

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING**

FEBRUARY 24, 2026 – 3:00 P.M.
101 WEST MAIN STREET
IONIA, MICHIGAN

THIS MEETING WILL BE HELD IN PERSON AND ZOOM

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting (s)
 - B. Approve per diem and mileage
 - C. Approve payments of Common Cash and General Fund Payroll for the month of December 2025- \$ 1,868,980.84
 - D. Approve payments of Health Department payroll and accounts payable for the month of December 2025-\$ 172,300.76
 - E. Approve payments of Road Department payroll and accounts payable for the month of December 2025- \$ 1,340,892.25
 - F. Approval of payments from Trust and Agency for the month of December 2025-\$ 655,828.48
 - G. Approve payments of Common Cash and General Fund Payroll for the month of January 2026- \$ 2,580,487.77
 - H. Approve payments of Health Department payroll and accounts payable for the month of January 2026-\$ 286,376.91
 - I. Approve payments of Road Department payroll and accounts payable for the month of January 2026- \$ 986,140.43
 - J. Approval of payments from Trust and Agency for the month of January 2026-\$ 627,256.24
- VII. Unfinished Business**
- VIII. New Business**
 - A. Resolution of Appreciation

- B. Request Approval of agreement and funding for Public Alert System – Sgt Rick Straubel
- C. Request Approval of changes to Holiday Pay for Central Dispatch Supervisors – Lance Langdon
- D. Request Approval of Changes to Overtime Pay for Central Dispatch Supervisors- Lance Langdon
- E. Request Approval of Changes to Dispatcher Union Contract with regards to Vacations- Lance Langdon
- F. Request Approval to Hire new Office Manager prior to vacancy- Lance Langdon
- G. Request to Approve Resolution Consolidating the County 911 Document and amendments- Lance Langdon
- H. Request Approval of 26-17 HMA paving Contract- Cody Waite
- I. Request Approval of 2026 Countywide Tree Removal Contract- Cody Waite
- J. Request Approval to Renew Contract 25-04 Street Sweeping- Cody Watie
- K. Discuss update on Strategic Plan- Terry Frewen
- L. MCL 46.412 Vacancy in office of Commissioner; appointment; term-Terry Frewen

IX.

X. Department Reports

- A. Building and Grounds- Written Only

XI. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
- B. Board of Commissioners
- C. County Administrator

XII. Reports of Special or Ad Hoc Committees

XIII. Public Comment (3-minute time limit per speaker)

XIV. Closed Session

- A. None

XV. Adjournment

Board and/or Commission Vacancies

- **Community Corrections Advisory Board-Ionia Community Mental Health Representative**
- **Construction Board of Appeals**
- **Board of Public Works**
- **Land Bank Authority**
- **Midwest Michigan Trail Authority**
- **WMRPC Comprehensive Economic Development Strategy Committee**

Appointments for consideration in the month of February 2025:

- **NONE**

Appointments for consideration in the month of March 2025:

- **NONE**



IONIA COUNTY BOARD OF COMMISSIONERS

Terry Frewen, Chairman

February 10, 2026, 3:00 p.m.
Minutes

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

Members Absent: County Commissioner Larry Tiejema

Others Present: County Administrator Chad Shaw, County Finance Director Roxy Craton, County Clerk Greg Geiger

I. Call to Order

Frewen called the meeting to order at 3:00 pm.

II. Pledge of Allegiance

Frewen led the Pledge of Allegiance.

III. Invocation

Frewen led the invocation.

IV. Approval of Agenda

Board discussed agenda and added items to new business and department reports.

Motion to Approve Agenda as Amended

Moved by Kelley

Motion carried

V. Public Comment

Joseph Fox commented on candidacy for Michigan Senate.

Stephanie Buoway commented on the sale of Cordelio Power and local wind projects.

VI. Action on Consent Calendar

Board approved the consent calendar by unanimous consent.

VII. Unfinished Business

No unfinished business.



IONIA COUNTY BOARD OF COMMISSIONERS

Terry Frewen, Chairman

VIII. New Business

Board discussed appointment of Cody Waite to the Board of Public Works.

Motion to Appoint Cody Waite

Moved by Shattuck

Motion carried

Board discussed appointment of Vicki Pohl to the Commission on Aging Board.

Motion to Appoint Vicki Pohl

Moved by Kelley

Motion carried

Board discussed approval of 2026 Remonumentation Grant Application.

Motion to Approve

Moved by Wirtz

Motion carried

Board discussed purchase of grader and snowplow blades for the Road Department. Road Department Director Cody Waite presented the request.

Motion to Approve Purchase from St. Regis

Moved by Kelley

Motion carried

Board discussed purchase of Sanvik bits for the Road Department. Road Department Director Cody Waite presented the request.

Motion to Approve Purchase from AIS Construction Equipment

Moved by Shattuck

Motion carried

Board discussed purchase of wheeled loader for the Road Department. Road Department Director Cody Waite presented the request.

Motion to Approve Purchase from AIS Construction Equipment

Moved by Shattuck

Motion carried

Board discussed purchase of gradall attachments Road Department. Road Department Director Cody Waite presented the request.

Motion to Approve Purchase from AIS Construction Equipment

Moved by Kelley

Motion carried



IONIA COUNTY BOARD OF COMMISSIONERS

Terry Frewen, Chairman

Board discussed awarding bids for guardrails for the Road Department. Road Department Director Cody Waite presented the bids.

Motion to Approve Bid from Action Traffic

Moved by Kelley

Motion carried

Board discussed awarding bid for signs for the Road Department. Road Department Director Cody Waite presented the bids.

Motion to Approve Bids from Dornbos Sign Inc, Michigan State Industries and MD Solutions

Moved by Shattuck

Motion carried

Board discussed awarding bid for metal culverts for the Road Department. Road Department Director Cody Waite presented the bids.

Motion to Approve Bid from St. Regis Culvert

Moved by Shattuck

Motion carried

Board discussed awarding bid for mastic for the Road Department. Road Department Director Cody Waite presented the bids.

Motion to Approve Bid from P&T Products

Moved by Hodges

Motion carried

Board discussed ratifying County Administrator's signature on Contract 26-41 I96 Rumble Strip Noise Monitoring.

Motion to Ratify Administrator's Signature on Contract with HBK Inc

Moved by Kelley

Motion carried

Board discussed approval of contract with Michigan State Police for enforcement of Seasonal Weight Restrictions. Road Department Director Cody Waite presented the contract

Motion to Approve Contract with Michigan State Police

Moved by Wirtz

Motion carried



IONIA COUNTY BOARD OF COMMISSIONERS

Terry Frewen, Chairman

Board discussed awarding bid for roadside and guardrail brush spraying for the Road Department. Road Department Director Cody Waite presented the bids.

Motion to Approve Bid from Imperial Services

Moved by Hodges

Motion carried

Board discussed awarding bid for pavement markings for the Road Department. Road Department Director Cody Waite presented the bids.

Motion to Approve Bid from Michigan Pavement Markings LLC

Moved by Shattuck

Motion carried

Board discussed awarding bid for gravel processing for the Road Department. Road Department Director Cody Waite presented the bids.

Motion to Approve Bid from Carrick Trucking & Gravel

Moved by Shattuck

Motion carried

Board discussed awarding bid for roadside mowing on local roads for the Road Department. Road Department Director Cody Waite presented the bids.

Motion to Approve Bid from S&L Landscape

Moved by Shattuck

Motion carried

Board discussed contract renewal for catch basin cleaning for the Road Department. Road Department Director Cody Waite presented the contract.

Motion to Approve Contract Renewal with Rogue Industrial Service LLC

Moved by Kelley

Motion carried

Board discussed contract extension for crack sealing for the Road Department. Road Department Director Cody Waite presented the contract.

Motion to Approve Contract Extension with Fahrner

Moved by Hodges

Motion carried

Board discussed awarding bid for roadside mowing on primary roads for the Road Department. Road Department Director Cody Waite presented the bids.

Motion to Approve Bid from Quick Mow

Moved by Kelley

Motion carried



IONIA COUNTY BOARD OF COMMISSIONERS

Terry Frewen, Chairman

Board discussed contract extension for gravel for the Road Department. Road Department Director Cody Waite presented the contract.

Motion to Approve Contract Extension with Carrick Trucking & Gravel

Moved by Hodges

Motion carried

Board discussed contract extension for limestone for the Road Department. Road Department Director Cody Waite presented the contract.

Motion to Approve Contract Extension from Yellow Rose Transport

Moved by Shattuck

Motion carried

Board discussed appointing alternate members to committees. Board discussed need to comply with the open meetings act and need for alternates due to attendance issues.

Board discussed appointing members to the Finance Committee. Board discussed removing Tiejema from the Finance Committee and adding Wirtz.

Motion to Remove Tiejema and Appoint Wirtz to the Finance Committee

Moved by Hodges

Motion carried

IX. Department Reports

Board received report from Animal Shelter Director Carly Quinn.

Board received report from Health Department Director Haleigh Leslie.

Board received report from Commission on Aging Director Carol Hanulcik.

Board received report from County Clerk Greg Geiger.

X. Reports of Officers, Boards, and Standing Committees

Frewen commented on DHHS meeting, upcoming State budgets and legislation.

Hodges commented on remote access to meetings.

Kelley commented on committee meetings.

Shaw commented on recent veterans events, grant writing and upcoming projects.

XI. Reports of Special or Ad Hoc Committees

No reports of special or ad hoc committees.

XII. Public Comment

No public comment.



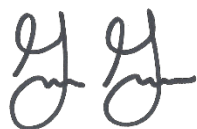
IONIA COUNTY BOARD OF COMMISSIONERS

Terry Frewen, Chairman

XIII. Closed Session
No Closed Session

XIV. Adjournment
Board discussed adjournment.
Motion to Adjourn
Moved by Shattuck
Motion carried


Terry Frewen, Chairman


Greg Geiger, County Clerk

County of Ionia Request for Per Diem and Mileage

Commissioner Kelley

January

2026

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	1/13	1/2	50		
Commissioners Meeting	1/27	-	50	No Quorum	
Special Board Meeting					
Road Department Advisory					
Road Department Advisory					
Facilities Committee	1/20	1	50		
Grievance Committee					
Personnel Committee					
Brownfield Redevelopment Authority	1/27	1	50		
Eight-CAP Governing Board	1/23	1	50	Zoom	MTG
ICEA	1/22	1/2	50	TEAMS	MTG
West Michigan Regional Planning Comm	1/16	2 1/4	50	51	36.98
M-66 Corridor Committee	1/30	1	50		
Other:					
Greater Ionia Development					
Ionia City Brownfield Redevelopment Auth	1/12	1	-		
Township Officials	1/12	1 1/2	50		

Total Per Diem Requested: 450-

Total Mileage Requested: 36.98

Signed

Kelley

Date

2/1/2026

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

Mileage for 2025 is 72.5 cents per mile.

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

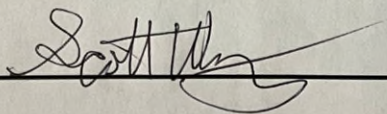
Commissioner Wirtz

January 2026

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	1-13-26		50		10.87
Commissioners Meeting					
Special Board Meeting					
Audit Committee					
Facilities Committee	1-20-26		50		10.87
Airport Board					
Airport Zoning Board					
ACSET					
Community Correction Advisory Board	1-16-26		50		10.87
Long Lake Board					
Mid West Trail Authority					
Other:					

Total Per Diem Requested: \$ 150

Total Mileage Requested: \$ 32.62

Signed 

Date 2-12-26

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

Mileage for 2026 is 72.5 cents per mile.

6

IONIA COUNTY BOARD OF COMMISSIONERS REQUEST FOR DISCUSSION/ACTION

**Request – Approval of agreement and funding for Public Alert System, Hyper-Reach
For Meeting - February 24, 2026**

CONTACT: Sgt. Rick Straubel, ICSO Emergency Management

DESCRIPTION:

Ionia County currently uses Rave Mobile Safety (now a Motorola company) as its public and local alert system. This system was implemented several years ago after Central Dispatch adopted Smart911 for transmitting medical profiles to 911. Rave Alert was part of that package. While Central Dispatch has since discontinued Smart911, the Rave Alert system remains under contract through April 2026.

The annual cost of the system is \$14,500, which has been shared by multiple departments and agencies, including Sparrow Hospital. However, with Sparrow now part of the University of Michigan Health System, they have indicated they will no longer participate in the Rave system, as U of M uses a different product and will transition to that this year.

Funding for 2026 has already been budgeted by participating agencies. Despite Sparrow's withdrawal, the reduced program cost ensures that current participants will not see an increase in their share.

The County Local Planning Team (LPT) has reviewed this change and unanimously voted to support the transition to Hyper-Reach.

Several alternative alerting vendors have been contacted, and quotes have been received as follows:

Vendor	1-Year	3-Year	5-Year
Rave Mobile Safety	\$15,500.00/yr.	\$15,080.00/yr.	\$14,500.00/yr.
HQE Systems	Quote requested, not received		
Bryx First Arriving	Does not meet Ionia County needs		
Hyper-Reach	\$14,500.00/yr.		\$13,000.00/yr.
Everbridge	\$18,627.33 Includes Resident Connect and set up fees	Yr 1- \$18,627.33 Yr 2- \$17,183.83 Yr 3- \$17,699/35	

The alert system is critical for public safety communications, with most messaging traffic currently routed through Central Dispatch. It is the only system used by the county to notify the

IONIA COUNTY BOARD OF COMMISSIONERS

REQUEST FOR DISCUSSION/ACTION

public about emergencies and actions necessary to protect themselves and their families.

After reviewing options, the decision has been made to transition from Rave Mobile Safety to Hyper-Reach. Hyper-Reach offers a more user-friendly interface, mobile alerting capabilities, unlimited messages and users, and the ability to expand access to all municipalities, townships, and government departments—including all police and fire agencies—at no additional cost.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Emergency Management, Central Dispatch, Health Department, ICSO, MSP, Medical Examiner's Office, Victim Advocates, Police & Fire Departments, Entire County for IPAWS Alerts.

FINANCIAL ANALYSIS:

Current Rave system: \$14,500/year for 5 years = \$72,500 total

Proposed Hyper-Reach system: \$13,000/year for 5 years = \$65,000 total

Savings: \$1,500/year or \$7,500 over 5 years

LEGAL REVIEW:

Contract agreement will require County Attorney approval prior to signature.

DEADLINE:

The current Rave contract expires in early April 2026. To allow time for approvals, training, and setup (estimated 5–6 weeks), action is needed promptly to ensure the new system is operational before the current agreement ends.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

The Ionia County Board of Commissioners approve:

- The agreement between Ionia County and Hyper-Reach for a public alerting system, available for use by all township, city, and village agencies or departments for notifications within their geographical areas of responsibility.
- An annual allocation of \$13,000 (for five years) from the general fund to the Emergency Management budget to cover the cost of this system as an Emergency Management function starting in the second year (2027).

ADMINISTRATOR'S RECOMMENDATION:

Administrator Recommends approval of this request.

IONIA COUNTY BOARD OF COMMISSIONERS

REQUEST FOR DISCUSSION/ACTION

**Request – Approval of changes to Holiday Pay for Central Dispatch Supervisors
For Meeting - February 24, 2026 resubmitted from January 28, 2025**

CONTACT: Lance Langdon, Director, Central Dispatch

DESCRIPTION:

Central Dispatch is one of two county departments operating on a 24-hour schedule. Dispatchers are members of a union under a collective bargaining agreement, while the remaining employees work under the county policy manual. I am requesting changes in the personnel policy for non-represented supervisory staff.

Recent organizational changes have been assigned to Supervisors to each of the four teams at Central Dispatch. This ensures a Supervisor is scheduled on duty with the Pittman schedule, matching the Dispatchers' shifts on both days and nights. Due to 24-hour operations, Supervisors are typically scheduled to work holidays unless it falls on their regular 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 under this policy."

The Dispatchers' contract (Article 12, Holidays) states:

"Employees who work on a paid holiday shall be paid double time and a half (2.5x) for hours worked on that holiday. For example: work 12 hours on a holiday and receive 30 hours of pay; work 8 hours on a holiday and receive 20 hours of pay.

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

A top-paid Dispatcher earns \$26.02 per hour. If they work a 12-hour shift on a holiday, they receive \$65.05 per hour. A Supervisor's top wage is \$30.08 per hour, but if they work a holiday, they receive \$45.12 per hour. Supervisors work the console in addition to their administrative duties, yet on holidays they earn \$20 less per hour than the employees they supervise.

Proposal:

Increase Dispatch Supervisors' holidays and compensation to match that of Dispatchers—double time and a half (2.5x their hourly rate).

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

IONIA COUNTY BOARD OF COMMISSIONERS REQUEST FOR DISCUSSION/ACTION

FINANCIAL ANALYSIS:

Currently, holiday pay for a Supervisor at time-and-a-half totals \$7,580.16 annually (based on 14 holidays). Increasing to double time and a half would total \$12,633.60, an increase of \$5,053.44 per Supervisor. If all Supervisors were at top pay, the total cost increase would be \$20,213.76.

LEGAL REVIEW:

None

DEADLINE:

None

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

The Ionia County Board of Commissioners approves adjusting the Personnel Policy for holiday compensation for Central Dispatch Supervisors to align with the Dispatch bargaining agreement, changing from time-and-a-half to double time and a half for hours worked on holidays.

ADMINISTRATOR'S RECOMMENDATION:

Administrator Recommends Approval of this Request.

IONIA COUNTY BOARD OF COMMISSIONERS

REQUEST FOR DISCUSSION/ACTION

Request – Approval of Changes to Overtime Pay for Central Dispatch Supervisors
For Meeting - February 5, 2026, resubmitted from January 28, 2025

CONTACT: Lance Langdon, Director, Central Dispatch

DESCRIPTION:

Central Dispatch is one of two departments operating on a 24-hour schedule. Dispatchers are members of a union under a collective bargaining agreement, while the remaining employees work under the county policy manual. I am requesting changes in the for-Dispatch supervisors under the Personnel policy.

Changes have been made assigning Supervisors to each of the four teams working 12-hour shifts at Central Dispatch. This ensures a Supervisor is scheduled on duty following the Pittman schedule, matching the Dispatchers' shifts on both days and nights. Due to 24-hour operations, Supervisors are typically scheduled to work holidays unless it falls on their regular day off.

Overtime Policy Comparison

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 (Article 11, Hours of Work, Section 5 – Overtime Definition) states:

“All work performed in excess of forty (40) hours per workweek shall constitute overtime work and shall be paid at the rate of time and one-half (1½) 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 on the Pittman schedule. One week they work 36 hours, and the next week they work 48 hours. When sick calls or other shift coverage needs arise, both Dispatchers and Supervisors often fill last-minute openings. However, Dispatchers are allowed to include vacation time as hours worked for overtime eligibility, while Supervisors are not.

IONIA COUNTY BOARD OF COMMISSIONERS REQUEST FOR DISCUSSION/ACTION

I propose allowing Dispatch Supervisors to include vacation hours as time worked for overtime consideration, aligning their policy with the Dispatcher contract language. This change would ensure consistency and fairness between represented and non-represented staff performing similar duties under the same scheduling structure.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

There would be a slight increase in annual costs to the center, depending on the amount of overtime required by Supervisors. This overtime is not anticipated beyond what is already budgeted each year.

LEGAL REVIEW:

Contract agreement will require County Attorney approval prior to signature.

DEADLINE:

Enter text here

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

The Ionia County Board of Commissioners approves adjusting the definition of hours worked for Central Dispatch Supervisors for overtime eligibility, aligning it with the Dispatch bargaining agreement to ensure consistency between represented and non-represented staff.

ADMINISTRATOR'S RECOMMENDATION:

Administrator Recommends Approval of this Request.

IONIA COUNTY BOARD OF COMMISSIONERS

REQUEST FOR DISCUSSION/ACTION

**Request – Approval of Changes to Dispatcher Union Contract with regards to Vacations
For Meeting - February 24, 2026**

CONTACT: Lance Langdon, Director, Central Dispatch

DESCRIPTION:

The current language in the collective bargaining agreement between the County and the Dispatchers' union makes vacation planning and submission difficult for staff. The process is based on a single annual vacation bid period starting April 1 and running through the following year. At the same time, shift bid processes occur twice a year, January and July, meaning employees must submit vacation requests without knowing what shift or hours they will be working.

The proposed language (attached) would establish two six-month vacation bid periods instead of one annual period. These periods would align with the shift bid schedule, allowing employees to plan time off with certainty about their assigned shifts and hours. Under the current contract language, we are tied to a single year-long process, which creates unnecessary challenges.

Additionally, the proposed language includes an option, at the Director's discretion, to approve vacation requests outside the normal bid periods for events planned well in advance (e.g., weddings or other special occasions).

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

This process simply allows staff to schedule and take their earned leave time. It does not increase the amount of leave available, so there should be no additional cost to the County.

LEGAL REVIEW:

The County Attorney has already approved the changes.

DEADLINE:

None but action sooner would be a boost to morale. The employees have already approved of this language.

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

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

The Board of Commissioners approve changes as outlined in the MOU to Article 14 Vacations of the Dispatcher Union, collective bargaining agreement.

ADMINISTRATOR'S RECOMMENDATION:

Administrator Recommends Approval of this Request.

MEMORANDUM OF UNDERSTANDING

Between Ionia County and Governmental Employees Labor Council (GELC) For the Ionia County 9-1-1 Central Dispatch Telecommunicators Unit

Purpose

This Memorandum of Understanding (MOU) is entered into by and between Ionia County ("Employer") and the Governmental Employees Labor Council ("Union"), representing the Ionia County 9-1-1 Central Dispatch Telecommunicators Unit. The purpose of this MOU is to confirm the parties' agreement to amend Article 14 – Vacations, Section 5 – Vacation Requests in the current collective bargaining agreement.

Agreement

The parties agree to replace the existing language of Article 14, Section 5 – Vacation Requests with the following: Article 14 – Vacations

Section 5. Vacation Requests

Vacations may be taken at any time of the year; however, they are subject to scheduling according to the needs of the department and must be approved by the Director.

Vacation Scheduling Policy

To support effective planning and fairness, staff vacation requests will follow a biannual cycle aligned with the shift bid process:

Vacation Cycles:

- Cycle 1: January 1 – June 30
- Cycle 2: July 1 – December 31

Shift bids will be posted in April and October. Employees will have until the first day of the following month (May and November, respectively) to submit their vacation requests.

The method for submitting vacation requests will be determined by the Director and communicated to all employees in advance.

Vacation Request Guidelines

- Seniority-Based Approval: Vacation requests will be awarded based on seniority.
- Multiple Requests: Employees may submit multiple vacation requests per cycle.
- Each request must be ranked in order of importance (e.g., #1 being the highest priority).
- All employees' #1 requests will be reviewed first, in order of seniority. Subsequent requests (#2, #3, #4, etc.) will then be considered in the same manner until all submissions have been addressed.

Special Vacation Requests

Employees who need to plan for a special event outside of the regular vacation cycles may submit a request directly to the Director. These requests will be reviewed on a case-by-case basis. If not approved, the request may be resubmitted during the regular vacation cycle.

Operational Considerations

All vacation request approvals will consider staffing requirements to ensure continuity of operations. Please note that not all members of a team will be granted time off during the same period.

Initial Bid Period Notice

With the current vacation request period extending through March 2026, an initial bid period will be opened for the remainder of the January–June 2026 cycle following the ratification of these changes. This bid period will remain open for two weeks to allow employees to submit vacation requests for the remainder of the cycle.

Effective Date and Duration

This MOU shall become effective upon signature by both parties and shall remain in effect until incorporated into the next collective bargaining agreement or until otherwise modified by mutual agreement.

Signatures

For Ionia County:

Name: _____

Title: _____

Date: _____

For Governmental Employees Labor Council:

Name: _____

Title: _____

Date: _____

Name: _____

Title: _____

Date: _____

IONIA COUNTY BOARD OF COMMISSIONERS REQUEST FOR DISCUSSION/ACTION

**Request – Approval to Hire new Office Manager 6-8 weeks prior to vacancy
For Meeting - February 24, 2026**

CONTACT: Lance Langdon, Director, Central Dispatch

DESCRIPTION:

The Central Dispatch Office Manager, Cathi, had originally planned to retire in August 2026. However, for personal reasons, she has decided to retire at the end of May. Given the complexity of this position—including managing various systems, meeting state requirements, and handling daily operational tasks—it is recommended that her replacement be hired in advance to allow for 6–8 weeks of training. The exact training period will depend on the skills and experience of the selected candidate.

To meet this timeline, the posting for this position should be made as soon as possible. This will allow sufficient time for interviews, candidate selection, and background investigations to be completed, ensuring training can begin promptly and the transition is smooth.

This would not be a new position; however, there will be some added costs associated with the overlap for training. These costs can be covered using the fund balance, ensuring no disruption to operations or budget constraints.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

The starting wage for this position is approximately \$22.50 per hour. For a 6-week overlap period, the estimated cost is about \$5,300, plus applicable benefit costs. These expenses will be covered by the Center’s fund balance.

LEGAL REVIEW:

None

DEADLINE:

As soon as possible

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Due to the retirement of the current Office Manager, the Ionia County Board of Commissioners approves the Dispatch Director to hire a replacement for Central Dispatch to ensure adequate

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

training and a smooth transition for ongoing operations.

ADMINISTRATOR'S RECOMMENDATION:

Administrator Recommends Approval of this Request.

Dispatch Office Manager

Position Description

**Status**

Full-Time, Non-Exempt

Reports to

Central Dispatch Director

Compensation

Grade 9

Supervises

N/A

Summary

This position is an essential member of the department's management team, working closely with and under the supervision of the Central Dispatch Director. The role performs a variety of administrative and secretarial duties in support of Ionia County Central Dispatch (ICCD). Responsibilities include providing input on administrative-level planning and assistance in budgeting, operations, hiring, and other administrative aspects of the 911 communications center to ensure smooth and efficient operations.

Essential Job functions

- Attend and record minutes for Central Dispatch Advisory Board and subcommittee meetings; prepare and distribute agendas, packets, and meeting notices.
- Prepare and distribute correspondence and documents resulting from actions taken by the Director, Advisory Board, and committees.
- Schedule appointments and maintain calendars for the Director, center resources, and administrative staff.
- Process invoices and accounts payable; prepare vouchers for payment; assist with budget development, tracking, and monitoring.
- Process employment forms and payroll changes as required.
- Coordinate the employee hiring process, including application intake, scheduling tests and interviews, maintaining documentation, and providing input on candidate selection.
- Maintain organized filing systems.
- Compile data and statistics for periodic and special reports.
- Serve as liaison between ICCD and County public safety agencies as needed.
- Monitor office supply inventory, research items, and initiate orders.
- Answer phones and greet visitors, providing information and assistance; take and relay messages.
- Prepare timesheets and enter payroll data.
- Process Freedom of Information Act (FOIA) requests for 911 audio and data.
- Respond to information requests from public service agencies.
- Conduct general research as directed.
- Process incoming and outgoing mail.
- Perform other related duties as assigned.

Dispatch Office Manager

Position Description



Competencies

The Core Competency Expectation Level and Performance Expectations are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Orientation
- Financial Responsibility
- Goal/Results Orientation
- Communication
- Decision Making & Judgment
- Analysis & Problem Solving
- Mathematical Ability (+, -, ×, ÷, %)
- Advanced proficiency in Microsoft Office
- Ability to maintain confidentiality

Additional Skills and Abilities

- Comprehend and produce a variety of informational documents, including invoices, contracts, financial reports, budgets, and other records.
- Work effectively under moderately stressful conditions, respond promptly to crises, and balance priorities across departments.
- Maintain composure and tactfully handle difficult situations; demonstrate professionalism and courtesy.
- Interpret and apply policies, procedures, and standards; explain and clarify information to others.
- Communicate effectively with administrators, commissioners, coworkers, department heads, vendors, consultants, government officials, and the public—both verbally and in writing.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Work Environment

This role operates in a professional office environment within a secure dispatch center. Standard office equipment is routinely used, including computers, phones, photocopiers, and filing systems.

Physical Demands, Requirements and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Dispatch Office Manager

Position Description



- Ability to operate office equipment such as computers, keyboards, calculators, copiers, fax machines, and postage machines.
- Ability to perform sedentary to light physical work, including stooping, kneeling, crouching, light lifting, and reaching.
- Visual acuity for detailed work and data entry.

Travel

Travel is required to access County buildings and employees, as well as meetings and training opportunities throughout the State.

Required Education and Experience

- High school diploma or GED, supplemented by vocational/technical training in business, computer usage, or related field, plus two to three years of relevant work experience; or an equivalent combination of education and experience.
- Associate degree or equivalent with up to one year of specialized or technical training beyond high school (or equivalent experience).
- Keyboarding proficiency of at least 50 words per minute.
- Must pass an extensive background investigation with no criminal record or illegal drug use.

Preferred Education and Experience

- Two years of experience in a public safety-related field, including processing FOIA requests.
- Two years of experience in 911 Center operations, including State of Michigan SNC submissions for training and operations.
- Prior certifications with the Criminal Justice Information System (CJIS).

IONIA COUNTY BOARD OF COMMISSIONERS REQUEST FOR DISCUSSION/ACTION

Request – Approve a Resolution Consolidating the County 911 Plan Document and amendments.

For Meeting - February 24, 2026

CONTACT: Lance Langdon, ENP, Director Central Dispatch

DESCRIPTION:

The 9-1-1 Director is required to submit reports and documents to the State of Michigan 9-1-1 Office (SNC) annually. As Director, I attended a training session on completing this year's report due to recent changes in the required forms. One significant change is that this year's submission must include an upload of our signed 9-1-1 plan. We were advised that the plan documents submitted must be complete and include signatures. Unfortunately, there is no signed copy of the plan currently on file in the county.

Last year, the SNC accepted the county's unsigned plan document along with attachments from board meeting agendas and minutes showing proper approval. However, with this new requirement and the submission deadline approaching, the county will be unable to open and approve a new 9-1-1 plan document, as that process takes over 90 days to complete with required public hearings.

It is imperative that we submit all required documents within the timelines set by the SNC. After submission, the SNC, notifies telecommunications providers serving Ionia County that they must remit the \$3.00 per month, per device surcharge, which accounts for approximately 99% of the center's budget.

To comply with state requirements, it is requested that the Board pass a resolution Administrative Findings, to consolidate the 9-1-1 Plan Document and the two amendments previously adopted as Administrative Findings into a single consolidated document, with the resolution signed for submission to the SNC.

Historical Background on the 9-1-1 Plan and Amendments:

- On June 22, 2010, the Ionia County Board of Commissioners approved and adopted the Ionia County Emergency Telephone Service District Final Plan. Copies on file do not include signatures.
- The Board of Commissioners included the 9-1-1 Service Plan on its agendas for March 23, 2010, and June 22, 2010, as required for the 90-day notice on hearings.
- On February 9, 2016, the Board passed Resolution 2016-2 by Administrative Findings, amending the 9-1-1 plan to select Peninsula Fiber Network, LLC (PFN) as the primary 9-1-1

IONIA COUNTY BOARD OF COMMISSIONERS REQUEST FOR DISCUSSION/ACTION

service provider and directing all service providers to facilitate the transition to PFN NG911 services.

- On May 28, 2019, the Board passed Resolution #19-005 by Administrative Findings, further amending the 9-1-1 plan to designate PFN as the primary NG911 service supplier for Ionia County's PSAP.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

NONE

FINANCIAL ANALYSIS:

This action is essential to preserve surcharge revenues that fund Central Dispatch operations.

LEGAL REVIEW:

NONE

DEADLINE:

The state submission deadline is May 2026. This action ensures compliance within the required timeframe.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I respectfully request that the Board authorize the attached resolution to combine and sign the 9-1-1 service plan document, as the complete 9-1-1 Service Plan for Ionia County.

ADMINISTRATOR'S RECOMMENDATION:

Administrator Recommends Approval of this Request.

IONIA COUNTY BOARD OF COMMISSIONERS

Resolution No. 26- ADMINISTRATIVE FINDINGS

A Resolution to Consolidate the Complete Emergency Telephone Service Plan for Ionia County adding required signatures.

WHEREAS, the Ionia County Board of Commissioners, in compliance with the Emergency Telephone Service Act, approved and adopted the Ionia County Emergency Telephone Service District Final Plan on June 22, 2010, following proper notice and hearings on March 23, 2010, and June 22, 2010; and

WHEREAS, copies of the original plan are on file, though signatures were not placed/retained on the archived copies; and

WHEREAS, The State 911 Committee (SNC) is now requiring a signed copy of the County's 911 plan, with the annual (2026) required reporting to the state to continue the required funding, from the telecommunication providers who do business in Ionia County: and

WHEREAS, on February 9, 2016, the Board of Commissioners passed Resolution 2016-2 by Administrative Findings, amending the 911 Service Plan (approved June 22, 2010) to designate Peninsula Fiber Network, LLC (PFN) as the primary 911 service provider and directing all service providers to facilitate and complete the transition of services over to PFN NG911 services; and

WHEREAS, on May 28, 2019, the Board of Commissioners passed Resolution 19-005 by Administrative Findings, further amending the 911 Service Plan (approved June 22, 2010) to confirm PFN as the primary NG911 service supplier for Ionia County's Public Safety Answering Point (PSAP); and

WHEREAS, the Board recognizes the need to consolidate these actions and amendments into a single, comprehensive document representing the complete and current Emergency Telephone Service Plan for Ionia County, to meet State of Michigan funding requirements;

NOW, THEREFORE, BE IT RESOLVED that the Ionia County Board of Commissioners by Administrative Findings, hereby acknowledges and authorizes the consolidation of the following documents as the official and complete Emergency Telephone Service Plan for

Ionia County:

1. The Emergency Telephone Service District Final Plan adopted on June 22, 2010;
2. Resolution 2016-2, adopted on February 9, 2016, amending the plan to designate PFN as the primary 911 service provider and directing all service providers to transition services to PFN NG911;
3. Resolution 19-005, adopted on May 28, 2019, confirming PFN as the primary NG911 service supplier for Ionia County's PSAP.

BE IT FURTHER RESOLVED that this resolution authorizes the Board Chair to sign the 9-1-1 Plan document, approved on June 22, 2010, to satisfy the submission requirements of the SNC. The consolidated plan documents, bearing the Chair's signature, shall be maintained on file with the County Clerk and made available for public inspection in accordance with the law.

Adopted by the Ionia County Board of Commissioners on this 24th day of February, 2026.

Chairperson: _____
Terence Frewen

County Clerk: _____
Greg Geiger

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

Title: 26-17 HMA Paving Contract

Date: February 24, 2026

CONTACT: Cody Waite, Interim Managing Director Ionia County Road Department

DESCRIPTION:

The Road Department solicited bids for the 2026 Countywide paving needs. We received bids from two companies: Michigan Paving & Materials Company, and Rieth-Riley Construction Co. Rieth-Riley was the low bid.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

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

LEGAL REVIEW:

Not applicable.

DEADLINE:

February 24, 2026

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request the Board authorize awarding the contract to the low bidder: Rieth-Riley Construction

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval.

Bid Form

Rieth - Riley Construction Co.

Michigan Paving & Materials Co.

Contract #26-17 HMA Paving Countywide

Item	Quantity	Unit	Unit Price	Total	Unit Price	Total
Traffic Control	4	Ea	\$22,140.00	\$88,560.00	\$16,830.94	\$67,323.76
Pavt, Rem	92	Syd	\$25.00	\$2,300.00	\$25.00	\$2,300.00
Subgrade Undercutting, Type II	100	Cyd	\$35.00	\$3,500.00	\$35.00	\$3,500.00
Erosion Control, Inlet Protection, Fabric Drop	6	Ea	\$125.00	\$750.00	\$125.00	\$750.00
Aggregate Base, 6 inch	12,907	Syd	\$12.00	\$154,884.00	\$12.00	\$154,884.00
HMA Base Crushing and Shaping	73,117	Syd	\$1.72	\$125,761.24	\$1.72	\$125,761.24
Approach, CI II	325	Ton	\$28.50	\$9,262.50	\$28.50	\$9,262.50
Shld, CI II	2,925	Ton	\$28.50	\$83,362.50	\$28.50	\$83,362.50
Trenching	582	Sta	\$229.27	\$133,435.14	\$115.00	\$66,930.00
Dr Structure Cover, Adj, Case 1	12	Ea	\$650.00	\$7,800.00	\$650.00	\$7,800.00
Edge Trimming	510	Ft	\$5.00	\$2,550.00	\$5.00	\$2,550.00
HMA, 4EL (<i>base course</i>)	8,842	Ton	\$77.84	\$688,261.28	\$84.50	\$747,149.00
HMA Approach	68	Ton	\$195.90	\$13,321.20	\$169.00	\$11,492.00
HMA, 5EL (<i>top course</i>)	8,842	Ton	\$81.46	\$720,269.32	\$89.50	\$791,359.00
HMA Valley Gutter	400	Ft	\$1.31	\$524.00	\$1.25	\$500.00
HMA Spillway	11	Ea	\$380.00	\$4,180.00	\$150.00	\$1,650.00
Slope Restoration, Non-Freeway, Type B	33,235	Syd	\$4.60	\$152,881.00	\$4.60	\$152,881.00
		TOTAL	\$2,191,602.18	TOTAL	\$2,229,455.00	

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

Title: Contract 2026 Countywide Tree Removal

Date: February 24, 2026

CONTACT: Cody Waite, Interim Managing Director Ionia County Road Department

DESCRIPTION:

The Road Department solicited bids for the 2026 Countywide tree removal. This contract will be utilized for township projects, emergencies, or instances our tree crew is unavailable. We received bids from four companies: Wise Owl Tree Co., Always There Tree Care, Save A Tree, and Tree Works

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

The cost of tree removal is included in the Road Department yearly budget. We will be reimbursed by the townships, cities or villages for any tree removal projects they request.

LEGAL REVIEW:

Not applicable.

DEADLINE:

February 24, 2026

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request the Board authorize awarding the contract to: Always There Tree Care

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval.

2026 COUNTYWIDE TREE REMOVAL TABULATION

BIDDER					Wise Owl Tree Co.					Always There Tree Care					Save a Tree				Tree Works			
Item Description	Per Mile Scheduled	Unit	SCHEDULED	EMERGENCY	Per Mile Scheduled	Per Mile Emergency	Unit	SCHEDULED	EMERGENCY	Per Mile Scheduled	Unit	SCHEDULED	EMERGENCY	Per Mile Scheduled	Unit	SCHEDULED	EMERGENCY					
Tree, Rem, 6 inch to 12 inch	N/A	Ea	\$185.00	\$750.00	N/A	N/A	Ea	\$125.00	\$180.00	N/A	Ea	\$150.00	\$225.00	N/A	Ea	\$275.00	\$350.00					
Tree, Rem, 13 inch to 24 inch	N/A	Ea	\$685.00	\$1,800.00	N/A	N/A	Ea	\$800.00	\$800.00	N/A	Ea	\$800.00	\$1,200.00	N/A	Ea	\$750.00	\$825.00					
Tree, Rem, 25 inch to 36 inch	N/A	Ea	\$1,800.00	\$2,300.00	N/A	N/A	Ea	\$1,300.00	\$1,800.00	N/A	Ea	\$1,400.00	\$2,100.00	N/A	Ea	\$1,800.00	\$1,850.00					
Tree, Rem, 37 inch to 48 inch	N/A	Ea	\$2,750.00	\$4,200.00	N/A	N/A	Ea	\$2,500.00	\$3,500.00	N/A	Ea	\$2,500.00	\$3,750.00	N/A	Ea	\$3,400.00	\$4,250.00					
Tree, Rem, 49 inch or Larger	N/A	Ea	\$3,600.00	\$5,500.00	N/A	N/A	Ea	\$3,500.00	\$5,000.00	N/A	Ea	\$3,500.00	\$5,250.00	N/A	Ea	\$4,500.00	\$5,825.00					
Stump, Rem, 13 inch to 24 inch	N/A	Ea	\$100.00	\$200.00	N/A	N/A	Ea	\$190.00	\$190.00	N/A	Ea	\$250.00	\$375.00	N/A	Ea	\$275.00	\$325.00					
Stump, Rem, 25 inch to 36 inch	N/A	Ea	\$250.00	\$350.00	N/A	N/A	Ea	\$304.00	\$304.00	N/A	Ea	\$300.00	\$450.00	N/A	Ea	\$500.00	\$600.00					
Stump, Rem, 37 inch to 48 inch	N/A	Ea	\$320.00	\$420.00	N/A	N/A	Ea	\$460.00	\$460.00	N/A	Ea	\$500.00	\$750.00	N/A	Ea	\$750.00	\$1,000.00					
Stump, Rem, 49 inch or Larger	N/A	Ea	\$500.00	\$800.00	N/A	N/A	Ea	\$570.00	\$570.00	N/A	Ea	\$800.00	\$1,200.00	N/A	Ea	\$800.00	\$1,200.00					
Tree Trimming	N/A	Ea	\$295.00	\$575.00	\$2,100.00	\$3,000.00	Ea	\$125.00	\$200.00	N/A	Ea	\$175.00	\$280.00	\$5,000.00	Ea	N/A	N/A					
Additional Notes:																						

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

Title: CONTRACT RENEWAL 25-04 STREET SWEEPING

Date: February 24, 2026

CONTACT: Cody Waite, Interim Managing Director Ionia County Road Department

DESCRIPTION: Contract 25-04 for Street sweeping was awarded to SCA of Michigan. The Contract provided for additional renewals with no change in prices or terms. SCA of Michigan has indicated they would like to extend Contract 25-04 for the 2026 construction season. This will be the second of 4 renewals

OTHER DEPARTMENTS/AGENCIES AFFECTED: None.

FINANCIAL ANALYSIS: The cost of street sweeping is included in the Road Department's 2026 budget. Sweeping on state trunklines will be reimbursed through the Maintenance contract with the State of Michigan.

LEGAL REVIEW: Not applicable.

DEADLINE: February 24, 2026.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request the Board approve the contract extension.

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval.

IONIA COUNTY ROAD DEPARTMENT
 CONTRACT # 25-04 Street Sweeping
 MONDAY, MARCH 17, 2025 @ 10:30 A.M.

TABULATION

	SCA of MI, LLC							
	1 Sweep/year	2 Sweeps/year	1 Sweep/year	2 Sweeps/year	1 Sweep/year	2 Sweeps/year	1 Sweep/year	2 Sweeps/year
Price per Mile Trunkline	\$ 464.00	\$ 464.00						
Price per Mile Primary Curb Locations	\$ 464.00	\$ 464.00						
Price per Mile Bridge Deck; Primamry and Local	\$ 110.00	\$ 110.00						
Price per Hour Non-Curb Sweeping ; Parking Lot, Garage, Etc.	\$ 139.00							
Price per Hour Emergency Call-Out Sweeping	\$ 139.00							

Board Action 3/25/2025: Award to lowest bidder

APPORTIONMENT OF COUNTY BOARDS OF COMMISSIONERS (EXCERPT)
Act 261 of 1966

46.412 Vacancy in office of commissioner; appointment; term.

Sec. 12.

(1) If a vacancy occurs in the office of commissioner by death, resignation, removal from the district, or removal from office, the vacancy must be filled by appointment within 30 days by the county board of commissioners of a resident and registered voter of that district. Except as otherwise provided in subsection (2), the individual appointed to fill a vacancy shall serve for the remainder of the unexpired term.

(2) If the vacancy occurs more than 7 days before the nominating petition deadline as provided in section 11 for the general November election that is not the general November election at which a successor in office would be elected if there were no vacancy, the individual appointed shall hold office only until a successor is elected at the next general November election in the manner provided by law and qualifies for office. The successor shall hold the office for the remainder of the unexpired term.

History: 1966, Act 261, Eff. Mar. 10, 1967 ;-- Am. 1969, Act 137, Eff. Mar. 20, 1970 ;-- Am. 1972, Act 180, Imd. Eff. June 17, 1972 ;-- Am. 1978, Act 18, Imd. Eff. Feb. 15, 1978 ;-- Am. 1982, Act 504, Eff. Mar. 30, 1983 ;-- Am. 2013, Act 84, Imd. Eff. June 28, 2013 ;-- Am. 2021, Act 122, Eff. Mar. 30, 2022

Ionia County Buildings and Grounds

100 Main Street
Ionia, Michigan 48846

BI-MONTHLY WRITTEN REPORT

Presented to: **Ionia County Board of Commissioners**

Date: **February 24, 2026**

Administration Building

No major mechanical issues have been reported, despite the aging rooftop units. Restore Consulting has initiated the construction and bid document development process. Once these documents are finalized, bid invitations will be issued, and the bidding process will begin. Upon completion, we will determine the scope of repairs and renovations to be undertaken.

Airport

Construction of the Snow Removal Equipment (SRE) building is underway. Framing, roofing, siding, and insulation have been completed. Work is currently on hold due to weather conditions, delaying concrete and mechanical installations. Matt Kuhn continues to manage snow removal and routine airport maintenance effectively.

Animal Shelter

Ongoing challenges persist with the air-handling equipment. Last fall, the blower assembly in ERV #3 (Energy Recovery Ventilator) was replaced due to broken bearings and a warped fan shaft. Recently, the groove sheave on the lower blower shaft of ERV #3 failed and was replaced. Additionally, the low-voltage lighting controller continues to experience issues. Since the manufacturer no longer produces replacement switches, we are exploring alternative solutions.

Central Dispatch Building

Operations at Central Dispatch and MSP remain stable, aside from minor maintenance issues. Two major projects planned for this year include replacing the standby generator and restoring the driveway and parking lot asphalt, which requires significant work.

Commission on Aging Building

Aside from minor maintenance, the most significant recent repair involved the kitchen vent fan, requiring replacement of shaft bearings and two fan belts. Airflow issues in the kitchen persist, with insufficient heating in winter and cooling in summer. We are investigating ductwork sizing and routing to determine whether adjustments can improve airflow or if a more extensive system redesign is necessary.

Court Complex

Annex:

Last fall, a control board failure occurred in the RTU (Roof Top Unit) serving the District Court back-office area. The board was replaced, and the system is functioning properly. Additionally, the MAU (Make-Up Air Unit) in the sallyport garage experienced repeated failures. After replacing the ignitor and securing electrical connections, the unit is operating as intended.

Historic Building:

Multiple minor leaks in the steam boiler system have been repaired. Pneumatic thermostat controls continue to present challenges in maintaining consistent heating. The newly remodeled District Court Probation Offices are operational following resolution of construction-related issues. The Civil War Battle Flag has been returned to its display location, though permanent support solutions are still being evaluated.

Health Department Building

Mechanical systems are functioning well, with only routine preventive maintenance required. A significant drain clog in the women's restroom was resolved through professional jetting services. Recent efforts have focused on assembling and installing new office furniture and repurposing older pieces.

Buildings and Grounds Department

Both Maintenance and Janitorial teams have managed daily tasks despite staffing challenges due to illness. Currently, the Maintenance team is fully staffed, while the Janitorial team is short one member; interviews are underway. The recent break in winter weather has eased snow removal demands for Maintenance and reduced salt residue cleanup for Janitorial. While more winter weather is expected, this reprieve has been welcome.

MSU Extension Building

No major maintenance issues have been reported, aside from routine preventive tasks.

Road Department Buildings

Kevin Wadkins continues to maintain the facility effectively, requiring minimal involvement from our department.

Sheriff's Office / Jail

This facility remains the largest consumer of the Buildings and Grounds budget due to aging infrastructure and continuous operations. The most recent major project was replacing two boilers that supply heat through the heat pump system. The previous boilers had become unreliable and irreparable. Lower inmate counts in recent months have allowed staff to consolidate units, enabling maintenance teams to perform overdue repairs and upkeep, including:

- Scraping and repainting walls and railings
- Deep cleaning cells
- Flooring replacement
- Re-grouting and sealing shower units

