰⁰		12 ⁰⁰
Commissioners Meeting	12-23		50 ⁰⁰		12 ⁰⁰
Special Board Meeting	12-30				
Airport Board					
Airport Zoning Board					
Audit Committee					
Bargaining Committee Representative	12-18		50 ⁰⁰		12 ⁰⁰
Lake Board-Jordan Lake					
MAC Workers' Comp Board					
MSU Extensions Council					
SMART					
Parks Advisory Board					
Other:					
Solid Waste MM	12-19		50 ⁰⁰		12 ⁰⁰

Total Per Diem Requested: 200⁰⁰

Total Mileage Requested: 48⁰⁰

Signed Jack Shattuck

1-14-25
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.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

[Click here to enter text.](#)

[Click here to enter text.](#)

CONTACT:

Carly Quinn 616-902-2578

DESCRIPTION:

Increase of Animal Shelter Adoption Fees

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Animal Shelter

FINANCIAL ANALYSIS:

Current Fees:

Cats: \$50

Dogs: \$100

Request to increase the fees to help offset the rising medical costs of vetting them.

Proposed Fees:

Cats: \$60

Dogs: \$160

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

[Click here to enter text.](#)

ADMINISTRATOR'S RECOMMENDATION:

Interim Administrator Recommends

**IONIA COUNTY COMMISSION ON AGING
REQUEST FOR DISCUSSION/ACTION**

Request for Board Chair signature on AAAWM Authorization of Signature document for
reporting and contracts.
January 28, 2025

CONTACT:

Carol Hanulcik, Director, Ionia County Commission on Aging

DESCRIPTION:

The Authorization of Signature document authorizes ICCOA staff to sign and submit required reporting through the year and authorizes the Chair of the Board of Commissioners to sign contracts and contract amendments.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

none

FINANCIAL ANALYSIS:

AAAWM is crucial to ICCOA services.

LEGAL REVIEW:

none

DEADLINE:

As soon as possible. FY 26 AAAWM funding applications will be released in February.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move to approve the request from the Commission on Aging Director, for the Board Chair's signature on the updated AAAWM the Authorization of Signature document.

DEPARTMENT HEAD RECOMMENDATION:

I recommend the chair sign the Authorization of Signature document. Non-electronic signatures are required on the Authorization of Signature document.

[Please return this documents to ICCOA, who will send to AAAWM Contract Administrators]

ADMINISTRATOR'S RECOMMENDATION: Interim County Administrator Recommends Approval of this Request.

EFFECTIVE DATE: _____

AUTHORIZATION OF SIGNATURE FOR AAAWM FUNDED PROGRAMS

1. Name and Address of Service Partner:

IONIA COUNTY COMMISSION ON AGING

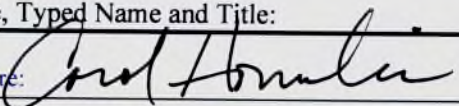
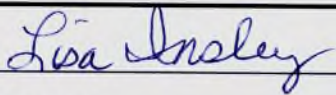
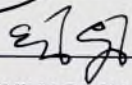
115 HUDSON ST

IONIA MI 48846

Individuals authorized to sign documents on behalf of Partner:

(handwritten signatures only; circle all permissions that apply for each signer)

2. Signature, Typed Name and Title:

1. Signature: 	2. Signature: 
Name CAROL HANULCIK	Name LISA INSLEY
Title DIRECTOR	Title NUTRITION DIRECTOR
Contracts ☒ Contract Amendments ☒ Financial Reports ☒ Service Reports ☒	Contracts ☒ Contract Amendments ☒ Financial Reports ☒ Service Reports ☒
3. Signature: 	4. Signature: _____
Name EMILY GRAY	Name JACK SHATTUCK
Title IN HOME SERVICES DIRECTOR	Title CHAIRPERSON
Contracts ☒ Contract Amendments ☒ Financial Reports ☒ Service Reports ☒	Contracts ☒ Contract Amendments ☒ Financial Reports ☒ Service Reports ☒

3. I certify that the signature (s) above is (are) of the individual (s) authorized to sign documents *as specified* on behalf of Service Partner.

Signature of Board Chairperson /Owner _____

Date _____

Name _____ Title _____

Note: The submitted form is valid for one year.

It is the Service Partner's responsibility to notify AAAWM of any changes.

IONIA COUNTY COMMISSION ON AGING REQUEST FOR DISCUSSION/ACTION

Ionia County Commission on Aging requests ratification of agency signature on their FY 2026 Application for funding from MDOT.
January 28, 2025

CONTACT:

Carol Hanulcik, Director

DESCRIPTION:

Annually, the Ionia County Commission on Aging submits a funding application to MDOT to provide transportation. MDOT currently funds all transportation fleet vehicles and provides \$36,928 annually for operations, received through Ionia Dial A Ride.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

ICCOA's Transportation Program benefits clients from many local agencies.

FINANCIAL ANALYSIS:

MDOT funding is crucial to ICCOA providing transportation services.

LEGAL REVIEW:

Click here to enter text.

DEADLINE:

As soon as possible.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move to approve the request of the ICCOA Director, to ratify agency's signature on their FY 26 application for funding from MDOT.

DEPARTMENT HEAD RECOMMENDATION:

I recommend ratification.

ADMINISTRATOR'S RECOMMENDATION:

Interim County Administrator Recommends Approval of this request.

Documents referenced in the application can be found with these links:

Contract Clauses: <https://www.michigan.gov/-/media/Project/Websites/MDOT/Travel/Mobility/Public-Transportation/Applications/Contract-Clauses.pdf?rev=98c0b9e6ef084500997da17be294ce65>

Certification and Assurances for FTA Assistance: <https://www.michigan.gov/-/media/Project/Websites/MDOT/Travel/Mobility/Public-Transportation/Applications/Certifications-Assurances-for-FTA-Assistance.pdf?rev=93e99c1e28614d6e9ed434e14d25d1ff>

**Ionía County Commission on Aging
Capital Requests For FY 2026**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2026		SEC 5310						
Eligible/Pending:1 Requested:1	Vehicle	Priority:3 Desc:6-passenger Accessible Minivan w/ ramp (Additional options added to price include decals, cameras and administrative fees.) Justn:Our vehicle #17, an SUV will meet its useful life based on age in FY 2026 (on 9/22/25 to be exact). We look forward to replacing this vehicle with an accessible minivan (state contract) and moving to a 100% accessible fleet.	\$69,728	\$17,432	\$0	\$87,160	REPLACE	PRE-REQUESTED
Eligible/Pending:1 Requested:1	Vehicle	Priority:1 Desc:6-passenger Accessible Minivan w/ ramp (Additional options added include decals, cameras and administrative fees.) Justn:We project our vehicle #18 will meet both age and milieage criteria for replacement by 9/30/26	\$69,728	\$17,432	\$0	\$87,160	REPLACE	PRE-REQUESTED
Eligible/Pending:1 Requested:1	Vehicle	Priority:3 Desc:6-passenger Accessible Minivan w/ ramp (Additional options include decals, cameras and administrative fees.) Justn:We project our vehicle #19 will meet the age requirement for replacement in FY 2026 and will be just shy of the mileage requirement (to have an estimated 88,115 miles).	\$69,728	\$17,432	\$0	\$87,160	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$209,184	\$52,296	\$0	\$261,480		
Sub Total By Request Year			\$209,184	\$52,296	\$0	\$261,480		

**Ionia County Commission on Aging
Capital Requests For FY 2026**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2028		SEC 5310						
Eligible/Pending:1 Requested: 1	Vehicle	Priority:1 Desc:6-passenger Accessible Minivan w/ ramp (Additional options include decals, camera system and administrative fee.) Justn:We project our vehicle #20 will meet both age and mileage criteria for replacement in FY 28.	\$69,728	\$17,432	\$0	\$87,160	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$69,728	\$17,432	\$0	\$87,160		
Sub Total By Request Year			\$69,728	\$17,432	\$0	\$87,160		

**Ionia County Commission on Aging
Capital Requests For FY 2026**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2029		SEC 5310						
Eligible/Pending:3 Requested:3	Vehicle	Priority:3 Desc:6-passenger Accessible Minivan w/ ramp (Decals, cameras, administrative fees.) Justn:We project the replacement vehicles for our vans 14, 15, 16, will minimally meet the age requirements for replacement. These vehicles, due to arrive in Q2 2025, will have local IDs 21, 22, 23.	\$209,184	\$52,296	\$0	\$261,480	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$209,184	\$52,296	\$0	\$261,480		
Sub Total By Request Year			\$209,184	\$52,296	\$0	\$261,480		
Grand Total			\$488,096	\$122,024	\$0	\$610,120		

Ionia County Commission on Aging

**115 Hudson Street
Ionia, Michigan 48846**

(616) 527-5365

Nonurban County

Specialized Services/5310

Annual Budgeted

2026

Total Eligible Expenses: \$0

Comments: Total trips and riders continues to increase thanks to efficiencies realized through dispatch software, adding additional drivers and volunteers and having a solid fleet of vehicles that are accessible to our clientele who increasingly needs assistance boarding and with parcels, etc. Thank you for support of our program which is extremely important to our rural community. Local support through our Senior Millage is also a big part of service delivery.

**Ionia County Commission on Aging
Nonurban County
Specialized Services/5310
Annual Budgeted
2026**

Non Financial Schedule Report

Public Service

Code	Description	Agency	Volunteer	Total
611	Vehicle Miles	125,000	0	125,000
615	Unlinked Passenger Trips - Regular	75	0	75
616	Unlinked Passenger Trips - Elderly	1,625	0	1,625
617	Unlinked Passenger Trips - Persons w/Disabilities	800	0	800
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	4,000	0	4,000

Total Passengers: 6,500

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	7
656	Demand-Response Vehicle w/ Lifts	7
658	Total Transit Vehicles	7

Total Vehicles: 7

Miscellaneous Information

Code	Description	Quantity DR
661	Total Transit Agency Employees (Full-Time Equivalents)	6
662	Total Revenue Vehicle Operators (Full-Time Equivalents)	5
665	Number of Volunteer Drivers	4

FY 2026 ADA COMPLAINT INFORMATION

You must retain copies of complaints for at least one year and a summary of all complaints for at least five years.

Name Of Applicant (legal organization name)

Ionia County Commission on Aging

Has the agency been named in any lawsuits or complaints in the last year which allege an individual was discriminated against or denied full participation in transportation based on disability.

☐ Yes ☒ No

In the last year, have you had ADA compliance review conducted on your transportation program as part of an overall FTA or MDOT Compliance Review?

☐ Yes ☒ No

Have any changes been made to your ADA Complaint Policy?

☐ Yes ☒ No

If your agency is operating inaccessible revenue vehicles, is equivalent service* being offered to riders?

*Equivalent service means that all riders, including wheelchair users, must be provided with the same level of service.

☒ Yes ☐ No

FY 2026 SECTION 5310
BUDGET DATA FORM

Name Of Applicant (legal organization name)

Ionia County Commission on Aging

REVENUE SCHEDULE

FY 2026

Passenger Fares(paid by rider)		\$	17,000
Contract Fares (paid by another organization)		\$	44,500
Local (source)	Senior Millage	\$	226,572
	Fundraising	\$	500
State (source)	MDOT Specialized Services	\$	36,928
		\$	
Federal (source)		\$	
		\$	
Other (source)	RTAP	\$	5,500
		\$	
Total Operating Revenue		\$	331,000

EXPENSE SCHEDULE

Labor and Fringe Benefits	\$	265,000
Services, Materials and Supplies (gas, oil, work performed by another agency)	\$	31,500
Casualty and Liability insurance	\$	6,500
Purchased Transportation Service Within Service Area	\$	
Leases and Rentals	\$	
Depreciation and Amortization	\$	
All Other	\$	28,000
Total Operating Expenses	\$	331,000

FY 2026 CONTRACT CLAUSES CERTIFICATION

Certification 1

I acknowledge that I have reviewed a copy of the Contract Clauses. I understand that the nature of the project will determine which requirements of the contract clauses apply and I will comply with all applicable clauses for all FTA-funded contracts for the application year.

Name Of The Person Authorized To Sign A Contract Or Project Authorization

Carol Hanulcik

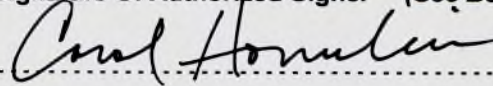
Legal Organization Name

Ionia County Commission on Aging

Title Of Authorized Signer

Director

Signature Of Authorized Signer ** (See Below)



Date

01/16/2025

Governing Board Chair Information *:**

Name*

Cheryl Irish

Phone* (###)###-####

(616) 527-5365

Email*

iccoa@ioniacounty.org

* If the organization has a master agreement with MDOT, **the organization name must match the name as it appears on the master agreement.** Organizations with multiple contracts must submit multiple contract clauses certifications.

** If the organization has a master agreement with MDOT, the signature must be the same as the authorized signer of the master agreement or an individual with legal authority to sign a project authorization for the organization. Your agency can change, add or remove an authorized signer at any time by completing a signature resolution.

*** Chair of the governing board having supervisory powers over your agency.

FY 2026 FTA CERTIFICATIONS AND ASSURANCES

Name Of Applicant (legal organization name)

Ionia County Commission on Aging

The Applicant agrees to comply with the applicable requirements of categories below. * ☒
Those requirements that do not apply to you or your project will not be enforced.

<u>Categories</u>	<u>Descriptions</u>
01.	Certifications and Assurances Required of Every Applicant.
02.	Public Transportation Agency Safety Plans.
03.	Tax Liability and Felony Convictions.
04.	Lobbying.
05.	Private Sector Protections.
06.	Transit Asset Management Plan.
07.	Rolling Stock Buy America Reviews and Bus Testing.
08.	Formula Grants for Rural Areas.
09.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.
10.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.
11.	Alcohol and Controlled Substances Testing.
12.	Demand Responsive Service.
13.	Interest and Financing Costs.
14.	Emergency Relief Program.

FTA and MDOT intend that the certifications and assurances the Applicant has selected on this form should apply, as required, to each project for which the Applicant seeks FTA assistance during application year.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document, and acknowledges that the provisions of the program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. 3801 et.seq., and implemented by DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance, or submission made to FTA. The criminal fraud provisions of 18 U.S. C. 1001 may apply to any certification, assurance, or submission made in connection with any program administered by FTA.

FY 2026 SECTION 5310/NEW FREEDOM
GENERAL INFORMATION FORM

Name Of Applicant (legal organization name)

Ionia County Commission on Aging

Check One :

☐ Urbanized Area ☒ Non Urbanized Area

Name of urbanized area

Is your agency within a metropolitan planning organization (MPO)?

☐ Yes ☒ No

Services Provided by applicant (including how 5310 vehicles will be used, service area, days and hours of operation, and reservation requirements)

Transportation is provided throughout Ionia County and to select destinations outside the county. Vehicles provide passenger transportation, for Seniors and disabled individuals, Monday - Friday 8:30-5pm. Riders are encouraged to reserve in advance, particularly for travel outside County. We do also provide on-demand service as schedule allows. Special assistance provided (ie, boarding).

Projected Annual 5310 Ridership

Estimated Percentage of Ridership(%)

Elderly % Disabled % Other %

Specify Other

Vehicles are intended to:

☒ Replace Existing Vehicles ☐ Expand Existing Service ☐ Start New Service

Select One:

☐ Attached are letters of support from each public and private transit and paratransit operator in the proposed service area indicating that he or she does not, and is not intending to, offer similar service in the same area; or proof of a good faith effort made in obtaining letters of support if an operator will not respond.

☒ A public notice has been published (attach a copy of published public notice in PTMS).

**FY 2026 SECTION 5310 COORDINATED PUBLIC TRANSIT -
HUMAN SERVICES TRANSPORTATION PLAN INFORMATION**

Project 1

Name of Applicant (legal organization name)

Ionia County Commission on Aging

Project Type

Revenue vehicle

Project Description

Three 6-person passenger minivans with ramps

**TITLE OF COORDINATED PLAN FROM WHICH
PROJECT IS INCLUDED**

Ionia County Area Wide Coordinated Public Transit
Human Services Plan

**PAGE NUMBER AND SECTION WHERE THE PROJECT,
STRATEGY, ACTIVITY, OR SPECIFIC ACTION IS IDENTIFIED.**

Needs for continued service delivery throughout our county
and unmet transportation needs of older adults and disabled
individuals.

**How does project address an identified service gap or transportation coordination with public and/or private
transportation and social service agencies? Please also identify those agencies**

Replacing these 3 minivans (17, 18, 19) will allow our agency to move to a 100% fully accessible fleet, serving the identified needs of Ionia County Seniors and disabled individuals. Our agency focuses on riders who require additional assistance boarding and stowing items, such as walkers or wheelchairs, as well as travel to select points outside our county. Modified minivans also offer a lower step-in height for seniors or others with accessibility concerns. We work in collaboration with other local partners - IDART, Belhop, MDHHS volunteers, to meet the needs of as many individuals as possible, with regular referrals to each other. Finally, minivans are an economical option for transit in our area for local maintenance, lower fuel costs, etc.

Are there multiple providers for this project/service?

☐ Yes ☒ No

Project Implementation Timeline After Receiving Funds.

Once funding is awarded and contracts signed, the vehicle would be ordered under state contract. We anticipate no more than 6 months to complete the procurement barring supply chain issues..We are thrilled to move to a 100% accessible fleet, composed of easily-accessible minivans with ramps. Additionally, we will continue in the direction of equipping our fleet with cameras, which leads to greater safety for vulnerable riders and reinforces the professionalism of our drivers.

ADDITIONAL INFORMATION.

We are thrilled to move to a 100% accessible fleet, composed of easily-accessible minivans with ramps. Additionally, we will continue in the direction of equipping our fleet with cameras, which leads to greater safety for vulnerable riders and reinforces the professionalism of our drivers.

This form is required for all agencies applying for Regular Services, Section 5311 JARC, Section 5310, and/or New Freedom projects.

Name of Applicant (legal organization name)

Ionia County Commission on Aging

THE APPLICANT AGREES TO COMPLY WITH THE APPLICABLE REQUIREMENTS SELECTED BELOW:

- This organization has the necessary operational lifts on its vehicles as required by Act 51, [Section 10e
A. (17) and 10e(18)] of the Public Acts of 1951, as amended, and the Americans with Disabilities Act of 1990. ☒
The organization also certifies that the lifts are maintained and cycled on a regularly scheduled basis.
- B. This organization has proof of insurance on file that meets the insurance requirements in exhibit a of your master agreement with the Michigan Department of Transportation. ☒

The applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in statements submitted herein with this document. The truthfulness and accuracy of this document will enable the applicant to receive state funding.

Name Of Applicant (legal organization name)

Ionia County Commission on Aging

All FTA funds recipients, except for urban agencies that receive all of their FTA funds directly from FTA, must submit the following information that covers the period since your last MDOT application. First-time applicants should submit information for the previous fiscal year.

1. Are there any active lawsuits or complaints naming the applicant that allege discrimination based on race, color or national origin with respect to service or other transit benefits?

☐ Yes ☒ No

2. Have you had any Title VI compliance review activities conducted with regard to your transportation program, including triennial compliance reviews conducted by FTA and/or MDOT?

☐ Yes ☒ No

3. When was your last Title VI program approved by MDOT or FTA **MM/DD/YYYY**

4. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved?

☐ Yes ☒ No

5. Has your organization had any projects and/or service change that have Title VI, Limited English Proficiency (LEP), or Environmental Justice (EJ) impacts? Service change includes service expansion/reduction, route and/or hour changes, etc

☐ Yes ☒ No

6. During this reporting period, how were your employees educated about Title VI and their responsibility to ensure non-discrimination in any of your programs, services, or activities?

Staff are trained when hired regarding Title VI and their responsibilities under the policy, and receive an annual refresher training. The info is also posted in our vehicles and in our facility.

FY 2026 VEHICLE ACCESSIBILITY PLAN UPDATE

NOTICE: The Local Advisory Council(LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed.

Name Of Applicant (legal organization name)

Ionia County Commission on Aging

1. Total D-R Fleet anticipated for application year (including locally funded vehicles)

7

2.Total Anticipated D-R Fleet Accessible or lift-equipped (including locally funded vehicles)

7

2a. If your agency is operating inaccessible revenue vehicles, is equivalent service being offered to riders?

Yes

3. Has the agency made any changes in vehicle inventory described in No. 1 and No. 2 above since the last accessibility plan update was submitted?

(If "yes" explain changes and reasons for those changes below.)

Yes

Explain changes and reasons for those changes

With the replacement of van 17 projected in FY 26, we will be moving to a fully accessible fleet! All vehicles will be wheelchair accessible with a ramp.

4. Has the agency made any changes in the following since the last accessibility plan update was submitted?

A. Fare structure No

B. Service area information No

C. Service availability information No

D. Service Hours/days of operation No

E. Local advisory council membership Yes

One member of our LAC, Bill Patton, retired and a new member, John Dinehart, replaced him.

5. Has the agency made any other changes in its vehicle accessibility plan since last submission of an accessibility plan or annual update?

No

6. How frequently does the agency's LAC meet?

Quarterly

7. LAC MEMBER LIST (List below the members of your agency LAC. Attach a separate page of additional names if necessary.)

NOTICE: The Local Advisory Council (LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.

NOTE: MDOT Administrative Rule 202 requires that the applicant agency shall establish a LAC composed of a minimum of three members. No LAC member shall be a staff or board member of the applicant agency. The applicant agency shall ensure all of the following:

1) 50% of the LAC membership represents persons who are 65 years of age or older and persons who have disabilities within the service area;

2) the LAC membership includes people who have diverse disabilities and the elderly who are users of public transportation; and

3) the applicant agency has approved at least one member, or 12% of the membership, jointly with the area agency on aging.

Does the list of members reflect the membership in the minutes?

Yes

1. CHAIRPERSON'S NAME Lynn Lafler

Affiliation (Name of organization, if any) former IDART Director

This member represents

Persons 65 years and older

This member is

Age 65 or older

A user of public transportation

2. NAME Melissa McKinstry

Affiliation (Name of organization, if any) none

This member represents

Persons with Disabilities

This member is

A user of public transportation

3. NAME Norma Kilpatrick

Affiliation (Name of organization, if any) AAAWM Advisory Board Member

This member represents

Persons 65 years and older

This member is

Jointly appointed by an area agency on aging

Age 65 or older

4. NAME Jessica Higley

Affiliation (Name of organization, if any) MDHHS

This member represents

Person without disability and not over 65 years of age

This member is

Member of the public

5. NAME John Dinehart

Affiliation (Name of organization, if any) Easton Township Supervisor

This member represents

Person without disability and not over 65 years of age

This member is

Member of the public

FY 2026 SPECIALIZED SERVICES
BUDGET DATA FORM

Name Of Applicant (legal organization name)

Ionia County Commission on Aging

REVENUE SCHEDULE

FY 2026

Passenger Fares(paid by rider)		\$	17,000
Contract Fares (paid by another organization)		\$	44,500
Local (source)	Senior Millage	\$	226,572
	Fundraising	\$	500
State (source)	MDOT Specialized Services	\$	36,928
		\$	
Federal (source)		\$	
		\$	
Other (source)	RTAP	\$	5,500
		\$	
Total Operating Revenue		\$	331,000

EXPENSE SCHEDULE

Labor and Fringe Benefits	\$	265,000
Services, Materials and Supplies (gas, oil, work performed by another agency)	\$	31,500
Casualty and Liability insurance	\$	6,500
Purchased Transportation Service Within Service Area	\$	
Leases and Rentals	\$	
Depreciation and Amortization	\$	
All Other	\$	28,000
Total Operating Expenses	\$	331,000

FY 2026 COORDINATION PLAN FOR SPECIALIZED SERVICES

Name Of Applicant (legal organization name)

Ionia County Commission on Aging

A. DOES YOUR COORDINATION COMMITTEE MEET AT LEAST QUARTERLY?

Yes

B. Identify the coordination committee's basic responsibilities. Provide a brief narrative of activities and/or major accomplishments the committee achieved in the previous fiscal year. Consider the following examples of activities: community events, customer input opportunities, designated leadership roles, coordination of client rides, development of specific goals and objectives, clearinghouse, central dispatch, joint driver training programs, shared maintenance, performance reviews, and budget management.

Our committee meets quarterly to address community needs and we communicate regularly through the year. One big win was our support for Ionia Dial A Ride's application for an Equity Mobility Grant to serve more areas of our county, which was awarded. Other examples include trainings, referral of clients from each agency, sharing collateral for each in public areas, and regular info and guidance. Our shared goal is to provide as much transportation as possible to as many riders as possible.

C. DESCRIBE PLANNED ACTIVITIES FOR THE NEXT FISCAL YEAR.

With the Equity Mobility Grant awarded we will look to coordinate even further with IDART, to be as efficient as possible. We plan to also work with them to raise the profile of this expanded service and to help them reach the Senior Community in particular. We will also look to identify and jointly participate in local community events to increase support for public transportation, such as parades, Senior Day at the Ionia Free Fair and our annual Elvis Tribute Artist fundraiser.

D. Organizations must ensure that the level and quality of service will be provided without regard to race, color, or national origin and that these groups are not adversely affected by service changes. Please describe your efforts to comply with this requirement.

We are diligent with our onboarding process and annual training/retraining to be sure we meet this requirement. We also conduct annual polling of all our clients to ensure the highest possible standards are met.

E. Act 51 requires proposals for coordinated Specialized Services assistance funding be developed jointly between existing eligible authorities or eligible governmental agencies that provide public transportation services and the area agencies on aging or any other organization representing specialized services interests.

COORDINATION COMMITTEE PARTICIPATION (List the people who have participated and the agency they represent.)

NAME	Lynn Lafler
AFFILIATION	former IDART Director
NAME	Melissa McKinstry
AFFILIATION	none
NAME	Norma Kilpatrick
AFFILIATION	AAAWM Advisory Board Member
NAME	Jessica Higley
AFFILIATION	MDHHS
NAME	Carol Hanulcik
AFFILIATION	Ionia County Commission on Aging
NAME	Heidi Wenzel
AFFILIATION	Ionia Dial A Ride
NAME	Tammy McCracken
AFFILIATION	Belding Dial A Ride
NAME	John Dinehart
AFFILIATION	none

FY 2026 SPECIALIZED SERVICES SERVICE DESCRIPTION

Name Of Applicant (legal organization name)

Ionia County Commission on Aging

A. Provide the following information for your proposed service

Regular Service/Paid Driver.

Description of service and information for applicant and/or each sub-applicant as applicable (service area, schedule, type of service, etc.).

ICCOA provides Assisted Transportation throughout Ionia County and to select locations outside the county. Hours of service are Mon-Fri, 8:30am-5pm. We serve Seniors and the disabled.

Note: Available funding for the area will be the same as the current fiscal year. Funds may be redistributed among subrecipients by agreement of the Coordination Committee.

Below, please provide the continuation funds being requested by the applicant...etc.

Applicant:

Dollar Amount Requested **by Mile** **Estimated Miles**

Dollar Amount Requested **by Passenger** **Estimated Passengers**

Do you have sub-applicants? No

Volunteer Driver Service

Do You have volunteer Drivers? Yes

Description of service and information for applicant and/or each sub-applicant as applicable (service area, schedule, type of service, etc.).

The Ionia County Commission on Aging (ICCOA) provides passenger transportation, for Seniors and disabled individuals, Monday - Friday, 8:30am-5pm. Service is provided throughout Ionia County and Select destinations outside the county. Clients are encouraged to reserve in advance, particularly for out of county travel. We also provide on-demand service as our schedule allows. ICCOA specializes in Assisted Transportation, providing extra help boarding vehicles, walking to the client home, carrying parcels, stowing walkers, etc. Medical transportation is a major part of overall service, for dialysis, to veteran's facilities, or to other medical treatment facilities not located in our county. We also provide other vital transportation such as travel to senior centers, etc.

MDOT continuation funds requested by applicant. Reimbursed based on miles only. Provide information for applicant and/or each sub-applicant as applicable.

Enter both estimated miles and passengers. The estimated miles and passengers should reflect the service level of each sub-applicant regardless what is funded.

APPLICANT:

Dollar Amount Requested	36,928	By Miles	Estimated Miles	150,000
			Estimated passengers	6,750

SUB-APPLICANT

Name of Sub-applicant	
-----------------------	----------------------

Dollar Amount Requested		By Miles	Estimated Miles	
			Estimated passengers	

Name of Sub-applicant	
-----------------------	----------------------

Dollar Amount Requested		By Miles	Estimated Miles	
			Estimated passengers	

Name of Sub-applicant	
-----------------------	----------------------

Dollar Amount Requested		By Miles	Estimated Miles	
			Estimated passengers	

Describe training efforts relating to boarding equipment/assistance, sensitivity, etc, for agency staff and volunteer drivers. Provide information for applicant and/or each sub-applicant as applicable.

All ICCOA staff - paid staff and volunteers - receive PASS training on hire and maintain current PASSSS certification along with a Chauffeur's License endorsement. Minimally 2 trainings are required annually. Staff also receive annual refresher training on our Title VI policy and are trained in reporting suspected abuse or neglect of the vulnerable population we serve. We are developing a hands-on boarding assistance training/demonstration for FY 2025.

**Michigan Public Transit Facts
Equipment Listing Report**

Ionia County Commission on Aging						
Serial No.	Model No.	Type	Description	Purch. Date	RSL	Condition Rating
003369712551	SurfaceGo2LTE	COMPUTER EQUIP	Tablet for transportation	OWNED	1	—
010024711251	SurfaceGo2LTE	COMPUTER EQUIP	Tablet for transportation	OWNED	1	—
011335112151	SurfaceGo2LTE	COMPUTER EQUIP	Tablet for transportation	OWNED	1	—
10114711251	SurfaceGo2LTE	COMPUTER EQUIP	Tablet for transportation	OWNED	1	—
13547111251	SurfaceGo2LTE	COMPUTER EQUIP	Tablet for transportation	OWNED	1	—
14880711251	SurfaceGo2LTE	COMPUTER EQUIP	Tablet for transportation	OWNED	1	—
20313510351	SurfaceGo2LTE	COMPUTER EQUIP	Tablet for transportation	OWNED	1	—
57WMD2C61FM100123	VAN	SERVICE VEHICLE	2015 MV-1	OWNED	3	—
901470383	vertical	OFFICE EQUIP	Locked filing cabinet model # 13610	OWNED	-2	—
V3026D3V	M710qs	COMPUTER EQUIP	Two ThinkCenter M710qs All in One desktops with two monitors each s/n V3026D3V, V3026D3P, V3026D3N, V3026D3M	OWNED	-2	—
VNB3P40333	M452dw	COMPUTER EQUIP	HP LaserJet printer	OWNED	-2	—
none	PCTrans	COMPUTER EQUIP	PCTrans Scheduling dispatch, maps, tablet software	OWNED	-1	—

RISK

MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

CERTIFICATE OF COVERAGE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder except to the extent shown below. This certificate does not amend, extend, or alter the coverage contained in the Authority's Joint Powers Agreement and coverage attachments thereto.

This is to certify that a Self-Insured Program has been undertaken by the member listed below through the Authority pursuant to Act 138 P.A. 1982.

The coverage provided by the Authority is as follows:

1. Liability coverage for general liability, automobile (including Michigan No-Fault), law enforcement, and public officials liability; in the sum of \$10,000,000 each occurrence inclusive of loss adjustment and defense costs.
2. Property Coverage including loss to real & personal property, to amounts stipulated in coverage documents and overview for this member.
3. Motor Vehicle Physical Damage Coverage for the vehicles stipulated in the Coverage Document.
4. X Information only.
5. The entity named below is included in the scope of protection as respects claims arising from a COVERED CONTRACT as defined in the MMRMA Liability and Motor Vehicle Physical Damage Coverage Document.
6. Other (as described here):

This certificate is issued in accordance with and is subject to all provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulation and administrative procedures. Should the member identified below withdraw from the Authority, or its Authority Membership be otherwise terminated, the Authority shall endeavor to notify the certificate holder in writing thirty (30) days in advance thereof, but failure to furnish such notice shall impose no obligation or liability of any kind upon the Authority, or its representatives.

Certificate Holder:
TO WHOM IT MAY CONCERN

Member:
IONIA COUNTY
101 W MAIN ST., 3RD FLOOR
IONIA, MI 48846

Certificate Expiration Date: January 1, 2026
Date Issued: January 1, 2025

Member Number: # M0001170
Effective Date of Membership: 7/21/1985

Distribution:
Patrick Jordan, Ionia County
MMRMA Underwriting



Authorized Representative

PUBLIC NOTICE

IONIA COUNTY COMMISSION ON AGING
PROPOSED STATE AND FEDERAL APPLICATION FOR
OPERATING AND/OR CAPITAL ASSISTANCE

All citizens are advised that the Ionia County Commission on Aging has prepared an application for State of Michigan financial assistance for fiscal year 2026, as required under Act 51 of the Public Acts of 1951, as amended, and for federal assistance as required under the federal transit laws, as amended.

The Ionia County Commission on Aging is requesting a total of \$261,480 through the following funding program(s):

Program(s)	Description	Amount
Section 5310	Three minivans with ramps for transportation	\$261,480

The Ionia County Commission on Aging ensures that the level and quality of transportation service is provided without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. For more information regarding our Title VI obligations or to file a complaint, please contact us at the address given below.

The proposed application is on file at the Ionia County Commission on Aging, 115 Hudson Street, Ionia, Michigan 48846, and may be reviewed during a 30-day period (January 21, 2025 – February 24, 2025), between the hours of 8:30 a.m. and 5:00 p.m. Monday thru Friday.

Written comments regarding the application and/or written requests for a public hearing to review the application must be received by February 28, 2025. If a hearing is requested, notice of the scheduled date, time, and location will be provided at least 10 days in advance.

Submittals should be sent to: Ionia County Commission on Aging, 115 Hudson Street, Ionia, MI 48846 or via e-mail to: chanulcik@ioniacounty.org.

**Michigan Public Transit Facts
Vehicle Listing Report**

Ionia County Commission on Aging											
Vehicle Identification Number (VIN)	State ID	Local ID	Status	Type	Seat Qty.	Lift Qty.	Year	Mileage	Repl Req.	Repl. Fund	Vehicle Length (in feet)
1FMSK8BB3MGB53867	71-7167	17	ASSIGNED	Sedan/SUV	7	0	2021	36,255	2026	—	17
2C4RC1CG8PR583205	71-7346	20	ASSIGNED	Minivan	5	0	2023	12,820	—	—	17
2C4RC1CG9NR172330	71-7199	18	ASSIGNED	Minivan	5	0	2022	34,742	2026	—	17
2C4RC1CGXNR172336	71-7202	19	ASSIGNED	Minivan	5	0	2022	29,339	2026	—	17
2C4RDGBG2KR788870	71-6916	15	ASSIGNED	SmLghtDty-Vans	4	0	2019	64,259	2024	2024	17
2C4RDGBG9KR788851	71-6915	14	ASSIGNED	SmLghtDty-Vans	5	0	2019	72,124	2024	2024	17
2C7WDGBG7LR224591	71-6917	16	ASSIGNED	SmLghtDty-Vans	4	0	2020	65,235	2024	2024	17

Local Advisory Committee
Meeting Minutes
January 15, 2025

Meeting called to order by Lynn Lafler at 9:02 a.m.

Members Present:

Lynn Lafler, John Dinehart, Melissa McKinstry, Jessica Higley and Norma Kilpatrick

Members Absent:

None

Approval of Agenda

Motion by Melissa, supported by Jessica to approve the agenda as presented. Motion passes unanimously.

Approval of Minutes

Motion by Melissa, supported by Jessica to approve the October 16, 2024 meeting minutes as presented. (Attachment A) Motion passes unanimously.

Elect Chair and Vice Chair

Motion by Melissa McKinstry for Lynn Lafler to be Chair Person and John Dinehart to be Vice Chair Person, supported by Jessica Higley. Motion passes unanimously.

Approval of City of Ionia FY2026 Vehicle Accessibility Plan Update

Heidi reviewed the FY 2026 Vehicle Accessibility Plan Update for Ionia Dial-A-Ride. She indicated that the total fleet size increased to 10 lift equipped vehicles with the addition of the E Transit Van.

Since the last accessibility plan update was submitted there have been no changes in fare structure, service area information, service availability information or service hours/days of operation. The only change to the Local Advisory Council Membership was the removal of Bill Patton and the addition of John Dinehart.

Ionia Dial-A-Ride continues coordination efforts with various community partners and the transits within Ionia County. Coordination of services includes making referrals between COA, IDART and Belding DAR, ensuring that the trip is being provided by the correct agency. IDART coordinates with Belding DAR to provide a connection between Belding and Ionia through JARC. The transits work together through their efforts at the LAC quarterly meetings to ensure they are meeting the communities' needs and adjust as necessary. Heidi also attends the Ionia County Community Collaborative (IC3) group to ensure coordination with local entities. Finally, IDART gathers support and confirms coordination possibilities for grant opportunities.

Motion by Melissa McKinstry, supported by John Dinehart to approve the City of Ionia FY 2026 Vehicle Accessibility Plan as presented. Motion passes unanimously.

Approval of COA FY2026 Vehicle Accessibility Plan Update

Carol reviewed the FY 2026 Vehicle Accessibility Plan Update for Ionia County Commission on Aging. She indicated that the total fleet size remains the same at 7 vehicles and anticipates 7 will be accessible with a replacement vehicle in FY26.

Since the last accessibility plan update was submitted there have been no changes in fare structure, service area information, service availability information or service hours/days of operation. The only change to the Local Advisory Council Membership was the removal of Bill Patton and the addition of John Dinehart.

Coordination of services includes making referrals between COA, IDART and Belding DAR, ensuring that the trip is being provided by the correct agency. The transits work together through their efforts at the LAC quarterly meetings to ensure they are meeting the communities' needs and adjust as necessary. Carol attends the Ionia County Community Collaborative (IC3) group to ensure COA is coordinating with local entities. Carol coordinates with the COA board and COA board members to coordinate with other boards as well such as joint participation on COA board and AAAWM board. COA presents to local groups and organizations as much as possible, including presenting to DHHS and having a booth at Ionia Expo.

Motion by Melissa McKinstry, supported by Lynn Lafler to approve the Commission on Aging FY 2026 Vehicle Accessibility Plan as presented. Motion passes unanimously.

Approval of City of Belding FY2026 Vehicle Accessibility Plan Update

Tammy reviewed the FY 2026 Vehicle Accessibility Plan Update for Belding Dial-A-Ride. She indicated that the total fleet size remains the same at 5 lift equipped buses.

Since the last accessibility plan update was submitted there have been no changes in fare structure, service area information, service availability information or service hours/days of operation. The only change to the Local Advisory Council Membership was the removal of Bill Patton and the addition of John Dinehart.

Coordination of services includes coordinating with Ionia Dial-A-Ride to provide Job Access twice a day Monday through Friday. Belding has also had the opportunity to coordinate with Ionia Dial-A-Ride and COA to provide NEMT services. The transits work together through their efforts at the LAC quarterly meetings to ensure they are meeting the communities' needs and adjust as necessary.

Motion by Melissa McKinstry, supported by Lynn Lafler to approve the City of Belding FY 2026 Vehicle Accessibility Plan as presented. Motion passes unanimously.

Comments/Sharing Information

Lynn

- Glad to be a part of the committee. Feels things are going well in terms of transportation by the agencies. Welcome to John.

Melissa

- Feels things are going well in terms of transportation by the agencies. Glad that COA will be replacing the vehicle with the side entrance, lower floor van. Has heard no concerns about the Dial-A-Ride (Ionia) service.

Norma

- Inquired how the electric van is doing. Heidi indicated things are going well with it. A decrease in mileage during the colder months, but still able to make the full route on 1 charge. No other concerns or suggestions.

Jessica

- Inquired whether IDART would be billing Medicaid for trips with the new micromobility project. Heidi indicated that is in the plans, but not right away. She advised that DHHS still has 2 volunteer drivers, and they have seen a decrease in medical runs but an increase in parenting time transportation.

John

- Happy to be a part of the committee and has no concerns or suggestions at this time. Inquired about riding along on IDART to learn more about the transit. Heidi indicated he is welcome any time.

Heidi gave an update on Ionia Dial-A-Ride's Equitable Mobility Challenge micromobility project. She also advised that part of the FY26 application will include a request for funds to hire a Mobility Manager to increase IDART's coordination and communication with community partners as well as provide more travel training to individuals needing assistance with learning IDART. In addition, IDART will be requesting Service Initiatives funding for a 1-year pilot project to expand their current service area into Saranac to fill a large mobility gap. Also, IDART is in the final stages of choosing a new computer aided dispatch and scheduling software that will feature a rider app. Finally, Lynn Lafler asked about funding levels and Heidi indicated the current FY26 LBO percentage is just over 30%.

Carol gave an update on COA that they were serving more people with mobility challenges, which prompted them to convert the final vehicle to accessible. COA will be receiving 2 new replacement vehicles Friday and a third soon. They are happy with the PCTrans software they currently utilize and are looking to add more volunteers.

Tammy gave an update on Belding Dial-A-Ride that they are fully staffed and she has no concerns about turn over. She also recently completed PASS Training and looks forward to passing it onto the drivers.

Heidi inquired whether there were any concerns or suggestions regarding transit needs not being met currently through any or all of the 3 services. Lynn, Melissa, and Bill all indicated that they did not know of any. All thought things were going well.

Next Meeting Date

April 9, 2025

Adjournment

Motion by Lynn, supported by Jessica to adjourn meeting. Motion passes unanimously. Meeting adjourned at 9:42 a.m.

Submitted by,



Lynn Lafler, Committee Chair

IONIA COUNTY COMMISSION ON AGING REQUEST FOR DISCUSSION/ACTION

Ionias County Commission on Aging requests ratification of agency signature on MDOT
Agreement 2022-0075 P4 R1
January 28, 2025

CONTACT:

Carol Hanulcik, Director

DESCRIPTION:

The Ionia County Commission on Aging has been awarded and additional \$6,600 under this authorization to purchase 3 replacement vans for transportation (accessible, with ramps) and 2 computers/computer equipment for transportation staff (total authorization \$213,241). The additional funds are to cover increased cost for vehicle replacements.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

ICCOA's Transportation Program benefits clients from many local agencies.

FINANCIAL ANALYSIS:

This funding for vehicles and equipment allows ICCOA to direct Senior Millage and other funding toward the cost of operations, ie, wages for client services. This revenue and related expenditures were included in our 2025 budget. A budget amend will follow for the additional \$6,600.

LEGAL REVIEW:

[Click here to enter text.](#)

DEADLINE:

[Click here to enter text.](#)

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move to approve the request of the ICCOA Director, to ratify agency's signature on MDOT Agreement 2022-0075/P4 R1.

DEPARTMENT HEAD RECOMMENDATION:

I recommend ratification.

ADMINISTRATOR'S RECOMMENDATION:

Interim County Administrator Recommends Approval of this Request.

Date: December 4, 2024
Agreement No.: 2022-0075
Authorization No.: P4/R1
Job Nos.: 221012NI/222974NI

**REVISED PROJECT AUTHORIZATION
IONIA COUNTY COMMISSION ON AGING
FY 2024 SECTION 5310
ENHANCED MOBILITY OF SENIORS AND
INDIVIDUALS WITH DISABILITIES PROGRAM**

This information is required by the Michigan Department of Transportation (MDOT) in order to record agreement of utilization of funds provided by the Federal Transit Administration, United States Department of Transportation and MDOT. The funds provided shall be used by the AGENCY in accordance with the above referenced Master Agreement.

Authorization Effective Date: September 20, 2024
Authorization Expiration Date: September 19, 2027
Fiscal Year of Effective Contract Clauses: 2024

The Federal grant associated with the PROJECT AUTHORIZATION is Permanent No. MI-2023-037-01. Award Year: 2024

The Catalog of Federal Domestic Assistance Number for the Federal Transit Administration Enhanced Mobility of Seniors and Individuals with Disabilities Program is 20.513.

For capital, the AGENCY agrees to prepare and submit to MDOT bi-annual milestone reports as required. The AGENCY also agrees to submit annual performance reports as required by the Federal Transit Administration.

Timely Expenditure of Funds

Sufficient progress toward the obligation of funds must be made within six (6) months of receiving the awarded PROJECT AUTHORIZATION or MDOT may cancel the PROJECT AUTHORIZATION and the AGENCY will no longer have access to the funds. Sufficient progress may be documented by placing an order, issuing a solicitation, having a third party contract awarded, or taking other documentable action to utilize the funds. MDOT will not extend this PROJECT AUTHORIZATION beyond three years except for very unique circumstances as determined by MDOT. MDOT will allow for additional time for new facility construction projects if sufficient progress is being made to complete the project.

The purpose of Revision 1 is to provide additional state funding due to the increased cost of vehicles.

<u>Line No.</u>	<u>Item</u>	<u>Line Item</u>	<u>Activity Code</u>	<u>Federal</u>	<u>State</u>	<u>Total</u>
	<u>Revenue vehicles:</u>					
1	Three replacement vans with ramps (221012NI)	11.12.15	NA	\$160,273	\$40,068	\$200,341
3	Up to one replacement van with ramp (222974NI)*	NA	823	- 0-	6,600	6,600
	<u>Terminal/office equipment:</u>					
2	Computer/computer equipment (221012NI)	11.42.20	NA	<u>5,040</u>	<u>1,260</u>	<u>6,300</u>
	Total			\$165,313	\$47,928	\$213,241

* Line 3 will provide additional funding for Line 1.

Funding sources:

2024/65150/3120 \$165,313 (F)
 C87750/1120 \$ 47,928 (S)

PRF Nos.: 2024-570
 2025-193

IONIA COUNTY COMMISSION ON AGING

E-SIGNED by Carol Hanulcik
 on 2025-01-13 14:38:25 EST

 Authorized Signer

MICHIGAN DEPARTMENT OF TRANSPORTATION

E-SIGNED by JEAN RUESTMAN
 on 2025-01-13 21:53:09 EST

 Title: Department Director



IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Contract with Village of Pewamo
Additional Patrol Hours
01/28/2025

CONTACT:

Sheriff Charlie Noll

DESCRIPTION:

Contract with the Village of Pewamo to provide 24 hours of additional Sheriff Patrol within the Village limits consisting of 2 hours per month for a period of 12 months commencing January 1, 2025 through December 31, 2025. These extra hours are over and above emergency calls and routine patrols in the Village.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

[Click here to enter text.](#)

FINANCIAL ANALYSIS:

The Village of Pewamo provided \$1,048.56 of funds they received from Liquor Control per the Liquor Control Act Section 543 Act 58. P.A., for the Sheriff's Office to provide 24 hours of additional Sheriff Patrol within the Pewamo Village limits consisting of 2 hours per month at a rate of \$43.69 per hour.

LEGAL REVIEW:

[Click here to enter text.](#)

DEADLINE:

01/28/2025 Board meeting

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Ionia County Board of Commissioners approve the contract with the Village of Pewamo for additional patrol hours and authorize signatures.

ADMINISTRATOR'S RECOMMENDATION:

Interim County Administrator Recommends Approval of this Request.

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

Title: Transportation Asset Management Plan

Date: January 28, 2025

CONTACT: Linda Pigue, Managing Director

DESCRIPTION: Public Act 325 of 2018 amended Public Act 51 to require road agencies to submit asset management plans to the Transportation Asset Management Council (TAMC). The plan must be approved and adopted by the Board of Commissioners prior to submission. Proof of approval and adoption can be either a Board Resolution or Official Board minutes.

The purpose of this Issue Summary is to document the Board's action.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None.

FINANCIAL ANALYSIS:

Failure to submit an approved Asset Management Plan will result in the withholding of Michigan Transportation Funds, approximately \$10 million dollars.

LEGAL REVIEW:

Not applicable.

DEADLINE:

January 28, 2025

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request the Board approve and adopt the Road Department's Transportation Asset Management Plan.

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval.

Ionia County Road Department 2025 Transportation Asset Management Plan

Updated January 2025



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Overview of Asset Management

The State of Michigan has been actively pursuing Asset Management since 1998 when the Michigan Legislature established the ACT 51 Transportation Funding Committee. Continued support of Asset Management has occurred as the Legislature established the Transportation Asset Management Council in Act 499 of 2002, encouraged the use of Asset Management in decision processes through Act 338 of 2006, and continued to refine Asset Management in Michigan through act 199 of 2007. Asset Management, according to Public Act 199 of 2007, means an “ongoing process of maintaining, upgrading, and operating physical assets cost-effectively, based on a continuous physical inventory and condition assessment.”

The implementation of asset management decisions processes allows an agency to make the best decisions for their transportation network with the best information they can collect. The process enables good stewardship, transparent decision processes, and measurable performance. The following figure provides an overview of the asset management process.



1 Current Assets



The County of Ionia and its Board of Commissioners has jurisdictional responsibility over all public roads and bridges within Ionia County exclusive of the incorporated cities and villages' major and minor street systems and bridges, and the state trunkline system. The Board of Commissioners established the Ionia County Road Department (ICRD) to which it delegated jurisdictional authority over the County Road System. The ICRD'S finance, human resource, information technology (IT), and banking needs are met by the County's Finance, Human Resource and IT Departments and the County's elected County Treasurer. The ICRD's 2024 annual certification reported approximately 389.48 center-line miles of county primary roads and 684.14 center-line miles of county local roads. Approximately 720 certified center-lines miles are unsealed, i.e. gravel, roads. This section provides documentation of the assets contained on the paved roads.

1.1 Asset Inventory

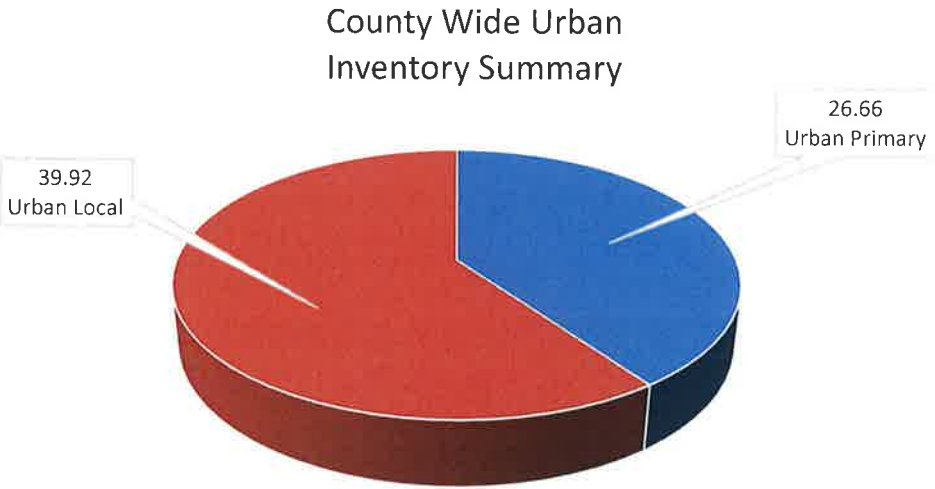
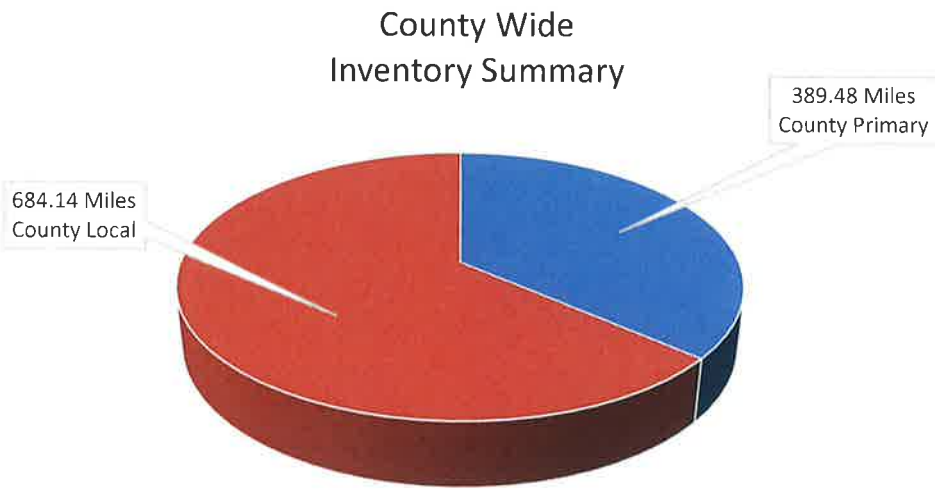
MDOT annually certifies all public roads within the State of Michigan. Certification maps are maintained by the ICRD and are the basis for determining the amount of money received from the Michigan Transportation Fund. Generally, the ICRD receives a higher level of reimbursement for primary roads than local roads. Further information on public road miles can be found in the following public road mileage charts and graphs. Additional information can be found on the ICRD maps.

Certification Mileage Chart

Townships	County Wide				Urban			
	Primary	Local	Sub.	Total	Primary	Local	Sub.	Total
Berlin	29.39	42.96	0.00	72.35	1.00	4.61	0.00	5.61
Boston	30.33	36.27	0.00	66.60	0.00	0.00	0.00	0.00
Campbell	19.08	43.68	0.00	62.76	0.00	0.00	0.00	0.00
Danby	23.41	46.74	0.00	70.15	0.00	0.00	0.00	0.00
Easton	26.43	35.85	0.00	62.28	6.45	8.45	0.00	14.9
Ionia	23.33	42.82	0.00	66.15	9.31	9.77	0.00	19.08
Keen	28.56	40.28	0.00	68.84	0.00	0.00	0.00	0.00
Lyons	18.70	45.60	0.00	64.30	0.00	0.00	0.00	0.00
North Plains	26.49	42.47	0.00	68.96	0.00	0.00	0.00	0.00
Odessa	19.82	55.68	0.00	75.50	0.00	0.00	0.00	0.00
Orange	31.33	25.82	0.00	57.15	2.58	0.33	0.00	2.91
Orleans	20.09	47.58	0.00	67.67	0.00	0.00	0.00	0.00
Otisco	20.58	46.81	0.00	67.39	0.40	1.94	0.00	2.34
Portland	19.51	43.69	0.00	63.20	6.92	14.82	0.00	21.74
Ronald	31.30	36.48	0.00	67.78	0.00	0.00	0.00	0.00
Sebewa	21.13	51.41	0.00	72.54	0.00	0.00	0.00	0.00
Totals	389.48	684.14	0.00	1073.62	26.66	39.92	0.00	66.58

Totals

Total Primary County Wide	389.48	Total Primary Urban	26.66
Total Local County Wide	684.14	Total Local Urban	39.92
Total Subdivision County Wide	0.00	Total Subdivision Urban	0.00
Total Local and Sub. County Wide	0.00	Total Local and Sub. Urban	0.00
Grand Total County Wide	1073.62	Grand Total Urban	66.58



1.2 Componentized Asset Inventory

Knowledge of the number of miles under the jurisdiction of the ICRD is an important component for understanding the current public investment. To gain in-depth knowledge about public investment more information must be known about the assets. It is important to understand the types of road surfaces currently maintained. The following table lists the number of miles in each surface classification, as downloaded from RoadSoft.

<i>Surface Type (miles)</i>	
Total per RoadSoft	1,174.96
Asphalt	373.96
Gravel	704.20
Seal Coat	9.6

The ICRD will be able to gain a better understanding of the value of pavement assets by improving the quality of the road surface asset information contained within the database. Plans have been made to complete a basic road surface inventory in 2025. Once this information is known, it can be expanded to document individual pavement layers.

1.3 Current Data and Software Tools

Data about the pavement and road surface assets under ICRD jurisdiction are collected and maintained by the three divisions within the ICRD. These divisions are Administration, Engineering, and Operations. The roles of these divisions are as follows:

Administration

The ICRD's Managing Director coordinates activities with the Board of Commissioners and County Administrator and provides general oversight to the Operations and Engineering Divisions. The Director and support staff, in coordination with the pertinent County Departments, manage financial operations, IT, and community relations.

Engineering

The Engineering Department is covered under a full service As-Needed Engineering Services Contract, currently held by Spicer Group, Inc. as of October 2024. Spicer Group is responsible for providing engineering and technical services for road operations, preventative maintenance (renewal) projects, and improvement projects on the county road system. This encompasses Planning, Project Development, Design, Permits, Construction, and Traffic Safety.

Operations

The Operations Division oversees the maintenance and upkeep of all county roads and bridges, as well as Michigan Department of Transportation's state trunklines. In addition, Operations is responsible for one fleet maintenance garage; truck barns at three separate locations in the County; three gravel pits; and approximately 125 pieces of road equipment. Operations consist of one General Maintenance Crew, the Heavy Equipment Crew, the Tree Crew, the Equipment/Maintenance Crew, the Grounds & Facilities Crew, and the State Trunkline Crew.

The ICRD currently uses various types of software to manage current asset data and cost information. The following table lists specific software packages utilized by the ICRC and descriptions of the functions these software packages perform.

Name	Function/Purpose/Data	Location
RoadSoft	Roadway Asset Management System	Server
	Asset Inventory	
	Asset Condition Data	
	Asset Deterioration Modeling	
MS Excel	Strategy Evaluation	Server
	Annual Work Program	
	Pavement Deterioration predictive models	
	Valuation data	
Precision	Accounting software	Server
	Income and Expenditure	
	Expenses in Labor	
Hardcopy	Maintenance history work sheets	Vault
J-PRO	Fleet Diagnostic software	Laptop

1.4 Data management

- A. All data is backed up, and a copy is stored off site.
- B. Hard copies are stored in the fireproof vault.

1.5 Data Accessibility & Security

- A. All data located on the servers is managed and maintained by the County IT Department
- B. User rights are also administered by the County IT Department.
- C. Network security is controlled and managed by the County's IT Department.

2 Finances

The ICRD'S finance and banking needs are met by the County's Finance Department and the County's elected County Treasurer. The Board of County Commissioners adopts an Annual Budget and approves all expenditures in accordance with generally accepted accounting principles for governmental agencies. As a County Department the ICRD is included in the County's annual independent financial audit. All governmental reporting requirements are met and reports filed with both the Michigan Departments of Treasury and Transportation.

The following sections document the financial status of the ICRD. The following audited data was compiled for the County's 2023 fiscal year which was January 1 through December 31, 2023 and is provided here for the purposes of asset management considerations. The most recent financial information available can be obtained through the ICRD or Ionia County Finance Department

2.1 Current Asset Investment

The ICRD currently invests in 1,073.62 miles of road surface assets. The investments include two main surface types: Hot Mix Asphalt (HMA) and unsealed roads. Unsealed roads fall into three main subcategories: Limestone, natural aggregate, and dirt.

The ICRD currently estimates the road surface asset investment to be:

- | | |
|-----------------------|---------------|
| a) Current Investment | \$ 47,259,616 |
| b) Depreciated Value | \$ 24,097,785 |
| c) Net Value | \$ 23,161,831 |

2.2 Total Revenue

The ICRD's principal source of funding is the Michigan Transportation Fund (MTF). The Road Department allocation is based on a formula, which includes factors such as population, miles of certified roads and vehicle registration fees within the county.

In addition to Michigan Transportation Fund, the Road Department is contracted by the Michigan Department of Transportation to maintain the State Trunklines within Ionia County, and with each of the County's 16 townships for specific improvement projects. ICRD also receives federal and state grants for individual projects and may receive contributions from private developers and other governmental entities for specific improvements. The Road Department also receives revenues from permits and other fees, special assessment districts, and interest from invested funds. The following table lists the audited revenues for the 2023 Fiscal Year.

Revenue Source	Budget (\$)
Michigan Transportation Fund (MTF)	9,906.940

State General Fund	0
Federal/State Funds	2,972,119
State Trunkline Maintenance	2,060,234
County Road Millage	1,581,289
Township Contributions	1,371,865
Other Contributions	480,303
Miscellaneous Income	414,624
Total	\$18,787,374

2.3 Total Expenses

The ICRD has several categories of expenses necessary to maintain and improve the county's roads and bridges. The categories range from repair road defects to replacing signs, to snow removal and many more. The Road Department's allocation of resources is primarily based on the need to preserve roads and focus on safety improvements.

Some expenses are required on specific roads. For example, township funded work must be spent in that township. The state trunk line contract expenses need to be equivalent to the funds received for the work on state roadways. Also, the county road millage is specific for heavy maintenance work on county primary roads and bridges. The following table lists the audited expenses for the 2023 Fiscal Year.

Expense	Budget (\$)
Surface Routine Maintenance	6,886,909
Winter Maintenance	667,726
Heavy Maintenance	0
Preventative Maintenance	5,017,662
Bridge Maintenance	16,353
Bridge Heavy Maintenance	438,059
State Trunk line	2,070,013
Administrative Expense	530,917
Equipment Expense (net)	905,650
Capital Outlay (net)	1,236,775
Miscellaneous Expenses	127,178
Total	\$17,897,242

2.4 Unfunded Paved Road Projects

Not all needed road repairs and improvements are accomplished each year. Maintenance is deferred due to lack of adequate funding. Below is a breakdown of miles of paved roads, their respective condition, and unfunded cost of repairs.

Miles	Condition	Needed Treatment	Cost (\$)
203	Good	None	0
40	Fair	Crack Seal	320,000
51	Fair	Chip Seal	1,275,000
49	Poor	Overlay	7,350,000
16	Very Poor	Reconstruct	8,000,000
Total			\$16,945,000

2.5 Optimized Paved Road Capital Plan

The ICRD currently has 362.22 miles of asphalt road. The optimized capital plan of these roads beyond routine and winter maintenance is a combination of repairs and rehabilitation. These improvements are utilized based on their cost respective to their benefit for a paved road in a particular condition.

Costs are approximate utilizing the following figures:

- a) Reconstruction/ Crush & Shape \$500,000 per mile – Service life = 30 years
 359.33 miles of paved road / 30-year life = 11.98 miles per year goal
 Expense = +/- \$6,000,000 per year to achieve goal
- b) Overlay Projects \$150,000 per mile – Service life = 20 years
 359.33 miles of paved road / 20-year life = 17.97 miles per year goal
 Expense = +/- \$2,695,500 per year to achieve goal
- c) Chip Seal Projects \$25,000 per mile – Service life = 7 years
 359.33 miles of paved road / 7-year life = 51.33 miles per year goal
 Expense = +/- \$1,283,250 per year to achieve goal
- d) Crack Seal Projects \$8,000 per mile – Service life = 7 years
 359.33 miles of paved road / 7-year life = 51.33 miles per year goal
 Expense = +/- \$410,640 per year to achieve goal

Other maintenance expenses are currently as follows:

- e) Routine maintenance \$2,815 per mile – Expense = \$1,011,513.95 per year
- f) Winter maintenance \$953 per mile – Expense = \$342,441.49 per year

The optimized capital plan's annual total expense would be \$32,681 per mile and \$11,743,345 total per year

3 Managing Lifecycles

3.1 Current Conditions

The ICRD is committed to continually reevaluating the current conditions of the transportation system. Part of this effort goes into evaluating the current road surface conditions with the Pavement Surface Evaluation Rating (PASER) system. The PASER system is the preferred method for Michigan agencies to rate their road pavements. PASER ratings for HMA or concrete surfaces are defined in the following tables.

Asphalt PASER Ratings		
PASER Rating	Condition	Treatment
9 & 10	Excellent	No maintenance required
8	Very Good	Little or no maintenance
7	Good	Crack sealing and minor patching
5 & 6	Fair – Good	Preservative treatments (non-structural)
3 & 4	Poor – Fair	Structural renewal (overlay)
1 & 2	Failed	Reconstruction

Concrete PASER Ratings		
PASER Rating	Condition	Treatment
9 & 10	Excellent	No maintenance required
7 & 8	Very Good	Routine maintenance
5 & 6	Fair – Good	Surface repairs, sealing, partial-depth patching
3 & 4	Poor – Fair	Extensive slab or joint rehabilitation
1 & 2	Failed	Reconstruction

The following table provides the PASER ratings for all federal aid roadways under ICRD jurisdiction. Federal aid roads, 260.0 miles, make up 24% of the system under ICRD jurisdiction.

PASER Ratings on Federal Aid Eligible Road in miles and %

2024	Ratings										Total
	10	9	8	7	6	5	4	3	2	1	
Berlin Twp	0.0	3.4	15.1	0.1	1.5	3.5	0.0	0.1	0.0	0.0	23.7
Boston Twp	0.0	0.0	3.6	0.1	4.7	10.9	0.1	0.1	0.0	0.0	19.5
Campbell Twp	0.0	0.0	0.0	0.4	7.4	0.5	0.1	0.0	2.5	0.0	10.9
Danby Twp	0.0	1.0	0.1	0.0	10.6	4.3	0.8	2.0	0.0	0.0	18.8
Easton Twp	0.0	0.0	5.1	2.6	3.4	2.1	5.9	0.0	0.4	0.0	19.5
Ionia Twp	0.0	0.0	8.4	0.0	2.1	3.9	0.0	0.0	0.0	0.0	14.4
Keene Twp	0.0	0.0	5.0	0.2	9.3	0.2	2.9	0.0	0.0	0.0	17.6
Lyons Twp	0.0	0.0	2.0	0.2	4.8	8.0	3.0	0.0	0.0	0.0	18.0
North Plains Twp	0.0	0.0	5.3	1.1	6.3	0.0	4.0	0.0	0.0	0.0	16.7
Odessa Twp	0.0	0.4	2.1	0.0	8.5	3.8	0.0	0.1	0.0	0.0	14.9
Orange Twp	0.0	4.9	3.1	1.6	4.0	1.7	3.2	0.0	0.0	0.0	18.5
Orleans Twp	0.0	0.0	1.0	7.4	1.2	0.0	.01	2.4	0.0	0.0	12.1
Otisco Twp	0.0	0.0	1.4	0.6	1.3	2.5	2.7	0.0	0.0	0.0	8.5
Portland Twp	0.0	0.0	2.1	1.5	7.8	4.2	3.0	0.0	0.0	0.0	18.6
Ronald Twp	0.0	0.0	7.1	0.0	4.1	0.0	2.0	0.0	0.0	0.0	13.2
Sebewa Twp	0.0	0.0	1.1	0.0	3.0	5.0	2.0	0.0	3.0	0.0	14.1
2024 Totals	0.0	9.7	62.5	15.8	80	50.6	29.8	4.7	5.9	0.0	259
Percentage	0.0%	3.74%	24.13%	6.10%	30.90%	19.54%	11.50%	1.81%	2.28%	0.0%	100.0%

Federal Aid Road Pavement Condition Summary (Paved)

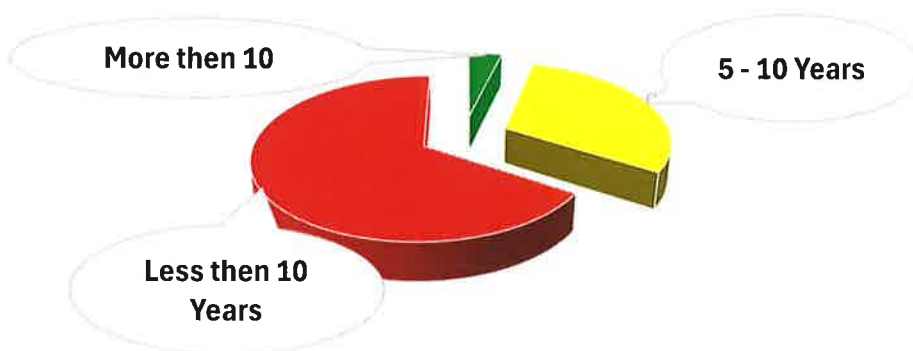
Good Condition	27.87% or 72.2 miles
Fair Condition	56.54% or 146.40 miles
Poor Condition	15.59% or 40.4 miles
Total Miles	259 miles

Local Road Pavement Condition Summary (Paved)

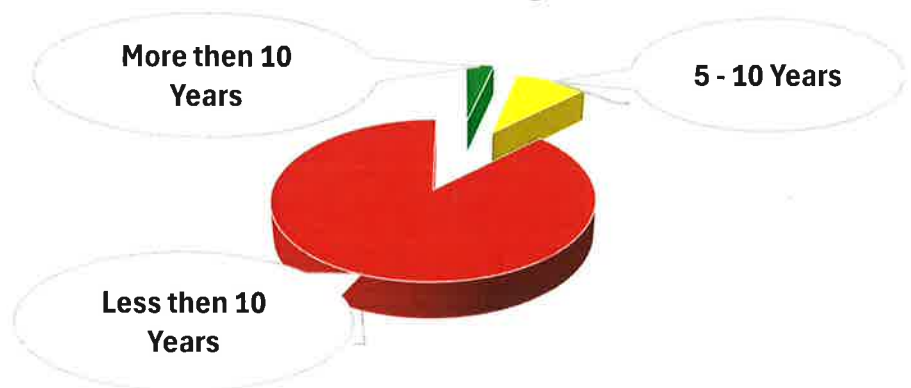
Good Condition	11.28% or 12.54 miles
Fair Condition	33.72% or 37.42 miles
Poor Condition	55% or 61.04 miles
Total Miles	111 miles

The current known ratings provide important information regarding the estimated remaining life for the pavements owned by the ICRD. The estimation of remaining life of service was based on the standard degradation models included in the PASER rating system. The following chart provides a breakdown of the expected remaining service life, with a PASER rating of 10 or 9 having more than 10 years of remaining service life, a rating of 8 or 7 having an RSL of 5 to 10 years, and a rating of 6 or below equating to less than 5 years RSL. The PASER rating is a reflection of the surface quality of the roadway, not an absolute indicator of quality. A roadway with a low PASER rating, or one past its Remaining Service Life is still a usable road.

Fed Aid Roads Remaining Service Life



Local Roads Remaining Service Life



3.2 Level of Service

The ICRD is responsible for maintaining a road system utilized by the traveling public. This charge for good stewardship requires the ICRD to establish level of service goals for the operations and maintenance of the roads. The ICRD has currently published goals for winter weather operations and new development, or driveway permits.

Winter Operations

ICRD policy has established five priority rankings for plowing and winter operations activities. These priority rankings are:

- Priority 1 – State trunkline routes
- Priority 2 – High volume paved roads
- Priority 3 – Medium volume paved roads
- Priority 4 – Subdivision roads
- Priority 5 – Unpaved roads

Driveway Permits

The *Procedures and Regulations for Permit Activities* (2003) policy established the ICRD's level of service requirements for all new developments requesting access to the county road system. The policy addresses the need for traffic impact studies, maintenance of current operational level of service, and requirements for mitigation in *Section 3 Driveway Standards*.

Road Surfaces

The ICRD has been exploring the possibility of setting service goals for the maintenance of pavements under their jurisdiction. The service goals have not been formally adopted at this time. However, the ICRD has set an internal goal improving 80% of all paved surfaces to a good or fair condition, according to PASER ratings.

3.3 Assess Treatment Alternatives

ICRD currently uses the treatment alternatives prescribed in the Asset Management Guidelines for Local Agencies. ICRD has found these alternatives to be limiting based on funding restrictions.

ICRD is currently working to establish a broader toolkit. The new toolkit will allow the ICRD to have more flexibility in choosing treatment options and will provide better solutions. The hope is to develop a tool kit that will include better fixes and optimize service life.

3.4 Mix-of-Fixes Analysis

Intermediate Section

This section would evaluate the range of possible fixes available to maintain or improve the recorded assets. The analyses would evaluate the unit costs (i.e. centerline mile for roadways), expected life, improved condition, and equivalent annual cost (per unit of measure). The ICRD has not completed this work but will work with Spicer Group to do so.

3.5 Optimized Treatment Selection (Advanced)

Intermediate Section

If included, this section would report the results of an advanced analysis of the treatment alternatives identified in section 3.3—documenting an agency's preferred mix and how an option is chosen. The key elements to report on are:

- a) Options Assessment*
- b) Benefit Evaluations*
- c) Treatment Scenarios (outcomes)*

No progress has been made in this area, but it will be part of our updated plan working with Spicer Group.

3.6 Optimized Level of Service

Advanced Section

Optimizing level of service is an advanced task that builds on the work completed in section 3.2. The outcomes to be reported are:

- a) Target Service Levels*
- b) Budget Service Cost*

The optimization process will review the most cost-effective means to achieve the target level of service which has been defined after public consultation (refer to section 3.2) and with consideration to the relationship between cost of service and quality of service. Again, this will with the addition of Spicer Group be a target.

4 Make and Know the Rules

4.1 Strategic Goals

The Ionia County Road Commission adopted a vision statement and set of guiding principles in December 2005. These were adopted in 2019 by the Ionia County Board of Commissioners. These items form the basis for the development of annual goals and strategies to guide our work with our partners and stakeholders, regularly monitor and report on those efforts, and review and adjust plans as necessary.

Vision Statement

The Ionia County Road Department aspires to be good stewards of the public road system, to include maintenance and planning providing a high-quality system of roads and bridges through efficient maintenance, fiscal responsibility, and innovative planning and improvement strategies. We aspire to provide the highest quality service through an open and fair decision-making process to meet the needs of the traveling public in Ionia County. We strive to enhance the quality of life in urban and rural communities by drawing on the expertise, creativity and commitment of our staff and partners. We recognize that our success is dependent upon the collective talents of our staff and community resources to meet the challenges. We commit to attracting the best and brightest workforce, strengthening their skills and promoting and rewarding excellence, while nurturing diversity and encouraging innovation.

Guiding Principles

Promote openness and transparency in decision-making

Road Department decisions must comply with legal requirements and professional standards. We will ensure that the community understands these obligations in the decision process, and to the extent we can, we will exercise flexibility in the application of professional standards to address strongly felt needs of the community. As a public body we also have an obligation to comply with statutory requirements such as the Open Meetings Act and Freedom of Information requirements. We are committed to going beyond those requirements to ensure openness in our decision-making, make appropriate information available in a timely fashion consistent with legal requirements, reach out to the larger community through the media and other ways to ensure that the community is aware of the decisions we make and the basis for those decisions.

Provide ample opportunities for participation by the public and local government

We are committed to providing ample opportunities for public participation and input into decision-making processes. In addition to mandated public hearings, we will make an affirmative effort to notify and engage residents in areas particularly impacted by proposed projects, and we will work to identify community concerns and needs and address those concerns, consistent with statutory obligations and professional standards.

Be conscientious stewards of taxpayer dollars

As a public agency, we use public resources from the Michigan Transportation fund, federal and state grants, special assessments, and township and developer contributions to support our work. We are committed to being effective stewards of these resources, ensuring the long-term fiscal stability of the Road Department, employing cost-effective solutions to projects, continuing to explore ways to reduce the costs of operations, continually striving to improve service delivery and productivity, and ensuring a high level of customer service in all that we do.

Value diversity

We serve a diverse community, in terms of gender, geography, race and other characteristics. We are committed to serving the entire community and reflecting the diversity of our county in our choice of employees, projects, vendors, and in our partnerships.

Be sensitive to the environment

Consistent with legal obligations and professional standards, we will be sensitive to the impact we have on the natural and built environment, seek to minimize that impact and, to the extent possible within financial and other constraints, seek to enhance and improve the environment. Where possible, consistent with the values of Ionia County residents, we will make decisions and execute activities in a way that is a model of environmental stewardship for other Road Commissions and Departments. We will respect historical values reflected in the built environment to the extent we can and be sensitive to concerns regarding local and county objectives to minimize sprawl and protect open spaces.

Value all employees

We recognize that the success of our agency is largely dependent on the talents and skills of employees. We believe that every employee has a role to play in making a positive difference for the success of our agency. We are committed to hire and retain the best possible employees, evaluate them regularly, provide opportunities for professional development and advancement, pay them competitively, reward success and innovation, and treat them with dignity, fairness and respect.

Provide leadership in transportation planning and road system improvement

While we are responsible to the people of Ionia County through the elected County Board, we also recognize an obligation to share our insights, experience and expertise in transportation and in providing transportation services with others. We will support county, regional and state transportation initiatives through active engagement in the County Comprehensive Plan implementation, the County Road Association of Michigan and the Southwest Michigan Council of Governments. We will continue to strive to be recognized as a source of innovation and cutting-edge performance in everything we do.

4.2 Legislation, Policy, and Standards

According to Section 1.3.2 of the ICRD *Procedures and Regulations for Permit Activities* (2006):

The ICRD hereby adopts by reference and incorporates in these procedures and regulations as if fully stated herein the most current editions of the following list of publications:

- AASHTO A Guide for Accommodating Utilities Within Highway Right-Of-Way
- AASHTO A Policy on Geometric Design of Highways and Streets

- AASHTO Roadside Design Guide
- APWA Position Statement, Public Rights-Of-Way Management, September 22, 1999
- ATSSA Quality Standards for Work Zone Traffic Control Devices
- FHWA Roundabouts: An Informational Guide, Publication No. FHWA-RD-00-067
- ITE Trip Generation Handbook
- ITE Trip Generation Manual
- McKenna Associates and the WDBC Group, Evaluating Traffic Impact Studies, prepared for Tri-County Regional Planning, SEMCOG and MDOT, 1994
- MDOT Design Survey Manual
- MDOT Drainage Manual
- MDOT Geometric Design Guide
- MDOT Maintaining Traffic Typical, Traffic and Safety Division
- MDOT Road and Bridge Standard Plans
- MDOT Standard Specifications for Construction
- MDOT, Reducing Traffic Congestion and Improving Traffic Safety in Michigan Communities: The Access Management Guidebook, October 2001
- Michigan Manual on Uniform Traffic Control Devices
- TRB, Highway Capacity Manual

The ICRD also complies with Michigan Public Act 199 of 2007, which requires:

“The department, each county road commission, and each city and village of this state shall annually submit a report to the Council. This report shall include a multi-year program developed through the asset management process described in this section. Projects contained in the department’s annual multi-year program shall be consistent with department’s asset management process and shall be reported consistent with categories established by the Council. Projects contained in the annual multi-year program of each local agency shall be consistent with the asset management process of each local road agency and shall be reported consistent with categories established by the Council.”

4.3 Reporting

The ICRD has met financial reporting guidelines. The ICRD goal for FY2025 is to meet all Act 51, as amended, reporting requirements. In addition, our goal is to perform cost benefit analysis for specific treatments as well as in our prioritization of projects.

4.4 Evaluation of Goals and Performance Targets

Advanced Section

This more advanced task includes undertaking a comprehensive review of the level of service provided, cost of service, past performance and service level targets derived from public consultation (as previously gathered in sections 3.2 and 3.7, as well as the prior portions of section 4).

The purpose of the review is to determine whether the current and/or proposed levels of service are both achievable and pertinent to the corporate goals. It may also discuss and report on whether the performance targets are relevant and achievable within current funding levels and if there may be a case for additional funding. The ICRD will begin this process in FY 2025.

4.5 Reviewing of Goals

Advanced Section

This builds on the evaluation performed in section 4.4. The task is to review the appropriateness of the asset/business group goals and the related corporate goals. The review will report whether any of these goals should be amended, removed or new goals added. The ICRD will strive to begin this level of analysis in FY2026

5 Decision Making

5.1 Evaluate Decision Process

The ICRD takes a multi-disciplinary approach to determining the renewal, replacement, and improvement projects to implement in any given year. This process takes into consideration the condition of a pavement, stakeholder needs, and the changing needs of the area each road connects. The decision process is focused around the following key areas:

- The general condition of the road, e.g. the pavement, shoulders, culverts, etc.
- The volume of traffic, or number of trips, found on the road.
- The ability to provide, or the need for, safety improvement projects.
- The ability to provide corridor continuity.
- The potential for improved economic development in an area.
- The ability to coordinate with other projects that may be disturbing the roadway, such as utility work, or improving the public right-of-way, such as county parks projects.
- The ability to partner with other jurisdictions and agencies, such as the cities and townships in Ionia County or neighboring road commissions, to share the cost burden of a project.

Once the ICRD establishes the initial potential project list for a fiscal year the actual field conditions of the project location are verified. The ICRD reevaluates the project list after completing the field inspections to reprioritize as necessary.

5.2 Basic Process Improvement Plan

The ICRD has found several areas where improvements to the decision-making process can be made. This section of the asset management plan documents these areas for improvement and provides insight into how the ICRD chooses to approach these changes to the decision-making process.

The current data collection policies hamper optimal performance of RoadSoft. Collecting all data in one calendar year, but two funding years, is better for RoadSoft. However, only collecting the data every two years hampers optimal decision making. The ICRD is currently collecting data every year to improve this data collection process.

The amount of time between rating a road and actual construction of a treatment option is considerable. The unfortunate outcome of the delay to construction is that the treatment alternative selected may be misaligned to the actual conditions of the pavement when construction begins. The ICRD is interested in developing strategies to minimize the chance for misalignment.

The ability to fund certain types of treatments limits the ICRD's ability to choose treatment types. For instance, an overlay of >2 inches of HMA will result in a project being moved into the 3R category. The funding implications of additional work on the shoulders and roadside has the potential to make a project unfeasible for the ICRD. The ICRD is working towards overcoming these limitations.

The ICRD also finds the coordination of non-surface concerns to be limiting. The need to upgrade non-motorized facilities to meet current ADA standards, the need to address roadside concerns, and the conditions of drainage structures are all areas where project coordination is key. The ICRD needs to further work in this area.

5.3 Prioritized Process Improvement Plan

Intermediate Section

If utilized, this would append section 5.2 and is the prioritization of the basic process improvement plan, transforming it into an implementation plan. The steps needed to complete this are:

- a) Develop prioritization processes/tools*
- b) Record budget/timelines for each improvement task*

The ICRD will begin this in FY 2025 and is investigating acquiring additional software to facilitate better and more timely data collection.

5.4 Collaboration and Integration Plan

Intermediate Section

This section would include documentation of protocols and procedures that facilitate collaboration and integration between departments or organizations.

5.5 Advanced Decision-making Tools and Software

Advanced Section

The purpose of this section is to record the details of and procedures for using advanced decision making tools and software. Typically, it would be advantageous to provide a list of the systems or tools, a description of each item's function and a description of the relevant procedure.

Information from section 1.6 may be referenced and/or coordinated with this task, especially with regard to such details as who is responsible for managing these tools, who utilizes them and who is responsible for the security/integrity of the tools (including the data analyzed).

Another advanced task that could follow would be reviewing the appropriateness of the current tools used to achieve the overall needs of the organization.

6 Establishing Sustainability

6.1 Sustainability Assessment

The ICRD continually monitors the needs of the roadway system and the status of income sources to determine the sustainability of near-term and long-term plans and goals. Currently the ICRD finds that the projected income will not meet the needs of the pavements under their jurisdiction. The ICRD will not be able to continue to perform renewal and replacement work at the current levels that work is being performed. Additionally, the ICRD will not be able to meet its goals for pavement conditions. Pavements under the jurisdiction of the ICRD are expected to continue to decline due to the high amount of agricultural equipment and truck traffic observed.

The ICRD has developed a goal of having 80% of all Federal Aid paved roads rated as good or fair. However, the projected revenues will fall short of the estimated maintenance funding required.

6.2 Program Coordination

The ICRD currently works to coordinate renewal, replacement, and improvement activities with other agencies. The ICRD plans to continue this coordination in the future.

Key stakeholders the ICRD coordinates with for design input and funding partnerships are:

- ❖ Townships
- ❖ Cities
- ❖ Counties
- ❖ Utilities
- ❖ The private sector
- ❖ Citizen groups

The ICRD also seeks funding partnerships for federal grant programs, such as the Highway Safety Improvement Program and High-Risk Rural Road funding programs, special interest grant programs, such as Safe Kids USA and Safe Routes to School, private sector funding opportunities, such as new developments and impact mitigation.

Two examples of how the ICRD has accomplished program coordination in the past are: In 2024, we completed phase II of a Highway Safety Improvement project on Potters Road and a Highway Safety Project on Keefer and Clarksville Roads.

6.3 Demand Management

Intermediate Section

This section would require the assessment and documentation of current demand impacts, future demand trends, and options to manage those demands.

No progress on this

6.4 Emerging Technology

Advanced Section

If included, this section would require the documentation and discussion of emerging technologies that may have an impact on the asset groups or services provided. Any information or assessment regarding whether such technologies may have an impact—either positive or negative—should be recorded along with the associated likelihood, as well as whether any mitigation measures or any research and development programs are warranted.

No progress on this.

7 Risk of Failure Analysis

7.1 Assessment

Transportation infrastructure is designed to be resilient. Roads and bridges maintained by Ionia County provide users with multiple alternate options in the event of an unplanned disruption of one part of the system. The ICRD continually monitors the needs of the roadway system and the status of posted or closed bridges. There are key links in the transportation system that have the potential to cause inconveniences to users if unexpectedly closed or detoured. These key links include:

- **Geographic divides:** Areas where a geographic feature limits crossing points of the feature; bridge failures in particular can cause detoured crossings.
- **Emergency alternative routes for high-volume roads and bridges:** Road that are used as alternate routes for high volume assets are included in an emergency response plan.
- **Limited access areas:** Road and bridges that service remote or limited access areas.
- **Main access to key commercial districts:** Areas with a large concentration of business which could be impacted if a road is unavailable.

Our road and bridge network includes the following critical assets: 14 bridges along connectivity routes.

8 Proof of Acceptance by Governing Body

8.1 Certification

PUBLIC ACT 325

CERTIFICATION OF TRANSPORTATION ASSET MANAGEMENT PLAN

Certification Year: 2024.

Local Road-owning Agency Name: _____

Beginning October 2019 and on a three-year cycle thereafter, certification must be made for compliance to Public Act 325. A local road-owning agency with 100 certified miles or more must certify that it has developed an asset management plan for the road, bridge, culvert, and traffic signal assets. Signing this form certifies that the hitherto referred agency meets with minimum requirements as outlined by Public Act 325 and agency-defined goals and objectives.

This form must be signed by the chairperson of the local road-owning agency or the county executive and chief financial officer of the local road-owning agency.

Signature	Signature
Jack Shattuck	Greg Geiger
Chairman of the Board Date	County Clerk Date

Due every three years based on agency submission schedule

Submittal Date: January 29, 2025

9 Bridge Asset Management Plan

9.1 Bridge Assessments

Ionia County Road Department is actively working with Spicer Group, Inc. to review condition of all bridges on the Ionia County system and develop a plan of action for repairs, rehabilitations, and replacements. Spicer is going to update all bridge ratings to the required SNBI coding guidelines while providing repair estimates on any of the applicable 67 bridges requiring rehabilitation. Bridges have been inspected and MIBRIDGE updated as required.

10 Culvert Asset Management Plan

10.1 Culvert Assessments

Ionia County Road Department is actively working with Spicer Group, Inc. to inventory and provide a condition rating of all culverts on the Ionia County Road system. The ICRD will have a digital map via GIS shapefile layers with location and condition information within the 2025 Fiscal Year. Spicer will then assist the County to develop a plan of action for repairs, rehabilitations, and replacements, as necessary.

11 Traffic Signals Asset Management Plan

11.1 Signal Assessments

Ionia County Road Department is actively working with Spicer Group, Inc. to review condition of all signals on the Ionia County system and develop a plan of action for repairs, rehabilitations, and replacements.

12 Guardrail Asset Management Plan

12.1 Guardrail Assessments

Ionia County Road Department is actively working with Spicer Group, Inc. to inventory and provide a condition rating of all guardrail sections including MASH compliance on the Ionia County Road system. The ICRD will have a digital map via GIS shapefile layers with location and condition information within the 2025 Fiscal Year. Spicer will then assist the County to develop a plan of action for repairs, rehabilitations, and replacements, as necessary. The goal is to aggressively pursue safety funding for countywide guardrail upgrades or replacements.

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

Title: 25-13 Furnish and Haul 23A Limestone
Date: January 28, 2025

CONTACT: Linda Pigue, Managing Director

DESCRIPTION:

The Road Department issued an RFP for limestone to be used primarily in our 2025 township limestone projects. We received one bid from Yellow Rose by ton, per quadrant. This will be a one year contract with the option of four additional renewals per mutual agreement with no changes to the original contract terms.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

The cost of limestone is included in our 2025 budget. We will be reimbursed by the township for any projects on local roads.

LEGAL REVIEW:

None

DEADLINE:

January 28, 2025

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request Board accept Yellow Rose's bid of the following prices \$32.65 per ton for the NW quadrant, 32.75 per Ton for the NE quadrant, \$33.75 per ton for the SE quadrant and \$31.75 per ton for the SW quadrant.

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval.

IONIA COUNTY ROAD DEPARTMENT

Bid opening on Friday, January 17, 2025 @ 11:00 am

25-13 Furnish and Haul 23A Limestone Aggregate

Furnish and Haul 23A Limestone Aggregate Cost Per Ton Delivered By Location

BIDDER:	<i>Yellow Rose Transport</i>	<i>No other Bids</i>
Location	Unit Price	Unit Price
NW Quadrant - Eason, Keene, Orleans, Otisco	\$32.65	
NE Quadrant - Ionia, Lyons, N. Plains, Ronald	\$32.75	
SE Quadrant - Danby, Orange, Portland, Sebewa	\$33.75	
SW Quadrant - Berlin, Boston, Campbell, Odessa	\$31.75	

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

Title: Dust Control
Date: January 28, 2025

CONTACT: Linda Pigue, Managing Director

DESCRIPTION: The Road Department solicited bids for 2025 Dust Control by Quadrant. We received 3 bids; S&M Liquid Tire Fill, Michigan Chloride Sales, LLC, and Corrigan Environmental Solutions. S&M was the only vendor who bid all 4 quadrants. S&M was the low bid. This will be a one year contract with the option of four additional renewals per mutual agreement with no changes to the original contract terms.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None.

FINANCIAL ANALYSIS:

Dust control (brining) is included in the Road Department's budget and is reimbursed by Townships and others.

LEGAL REVIEW:

Not applicable.

DEADLINE: January 28, 2025.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request the Board accept S&M Tire Fill's bid Dust Control in each quadrant

NW- \$0.190 per gal.

NE- \$0.192 per gal.

SW-\$0.179 per gal.

SE-\$0.180 per gal.

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval

CONTRACT # 25-11: DUST CONTROL
JANUARY 17, 2025 @ 11:00 A.M.
TABULATION

Bidder Name	Percent	Type	Specific Gravity	% Calcium	% Magnesium	% Sodium	NW Quadrant Price per gal.	NE Quadrant Price per gal.	SW Quadrant Price per gal.	SE Quadrant Price per gal.	MDOT shoulders Price per gal.	Terms
SM Liquid Tire Fill	38%	N/A	N/A	N/A	N/A	N/A	NO BID	NO BID	NO BID	NO BID	NO BID	Net 30.
	26%	Mineral well brine	1.25	16.61%	3.33%	2.54%	\$0.190	\$0.192	\$0.179	\$0.180	NO BID	8000 Gal min. load continus spread.
Corrigan Environmental Solutions	38%	N/A	N/A	N/A	N/A	N/A	NO BID	NO BID	NO BID	NO BID	NO BID	Net 30
	26%	Dustmaster 20	1.25	20.89%	6.37%	6.11%	NO BID	NO BID	\$0.195	\$0.195	NO BID	
Michigan Chloride Sales	38%	N/A	N/A	N/A	N/A	N/A	N/A	NO BID	NO BID	NO BID	NO BID	Net 30.
	26%	Mineral Well brine	28-30	19-20%	3 - 4%	4-5.5%	NO BID	\$0.1925	NO BID	NO BID	NO BID	

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

Title: 25-17 HMA Paving Contract

Date: January 28, 2025

CONTACT: Linda Pigue, Managing Director

DESCRIPTION:

The Road Department solicited bids for the 2025 Countywide paving needs. This will be a one year contract with the option of four additional renewals per mutual agreement with no changes to the original contract terms. We received bids from four companies: Michigan Paving & Materials Company; Reith-Riley Construction Co., Capital Asphalt; and Leavitt & Starck Excavating. Capital Asphalt was the low bid.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

The cost of paving is included in our budget. We will be reimbursed by the townships, cities or villages for any paving projects they request.

LEGAL REVIEW:

Not applicable.

DEADLINE:

January 28, 2025

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request the Board authorize awarding the contract to the low bidder: Capital Asphalt

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval.

IONIA COUNTY ROAD DEPARTMENT
 CONTRACT # 25-17 HMA PAVING
 FRIDAY, FEBUARY 17, 2025 @ 11:00 A.M.

TABULATION

	2025		MICHIGAN PAVING		CAPITAL ASPHALT		RIETH-RILEY		Leavitt & Starck	
	EST. QTY	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
Traffic Control	18	Ea	\$ 7,700.00	\$ 138,600.00	\$ 250.00	\$ 4,500.00	\$ 19,500.00	\$ 351,000.00	\$ 10,200.00	\$ 183,600.00
Pavt for Butt Joints, Rem	1,000	Syd	\$ 6.25	\$ 6,250.00	\$ 4.70	\$ 4,700.00	\$ 7.75	\$ 7,750.00	\$ 40.00	\$ 40,000.00
Cold Milling HMA Surface	2,000	Syd	\$ 2.85	\$ 5,700.00	\$ 5.82	\$ 11,640.00	\$ 4.50	\$ 9,000.00	\$ 4.90	\$ 9,800.00
Pavt, Rem	100	Syd	\$ 25.00	\$ 2,500.00	\$ 30.45	\$ 3,045.00	\$ 25.00	\$ 2,500.00	\$ 45.00	\$ 4,500.00
HMA Base Crushing and Shaping	16,550	Syd	\$ 2.29	\$ 37,899.50	\$ 1.53	\$ 25,321.50	\$ 2.18	\$ 36,079.00	\$ 3.20	\$ 52,960.00
HMA 5EL or HMA, 36A (wedding/skip paving)	500	Ton	\$ 125.00	\$ 62,500.00	\$ 89.95	\$ 44,975.00	\$ 115.00	\$ 57,500.00	\$ 185.00	\$ 92,500.00
HMA 4EL or HMA, 3C (base course)	1,500	Ton	\$ 92.15	\$ 138,225.00	\$ 79.88	\$ 119,820.00	\$ 85.00	\$ 127,500.00	\$ 119.90	\$ 179,850.00
HMA, 4EL, HMA, 4C or HMA, 13A (top course)	36,500	Ton	\$ 93.35	\$ 3,407,275.00	\$ 73.00	\$ 2,664,500.00	\$ 80.30	\$ 2,930,950.00	\$ 117.21	\$ 4,278,165.00
HMA Valley Gutter	500	Ft	\$ 2.00	\$ 1,000.00	\$ 1.00	\$ 500.00	\$ 1.50	\$ 750.00	\$ 6.00	\$ 3,000.00
HMA Spillway	2	Ea	\$ 152.75	\$ 305.50	\$ 100.00	\$ 200.00	\$ 185.00	\$ 370.00	\$ 500.00	\$ 1,000.00
HMA Approach (driveways)	500	Ton	\$ 146.00	\$ 73,000.00	\$ 80.00	\$ 40,000.00	\$ 107.50	\$ 53,750.00	\$ 185.00	\$ 92,500.00
Approach, CI II	200	Ton	\$ 37.10	\$ 7,420.00	\$ 20.00	\$ 4,000.00	\$ 37.10	\$ 7,420.00	\$ 50.00	\$ 10,000.00
Shld, CI II	5,000	Ton	\$ 37.10	\$ 185,500.00	\$ 25.35	\$ 126,750.00	\$ 37.10	\$ 185,500.00	\$ 75.00	\$ 375,000.00
Riprap, Plain	10	Syd	\$ 85.00	\$ 850.00	\$ 50.00	\$ 500.00	\$ 85.00	\$ 850.00	\$ 200.00	\$ 2,000.00
Slope Restoration	5,000	Syd	\$ 3.50	\$ 17,500.00	\$ 5.00	\$ 25,000.00	\$ 3.50	\$ 17,500.00	\$ 6.00	\$ 30,000.00
Edge Trimming	3,060	Ft	\$ 1.50	\$ 4,590.00	\$ 3.00	\$ 9,180.00	\$ 1.50	\$ 4,590.00	\$ 10.00	\$ 30,600.00
Driveway, Nonreinf Concrete, 6in	80	Syd	\$ 95.00	\$ 7,600.00	\$ 81.00	\$ 6,480.00	\$ 129.80	\$ 10,384.00	\$ 115.00	\$ 9,200.00
Paved Ditch, HMA	40	Syd	\$ 50.00	\$ 2,000.00	\$ 50.00	\$ 2,000.00	\$ 20.00	\$ 800.00	\$ 38.00	\$ 1,520.00
Dr Structure, 24 inch dia, Leaching	4	Ea	\$ 2,750.00	\$ 11,000.00	\$ 600.00	\$ 2,400.00	\$ 2,750.00	\$ 11,000.00	\$ 4,000.00	\$ 16,000.00
Dr Structure Cover, Type G	4	Ea	\$ 435.00	\$ 1,740.00	\$ 500.00	\$ 2,000.00	\$ 435.00	\$ 1,740.00	\$ 1,000.00	\$ 4,000.00
Payment Terms			Bid Bond of 5% of Bid \$Total				Bid Bond of 5% of Bid \$Total			
							Net 30 Days			
			TOTALS: \$ 4,111,455.00		TOTALS: \$ 3,097,511.50		TOTALS: \$ 3,816,933.00		TOTALS: \$5,416,195.00	

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

Title: Replace Two Pickup Trucks
Date: January 28, 2025

CONTACT: Linda Pigue, Road Dept. Managing Director & Wes Shafer, Fleet Supervisor

DESCRIPTION:

The Road Department needs to purchase two pickup trucks that will be integrated into the fleet on a rotational basis. We are requesting approval to purchase via MIDEAL two ¾-ton crew-cab 4x4 pickups, for a total not to exceed \$93,000.00.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

The cost of the new trucks will not exceed \$93,000. The Department's 2025 approved budget included \$140,000 to purchase a van and pickup truck. Discussing the Road Department's needs and gravitating towards an established vehicle rotation schedule, the funds allocated to purchasing the van will instead be used towards purchasing two pickup trucks that will better meet the department's long term goals. The Department's budget is sufficient to cover the purchase.

LEGAL REVIEW:

N/A

DEADLINE:

January 28, 2025

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request authorization for Road Department Managing Director to sign a contract to purchase two pickup trucks for a cost not to exceed \$93,000.

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval.

mdeacon@lafontaine.com

Email: wshafer@ioniacountyroads.org

Quote 012025

Total Cost:	\$45,524.00
-------------	-------------

Please note payment is due within 30 days of delivery. Any invoices paid after 30 days may be subject to a 1.5% late fee



Todd Wenzel Buick GMC and TW Chevrolet

Albert Li | (734) 713-1065 | ali@toddwenzel.com

Ionia County Road Commission

Prepared For: Wes Shafer

(616) 902-2549

wshafer@ioniacountyroads.org

[Fleet] 2025 GMC Sierra 2500HD (TK20743) 4WD Crew Cab 159" Pro (8)

TODD WENZEL BUICK GMC of WESTLAND

35100 FORD RD

WESTLAND, MI 48185

State of Michigan MiDeal Contract # MA240000001205

MiDeal Spec # 0086-LDT

Ionia County Road Department Pricing

(MiDeal Pricing)

2025 GMC Sierra 2500HD Crew Cab 4x4 Pro Shortbox

10450# GVWR 6.6L Gas V8 / Allison Trans Crew Cab w/ 6.5' Box

Spec-0086 - 2025 GMC Sierra 2500HD Crew Cab 4wd \$ 48,887.00

WHR – WeatherGuard Cab Protector & G/A Lighting Pkg \$ 3,461.00

Total \$ 52,348.00 ea.

Prices Quoted are for a MiDeal Factory Order.
FOB Ionia, MI

GORNO FORD

ROBERT ALDERMAN

Woodhaven Mi

ralderman@gornoford.com

Bus: 734-671-4017

IONIA COUNTY
ROAD COMMISSION
170 E. RIVERSIDE DR
IONIA, MI 48846
616-527-1700

ATT: WES SHAFER

1-16-25

2025 F-250 4X4 SUPER CAB, MI CONTRACT# MA240000001193

160"WB

RACE RED

MED DARK SLATE VINYL

40/20/40

6.8L DEV V8 **GAS** ENGINE / 10 SPD AUTO TRANS

LT245 BSW AT 17

3.73 REG AXLE

AM/FM/MP3 / CLK

BRAKE CONTROLLER

UPFITTER SWITCHES

#10000 GVWR

BED MAT

POWER GROUP / PWR WINDOWS / DOOR LOCKS / REMOTE KEYLESS ENTRY

WEATHERGAURD HALF BAR RACK

SIDE LIGHT BRACKET

AMBER / GREEN MINIBAR MOUNTED ON RACK

2 LED **A/G** LIGHTS IN GRILL

WIRED INTO UPFITTERS

2 LED WORKLIGHTS MOUNTED ON RACK FACING REAR

DELIVERED TO IONIA COUNTY ROADS..... \$ 52,961.00

(MSRP \$ 57,961.00)

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Changes to Overtime Pay for Central Dispatch Supervisors
January 28, 2025

CONTACT:

Lance Langdon, Central Dispatch Director

DESCRIPTION:

Central Dispatch is one of the two departments that work 24 hour a day schedules. Dispatchers are members of a union with a collective bargaining agreement and the remaining employees work under the county policy manual. I am requesting that changes be made to three areas for non-represented staff moving forward, Holiday Pay, Overtime and Retirement.

With the changes that have been made we have Supervisors assigned to each of the four teams at Central Dispatch. This provides for a supervisor to be scheduled on duty with the Pittman schedule matching the dispatchers shifts on both days and nights. With 24-hour operations, Supervisors would normally be scheduled to work holidays, unless it is their scheduled day off.

Under the Personnel policy Page 22, Overtime: "Nonexempt employees will receive one and one-half times their regular rate of pay for all hours worked over 40 in a workweek which begins at 12:01 a.m. on Sunday and ends at midnight the following Saturday.

Only regular hours worked will be considered as time worked for determining eligibility for overtime payment. Vacation, personal leave and holiday hours will not be considered as time worked for the purpose of determining eligibility for overtime payment."

The Dispatchers contract for Article 11 Hours of Work, Section 5 Overtime Definition "All work performed in excess of forty(40) hours per work week shall constitute overtime work and shall be paid at the rate of time and one-half (1 ½) of the employee's regular rate of pay. The definition of work shall include paid vacation time that is taken and paid to the employee but shall not include paid sick leave under 12.4 of the collective bargaining agreement or paid personal leave under 12.6 of the collective bargaining agreement. Prior approval of overtime is required by the Employer.

Dispatchers and Supervisors both work a 12-hour day, Pitman schedule. One week they work 36 hours and the second week they work 48 hours. With sick calls or other shift coverage requires both dispatchers and supervisors to fill in last minute openings. The Dispatchers are allowed to include vacation time as hours worked, where supervisors are not.

I would propose allowing the Dispatch Supervisors vacation hours worked to be included as hours worked for overtime consideration to match that of the Dispatcher contract language.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

There would be a slight increase in yearly costs to the center, based on what overtime is required to be worked by the supervisor which is not planned for outside the OT budget each year.

LEGAL REVIEW:

None sought at this time

DEADLINE:

There is no deadline for this item

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

The Ionia Board of Commissioners, for the position of Central Dispatch Supervisor, adjust their definition of hours worked to be counted for overtime pay, to align with the Dispatch bargaining agreement with regards to make them the consistent.

ADMINISTRATOR'S RECOMMENDATION:

[Click here to enter text.](#)

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Changes to Holiday Pay for Central Dispatch Supervisors
January 28, 2025

CONTACT:

Lance Langdon, Central Dispatch Director

DESCRIPTION:

Central Dispatch is one of the two departments that work 24 hour a day schedules. Dispatchers are members of a union with a collective bargaining agreement and the remaining employees work under the county policy manual. I am requesting that changes be made to three areas for non-represented staff moving forward, Holiday Pay, Overtime and Retirement.

With the changes that have been made we have Supervisors assigned to each of the four teams at Central Dispatch. This provides for a supervisor to be scheduled on duty with the Pittman schedule matching the dispatchers shifts on both days and nights. With 24-hour operations, Supervisors would normally be scheduled to work holidays, unless it is their scheduled day off.

Under the Personnel policy page 12, Holidays section D, "An employee working on a holiday will receive straight time rate for all hours worked, in addition to any holiday pay to which the employee might be entitled to under this policy." The Dispatchers contract for Article 12 holidays, "Employees who work on a paid holiday shall be paid double time and a half (2.5 x) for hours worked on that holiday. For Example, work (12) hours on a holiday and employee receives thirty (30) hours of pay: work (8) hours on a holiday and receive twenty (20) hours of pay.

All eligible employees who do not work on a holiday listed above shall receive holiday pay of (8) hours."

A top paid dispatcher's hourly wage is \$26.02. If they work a 12-hour normal shift on a holiday they receive \$65.05 per hour. A Supervisor's top wage is \$30.08. If they work the holiday, they receive \$45.12 per hour. Center Supervisor's work the console in addition to their other administrative duties, and on holidays make \$20.00 less an hour than the employees they supervise.

I would propose increasing the Dispatch Supervisors Holiday Compensation to match that of the Dispatcher to the Double time and a half their hourly rate.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

Currently the 14 holidays for a Supervisor at time and one half equals \$7580.16 for 2025. The Increase to double time and one half would total \$12,633.60 for an increase of \$5053.44 per supervisor. The total cost if all were at top pay would be \$20,213.76.

LEGAL REVIEW:

None sought at this time

DEADLINE:

There is no deadline for this item

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

The Ionia Board of Commissioners, for the position of Central Dispatch Supervisor, adjust their holiday compensation to align with the Dispatch bargaining agreement with regards to holiday pay, changing them from time and one half to double time and one half.

ADMINISTRATOR'S RECOMMENDATION:

[Click here to enter text.](#)

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Changes to MERS participation for Admin Positions Central Dispatch
January 28 , 2025

CONTACT:

Lance Langdon, Central Dispatch Director

DESCRIPTION:

Central Dispatch Dispatchers and Supervisors are part of the Municipal Employee Retirement System, (MERS). Central Dispatch has the following positions.

14 Dispatchers, 4 Supervisors, 1 Office Manager and 1 Director.

Currently the Office Manager and Director are not part of the MERS system. In looking ahead at succession planning, I believe that is vital to move these two positions when they are vacated to a MERS pension, bringing the entire department into the same system.

When hired to the position of Director, I was placed into a 401 plan with MERS not being offered. I then found that we had internal candidates that did not participate in the hiring process because to take this position they would no longer add time to their MERS pension that they had been earning in the supervisor or dispatcher positions. This resulted in internal candidates not participating in the hiring process.

I discussed this with the county administrators since joining the county, as I began work to plan for my future replacement. I have been working to build the knowledge and skills of the supervisors so that one or more could apply for my position when I leave. With the current retirement plan in place, none of them will consider moving up.

Looking forward to attract candidates, the change to include the MERS pension to the entire department, will assist in allowing internal candidates to be considered while also enticing outside candidates with a better retirement package as part of their compensation. Attracting good staff members for the two administrative positions is vital to maintain a smooth-running department.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

There would be a slight increase in yearly costs to the center. For the Director position an internal candidate would not incur additional costs as they are already part of the system. If an outside person were hired the cost would be the 7% that the county currently pays, which would add to the yearly budget. For 2025 an outside person for Officer manager at top pay level, 7% would be \$3,913.79 per year, for the Director 7% would total \$5,321.39.

With this change, the Counties 401K should be changed to eliminate the matching portion of the plan for these positions. The county currently matches 5%. This would then reduce the cost of the change to just 2% of the new Office Manager (\$1,118.22) or Director (\$1,520) wages.

LEGAL REVIEW:

None sought at this time

DEADLINE:

There is no deadline for this item

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

The Ionia Board of Commissioners, for the position of Central Dispatch Office Manager and Director, when the positions are vacated, sometime in the future, their benefit package be changed from a 401k to the MERS pension system matching the benefit of dispatch staff.

ADMINISTRATOR'S RECOMMENDATION:

[Click here to enter text.](#)

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Request for a Central Dispatch Credit Card
January 28, 2025

CONTACT:

Lance Langdon, Dispatch Director

DESCRIPTION:

Ionia County currently uses a central credit card for all departments. It is requested that the BOC approve a card being issued for use by the Dispatch Office Manager to make purchases for items, travel and other budgeted items for Dispatch.

This was discussed with the Finance Director as we looked at the 2025 Budget. With our wireless training we regularly arrange travel, hotels and pay for classes, we also order items and supplies to maintain operations. The current process is cumbersome and can be made much easier with the issuance of a credit card for our department. The Office Manager takes care of our ongoing supply purchases, training needs and such, and when needed a request is made to use the county card. At times making a purchase for a sale item or making a purchase at a local business is not an option.

This would be only used to make the purchases that we have been making with the county card, for things within our budget. Purchase approvals, receipts and invoices will be reviewed and approval/signed off on by me as the Director (which is done currently) and then forwarded to finance for their review and payment to be generated.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

This would be a time saver and make purchasing a more efficient process for Dispatch.

LEGAL REVIEW:

[Click here to enter text.](#)

DEADLINE:

None

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

The BOC approves the Finance Department to have a Credit Card issued to Central Dispatch with Cathi Brodbeck, Office Manager, as the holder of the account, for use in purchasing needs of Central Dispatch. A Credit Limit for this card is to be set at \$10,000.00.

ADMINISTRATOR'S RECOMMENDATION:

[Click here to enter text.](#)

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Authority to pay vendors for Service Contracts
January 28, 2025

CONTACT:

Lance Langdon, Central Dispatch Director

DESCRIPTION:

Central Dispatch has established vendors that provide services under agreements/contracts each year. Historically these contract invoices are brought to the BOC for approval to pay the companies. The costs vary with the most expensive one over \$30,000.00 for the years' services.

Rather than bring each individual request for payment to the BOC, it is being requested that the Board approve the Central Dispatch Director to pay these budgeted service agreement payments as needed unless modification of the service agreement/contract requires Board approval.

Companies that provide services that are budgeted for each year include Central Square/Tri Tech for Computer Aided Dispatch and 911 phones, Motorola for radio, Chrouch radio, Equature for recording, MSP for LEIN access, Core Technology software, Johnson Controls cameras, Priority Dispatch EMD software, and Rave Alerting (Motorola).

The largest of these yearly costs, as an example, is the Central Square CAD/Phone maintenance at \$32,192.61 due the end of this month, January 2025. I would normally bring this as an individual item. If the proposal is not approved, individual approval for this item will be needed.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

The costs are part of the Central Dispatch budget and are evaluated for savings opportunities when received.

LEGAL REVIEW:

Payments are all part of the approved prior agreements with each company.

DEADLINE:

For Central Square Service 1/28/2025

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

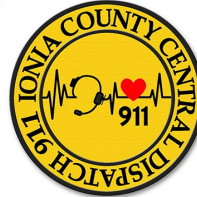
The Ionia County Board of Commissions approves the Central Dispatch Director to make payments for the service plans for the technology and equipment used in center operations, approved in the past by the BOC, that are budgeted and required to maintain operations.

ADMINISTRATOR'S RECOMMENDATION:

Interim County Administrator Recommends Approval of this request.

Monthly Report

December Activity



911 Calls— **1,937** YTD 22,020

Administrative Calls— **4,319** YTD 77,655

Text to 911— **0X** YTD 129

911 Hang up Calls— **117** YTD 1,964

Calls for Service Initiated — **3,349** YTD 44,230

Total Mental Health Calls — **47** YTD 576

Suicidal Calls — **10** YTD 111

988 Calls Received — **0** YTD 9

988 Calls Transferred — **0** YTD 0

CPR Performed — **4** YTD 48

Stroke Related Calls — **11** YTD 130

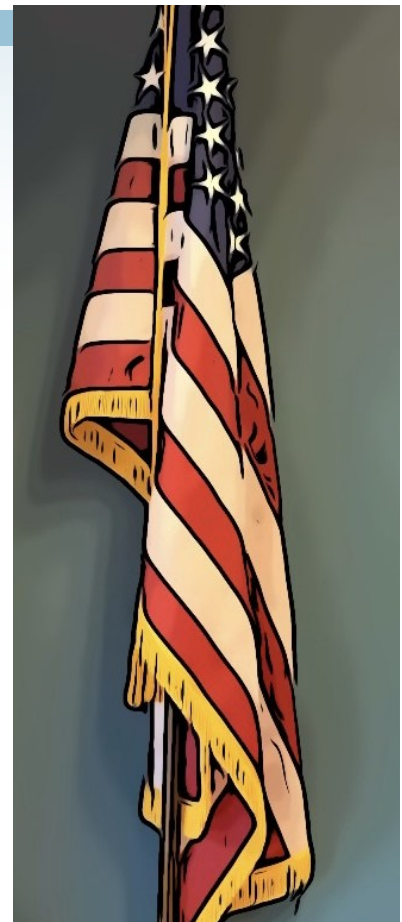
Child birth calls — **0** YTD 0

Unit Responses / Activities

Law Enforcement— **2,389** YTD 30,815

Fire— **451** YTD 4,935

EMS— **649** YTD 7,634



Special Programs Available

Share Medical Information with your
911 call.



www.emergencyprofile.org

What 3 Words— App that provides
location information to
a 10 meter square.

What3words.com



what3words



Statistics—Calls for Service.

December - 3677

CALL FOR SERVICE TYPE	TOTAL	CALL FOR SERVICE TYPE	TOTAL
911 Hang up Call	117	Lost Property / Found	6
988 Calls	0	MDOP	24
Abandoned Vehicle	31	MED 1	232
Active Violence Incident	1	MED 2	76
Alarm	39	MED 3	112
Ambulance Transport	97	Medical Call / Amb Dispatch	10
Assault	28	Mental Health	47
Assist Jail	0	Missing Person	3
Assist Medical	0	Motor Vehicle Theft / UDAA	3
Assist Other Agency	0	Non Criminal	68
Assist Outside Agency	24	OWI / OUID	8
Bomb Threat	1	PDA Traffic	206
Burglary	12	Phone / Internet Harassment	30
Burn Permit	13	PIA Traffic	49
Civil Dispute	71	PPO Violation	1
Conservation / Wildlife	38	Property Check	7
CSC - Criminal Sexual Conduct	23	Repossession	16
Disorderly Conduct	53	Request - Wrecker	5
Domestic Assault	25	Road Closure	4
DPW Request	13	Robbery / Hold up	0
Drugs	14	Spam to Center	0
Duplicate Call	5	Structure Fire	14
Family Abuse / Neglect	26	Suspicious Situations	152
Fire All Other	30	Test Call / System Test	78
Fireworks	1	Thunder Storm/Tornado Warning	0
Follow Up	175	Traffic / Officer Stop	210
Fraud	34	Traffic Offense All Other	657
General Assist	242	Tree Down	9
Grass / Wildland Fire	2	Trespassing	15
Health & Safety / Animal	71	Vehicle Fire	3
Hit and Run	19	Verbal Domestic	17
Homicide	0	Vin Inspections / All Inspections	9
Juvenile Problems & Runaways	43	Warrant Arrest / Fugitive	64
Kidnapping	0	Weapons Offenses All	14
Larceny	36	Wires Down / Arching	10
Liquor / MIP	1	Unclassified	233

Central Dispatch Activities

- Initial Classes completed for Career Center, will be working towards internships in 2025.
- New Dispatcher hired in November Resigned, decided not for her.
- New dispatcher started December 9th, Alexis.
- Applicant Testing underway, Oral Board interviews set for January 15th.
- Phone tree added to administrative lines did eliminate spam phone calls completely.

Information received from callers is often incorrect. This often results in the 911 Dispatcher providing incorrect location or other information to First Responders.

Central Dispatch Participation with Shop with a Hero 2025

Dispatchers Meagan and Mya joined Santa and members of our Fire, Police and Corrections partners in this years Shop with a Hero.

This is a wonderful program that I have seen make such an impact on children that often have difficult home lives.

Thanks to the Sheriff's Department and Meijer for sponsoring this great event.

Santa has headed back to the North Pole, but looks forward to returning to Ionia County again next year.



Ionian County Central Dispatch

Mission: To enhance the quality of life in Ionian County for all people, providing professional, efficient, courteous, and responsive public safety communications.

Vision: To be the example for other Public Safety Dispatch Centers providing exceptional service.

Our Values: D.I.S.P.A.T.C.H.E.R.

D. Detail-oriented: Able to pay close attention, notice the minor details.

I. Innovative: Share new ideas that can improve ICCD for the better, embrace change.

S. Strong Work Ethic: Consistently performing our job to the best of our ability.

P. Professionalism: Communicating respectfully, effectively, and appropriately leading by example.

A. Adaptability: Flexibility, responding effectively to changes or various situations.

T. Teamwork: Work together toward a collective goal with good communication, patience, and dedication.

C. Caring: Feeling or showing concern for or kindness to others.

H. Honesty: Uprightness, fairness, truthfulness, sincerity, or frankness in communications and deeds.

E. Empathy: Connecting with someone, sensing people's emotions or feelings.

R. Respectful: Being appreciative, considerate, polite and gracious to all those we serve and serve with.

Ionian County Central Dispatch

545 Apple Tree Drive, Ionian MI 48846

EMERGENCY: 911

NON-EMERGENCY: (616) 527-0400

ADMINISTRATION: (616) 522-0911

Director: Lance Langdon, ENP, CMCP
(616) 527-5611 llangdon@ioniancounty.org

Office Manager: Cathi Brodbeck
(616) 522-0911 cbrodbeck@ioniancounty.org

Supervisor: Kevin Booth (Day Shift)
(616) 527-5613 kbooth@ioniancounty.org

Supervisor: Natalie Hearld (Day Shift)
(616) 527-5612 nhearld@ioniancounty.org

Supervisor: Jeremiah Wittenbach (Night Shift)
(616) 527-5617 jwittenbach@ioniancounty.org

Supervisor: Roy McCarver (Night Shift)
(616) 527-5616 rmccarver@ioniancounty.org

FOIA Requests - 911 Records Only-No Police Repts.
Form available at: <http://ioniancounty.org/foia>
Send or Email to: CentralDispatch@ioniancounty.org

Agency Individual Responses / Activity

Belding Fire— **100** YTD 1,007

Berlin-Orange Fire— **45** YTD 462

Clarksville Fire— **22** YTD 225

Freeport Fire— **0** YTD 8

Hubbardston Fire— **8** YTD 95

Ionian Department Public Safety Fire— **80** YTD 1,023

Lake Odessa Fire— **36** YTD 384

Lyons-Muir Fire— **15** YTD 202

Orleans Fire— **19** YTD 204

Pewamo Fire— **15** YTD 135

Portland Fire— **20** YTD 200

Ronald Fire— **16** YTD 159

Roxand Fire— **2** YTD 28

Saranac Fire— **57** YTD 689

Sunfield Fire— **16** YTD 114

Life EMS— **526** YTD 6,342

Portland EMS— **123** YTD 1292

Animal Control— **34** YTD 476

Belding Police— **254** YTD 3628

Department of Natural Resources Law— **10** YTD 61

Ionian County Sheriff's Office— **960** YTD 11,610

Ionian Department Public Safety Law— **356** YTD 4,643

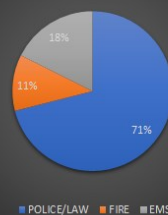
Lake Odessa Police— **64** YTD 727

Michigan State Police— **575** YTD 7,528

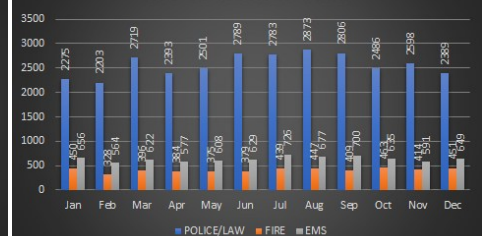
Portland Police— **170** YTD 2,618

Dispatch Activity

Call Percentage by Type



CFS BY AGENCY TYPE





IONIA COUNTY CENTRAL DISPATCH

545 Apple Tree Dr
Ionia Michigan 48846
Admin: (616) 522-0911

Director: Lance Langdon

To: Ionia County Board of Commissioners
Date: January 28, 2025
From: Lance Langdon
Reference: Central Dispatch Report

1. STAFFING

- ☎ We started a new dispatcher on November 6th now in phase 2 of training. (Jacinda)
- ☎ We started another new dispatcher on November 18th She resigned after 2 weeks.
- ☎ We started a new dispatcher on December 9th now in phase 2 of training. (Alexis)
- ☎ We ran applicant testing with Oral Boards on 15th. The panel sent 3 applicants for backgrounds.

2. POLICIES

I completed the end of year Policy Review and update. Many minor updates were made with the review to bring them up to date. They were published out to staff and added to their resources folder in the computers.

3. EQUIPMENT ISSUES

- ☎ Spam calls are gone. (knock on wood) Phone tree fixed it.
- ☎ Admin phone lines also were down on and off over the last month. Seems to be both ATT and Central Square issues.
- ☎ We have had a new fiber line installed for an additional backup connection to be in place for our 9-1-1 lines. Implementation was delayed waiting for switches to be reprogrammed by fiber vendor.
- ☎ Generator maintenance was done last week with repairs needed on our 20-year-old generator equipment. Looking at options for repair or replacement.
- ☎ The new recorder was installed on the 16th and we found a bad pager base and connection line that will need to be repaired/replaced, but the installation went well.

4. CALL CENTER REMODEL

- ☎ The Training Room Curtains were replaced due to fabric issues.
- ☎ I am still waiting for recording solutions and screen casting options.



IONIA COUNTY CENTRAL DISPATCH

5. COMMUNITY EDUCATION

- ☎ Work continues with the career center since Field Day, working to see if we will have any interns from the program this year.
- ☎ We did our fall education program in some of the schools and will be looking to do some more in the spring.

6. OTHER ITEMS

- ☎ We had the Gratiot County Dispatch Director in to look at our Watson Dispatch Furniture.
- ☎ I am working on the year-end report hoping to complete it soon.
- ☎ December report/newsletter attached.