

Tuesday, March 18, 2025

Board of Commissioners Agenda & Minutes

Tower Building  
5th Floor  
120 W Michigan Ave 7 p.m.

1. CALL TO ORDER - by Chair James E. Shotwell, Jr.

A. Pledge of Allegiance

B. Invocation-Commissioner John Willis

C. Roll Call - County Clerk/Register of Deeds Cierra Sowle

2. AGENDA

A. Approval of Agenda

Motion & Voting

Motion by Philip Duckham, second by Darius Williams.

Final Resolution: Motion Carries

Yea: Tony Bair, Margie Walz, Corey Kennedy, Philip Duckham, James Shotwell, Earl Poleski,  
Darius Williams, Ray Snell, John Willis

3. AWARDS & RECOGNITIONS

A. None

4. COMMUNICATIONS/PETITIONS

A. None.

5. SPECIAL ORDERS/PUBLIC HEARINGS

A. None.

6. PUBLIC COMMENTS

A. Public Comment Guidelines: Each individual will state their name, and have three (3) minutes to address the Board. You may only address the Board once under this public comment opportunity and may not yield your time to others. Board members will not debate or answer questions at this time.

7. SPECIAL MEETINGS OF STANDING COMMITTEES

A. None.

## 8. MINUTES

### A. Approval of Minutes February 18, 2025.

Correction under item 14 A in the list of commissioners that voted yes, Earl Poleski's name be removed and Tony Bair's name be inserted

Motion by Philip Duckham, second by Corey Kennedy.

Final Resolution: Motion Carries

Yea: Tony Bair, Margie Walz, Corey Kennedy, Philip Duckham, James Shotwell, Earl Poleski, Darius Williams, Ray Snell, John Willis

## 9. CONSENT - PUBLIC SAFETY & TRANSPORTATION

### A. Approval of Consent Agenda

#### Motion & Voting

Commissioner Kennedy requested item 10A to be moved to 14B

Motion by Corey Kennedy, second by Ray Snell.

Final Resolution: Motion Carries

Yea: Tony Bair, Margie Walz, Corey Kennedy, Philip Duckham, James Shotwell, Earl Poleski, Darius Williams, Ray Snell, John Willis

### B. JCDOT County Catch Basin Cleaning

Recommended Action : Authorize the award of the contract for cleaning county-owned catch basins to M&K Jetting & Televising for two years, with a possible one-year extension, at an annual cost not to exceed \$100,000 per year.

#### Executive Summary:

A formal request for bids, RFB #173, was issued on January 29, 2025, seeking qualified vendors to provide catch basin cleaning services on County roads. (Catch basin cleaning for State highways is bid separately.)

Three vendors responded to the solicitation.

M&K Jetting & Televising provided the lowest bid by a substantial margin. They are our current provider and we have always been very satisfied with their service.

#### File Attachments

[SR\\_PST\\_Catch Basin Cleaning\\_3 2025.pdf \(432 KB\)](#)

[ATT\\_PST\\_Catch Basin Cleaning\\_Bid Tab\\_3 2025.pdf \(331 KB\)](#)

[ATT\\_PST\\_Catch Basin Cleaning\\_RFB\\_3 2025.pdf \(395 KB\)](#)

### C. JCDOT ACT 51 Certification

Recommended Action : Authorize the Chairman of the County Board of Commissioners to sign the two coversheets for the 2024 Act 51 Road Certification Book.

#### Executive Summary:

The Act 51 Road Certification Book is the verification of all certified public roads in Jackson County.

The information contained within this book is used in calculating how much funding JCDOT will receive from the Michigan Transportation Fund.

Act 51 requires that each county submit an annual certification to the State Transportation Commission.

One new road is included in this years certification. This acceptance was contingent on the road being constructed to meet the established County standards.

Ayrshire Lane (Blackman Township) 2,389 feet

#### File Attachments

SR\_PST\_Act 51 Certification\_3 2025.pdf (438 KB)

ATT\_PST\_Act 51 Certification\_Urban Complete\_3 2025.pdf (9,015 KB)

Updated - ATT\_PST\_ACT51 Certification\_Urban Cover Sheet\_3 2025.pdf (22 KB)

Updated - ATT\_PST\_ACT51 Certification\_Countywide Cover Sheet\_3 2025.pdf (38 KB)

#### D. JCDOT Hanover Road Bridge Contract

Recommended Action : Authorize the Chair of the County Board of Commissioners and the County Administrator/Controller to sign MDOT Contract 25-5136 for replacement of the Hanover Road Bridge over the S Branch of the Kalamazoo River.

#### Executive Summary:

The Hanover Road Bridge was selected by MDOT to participate in the state bridge bundling program.

The estimated cost of this project is \$2,283,128. Of that amount, \$2,223,568 is provided by the state. The remainder, \$59,560 is required local match.

The project includes, Bridge reconstruction work on Structure 4526 which carries Hanover Road over S

Br Kalamazoo River; together with necessary related work, located in Pulaski Township, Jackson County, Michigan

MDOT requires two signatures on the contract and a formal resolution identifying the individuals authorized to sign.

#### File Attachments

SR\_PST\_Hanover Bridge Agreement\_3 2025.pdf (608 KB)

ATT\_PST\_Hanover Bridge Agreement\_Map\_3 2025.pdf (3,049 KB)

ATT\_PST\_Hanover Bridge Agreement\_Contract\_3 2025.pdf (97 KB)

RES\_PST\_03-25.05 JCDOT Hanover Bridge Agreement\_3 2025.pdf (16 KB)

#### E. JCDOT Hot Mix Asphalt

Recommended Action : Authorize the award of the contract for hot mix asphalt for one year, with a possible one-year extension, to Michigan Paving and Materials and Rieth-Riley Construction

Company at a cost not to exceed \$2 million per year.

Executive Summary:

HMA purchased under this bid will be picked up at the plant and used by our crews for patching and paving asphalt roads.

Two vendors responded to the solicitation with responsive proposals. The current pricing averages 1% higher than the 2024 bid pricing.

Both vendors are qualified and submitted bids on various mixes of HMA. We recommend awarding to all vendors.

File Attachments

SR\_PST\_HMA\_3 2025.pdf (432 KB)

ATT\_PST\_HMA\_Bid Tab\_3 2025.pdf (333 KB)

ATT\_PST\_HMA\_RFB\_3 2025.pdf (688 KB)

F. JCDOT Local Bridge Program

Recommended Action : Authorize the Chairman of the County Board of Commissioners to sign the attached resolution as a requirement of the application process for the FY 2028

Local Bridge Program Call for Projects.

Executive Summary:

Each year, MDOT solicits a Call for Projects under the Federal Local Bridge Program. The application requires a board resolution listing all of the bridges that we will submit for possible funding under this program.

This is only an application. There is no guarantee of funding.

Bridges can be submitted for replacement, rehabilitation, or preventative maintenance. Included this year, for funding in FY 2028, we intend to submit the following two bridges for replacement and one bridge for rehabilitation:

The Benn Road Bridge over the Sandstone Creek (weight restricted) Replacement  
Mill Street over Raisin River (weight restricted) Rehabilitation

The Palmer & Wolf Lake Road Bridge over the River Raisin (weight restricted) Replacement

A resolution in support of the application is required.

File Attachments

SR\_PST\_FY 2028 Local Bridge Program\_3 2025.pdf (451 KB)

ATT\_PST\_FY 2028 Local Bridge Program\_Map\_3 2025.pdf (3,053 KB)

RES\_PST\_03-25.04 JCDOT FY 2028 Local Bridge Program\_3 2025.pdf (72 KB)

#### G. JCDOT Sodium Chloride

Recommended Action : Authorize the award of the JCDOT sodium chloride contract for one year to Detroit Salt at a cost not to exceed \$2.5 million per year.

Executive Summary:

A formal request for bids, RFB #177, was issued on January 30, 2025, seeking qualified vendors to provide sodium chloride.

Three vendors responded to the solicitation.

Detroit Salt provided the lowest bid at \$90.56 per ton. This is an increase of \$10.35 per ton.

Prices since 2018 are included here for comparison.

It is recommended that the contract be awarded to Detroit Salt.

#### File Attachments

SR\_PST\_ Sodium Chloride\_3 2025.pdf (432 KB)

ATT\_PST\_ Sodium Chloride\_Bid Tab\_3 2025.pdf (341 KB)

ATT\_PST\_ Sodium Chloride\_RFB\_3 2025.pdf (664 KB)

#### H. JCDOT Trucking and Transporting Road Materials

Recommended Action : Authorize the award of the contract for Trucking and Transporting Road Materials to Lester Brothers, Carr Brothers & Sons, Michigan Paving & Materials, Austin Brothers, Three Sixty Transport, Coffman Trucking, RiethRiley and Hendrickson Trucking Company for one year, with a possible one-year extension, at an annual cost not to exceed \$400,000.

Executive Summary:

JCDOT developed a solicitation for bids to provide trucking and transporting road materials. The contractors selected to perform this work will supply trucks for construction projects only when Operations doesn't have any trucks or drivers available.

Nine vendors responded to the solicitation.

Various contractors provided the lowest bid for each category. We chose to award to all vendors, except for one, based on their cost submittals on various pieces of equipment. We chose to not award to one vendor because we found many issues with their submittal after we followed up with phone calls. This also gives us the flexibility to choose a secondary vendor if the lowest bid contractor doesn't have units available for the dates we need the units.

#### File Attachments

SR\_PST\_Trucking and Transporting Road Materials\_3 2025.pdf (348 KB)

ATT\_PST\_Trucking and Transporting Road Materials\_RFB\_3 2025.pdf (379 KB)

ATT\_PST\_Trucking and Transporting Road Materials\_Tab\_3 2025.pdf (232 KB)

## I. JCDOT SS4A Consultant

**Recommended Action :** Approve the purchase of design services from KimleyHorn to develop a Comprehensive Systematic Safety Action Plan for Jackson County.

### Executive Summary:

The Jackson County Department of Transportation (JCDOT) applied for the Safe Streets and Roads for all Grant Program (SS4A) and was awarded \$500,000 to implement a Safety Action Plan.

The Safe Streets and Roads for All Grant Program (SS4A) requires that a Safety Action Plan be established to qualify for future grants under SS4A. This Grant Agreement allows JCDOT to engage a consultant to develop a Safety Action Plan for Jackson County, with costs reimbursed by the FHWA.

A formal request for proposals was issued on December 15, 2024, seeking qualified consultants to provide a proposal to develop the Jackson County DOT Comprehensive Safety Action Plan (CTSAP).

Four consultants responded to the solicitation with proposals:

1. Kimley-Horn
2. AECOM
3. Alta Planning & Design E. OHM Advisors

Jackson County DOT evaluated the contractors based on the selection criteria outlined in the RFP and conducted interviews with the consultants. Following the interviews, the committee recommended awarding the project to Kimley-Horn at a cost not to exceed \$500,000.

It is recommended that the project be awarded to Kimley-Horn.

### File Attachments

SR\_PST SS4A Consultant\_3 2025.pdf (458 KB)

ATT\_PST\_SS4A Consultant\_RFP\_3 2025.pdf (1,155 KB)

ATT\_PST\_SS4A Consultant\_Proposal\_3 2025.pdf (3,618 KB)

ATT\_PST\_SS4A Consultant\_Grant Agreement\_3 2025.pdf (920 KB)

## J. JCDOT Shared Use Path Contract

**Recommended Action :** Authorize the Chair of the County Board of Commissioners and the County Administrator/Controller to sign MDOT Contract 24-5515 for constructing the shared use path from Monroe Street to Cooper Street.

### Executive Summary:

JCDOT has undertaken the Lakelands Trail Extension Project within Jackson County in collaboration with the Jackson County Parks to oversee the projects design and project management.

MDOT requires two signatures on the contract and a formal resolution identifying the individuals authorized to sign.

### File Attachments

SR\_PST\_MDOT Agreement 24-5515 Shared Use Path\_3 2025\_.pdf (610 KB)

ATT\_PST\_MDOT Agreement 24-5515 Shared Use Path\_Contract\_3 2025.pdf (1,570 KB)

ATT\_PST\_MDOT Agreement 24-5515 Shared Use Path\_Map\_3 2025.pdf (122 KB)

RES\_PST\_03-25.06 JCDOT\_MDOT Agreement 24-5515 Shared Use Path\_3 2025.pdf (15 KB)

## 10. CONSENT - GENERAL GOVERNMENT

A. Recommended Action : Authorize letters of support to the State MIHI Office for the Comcast, MEC, and 123Net BEAD grant applications. Please note: Staff report has been updated to reflect discussion at committee.

Note: Updated staff report

### File Attachments

SR\_SS\_Broadband Recommendations\_Updated.pdf (608 KB)

### Motion & Voting

Authorize letters of support to the State MIHI Office for the Comcast, MEC, 123Net BEAD, and Bright Speed grant applications. Please note: Staff report has been updated to reflect discussion at committee.

Motion by Corey Kennedy, second by Ray Snell.

Final Resolution: Motion Carries

Yea: Margie Walz, Corey Kennedy, James Shotwell, Earl Poleski, Darius Williams, John Willis  
Nay: Tony Bair, Philip Duckham, Ray Snell

B. PARKS - Resolution of Support: Swains Lake County Park DNR Trust Fund Grant

Recommended Action : Resolve to support grant applications for improvements Swains Lake County Park to the Department of Natural Resources Trust Fund and the Land and Water Conservation Fund

### File Attachments

SR\_GG\_Resolution of Support Swains Lake County Park DNR TF Grant\_3 2025.pdf (695 KB)

ATT\_GG\_Swains Lake Concept\_3 2025.pdf (865 KB)

RES\_GG\_Swains Lake Grants Resolution2\_3 2025.pdf (289 KB)

C. FINANCE -2025 Capital Improvement Plan CarryOver Budget Amendments

Recommended Action : Approval of carry-over amounts, per attached schedule, for the Public Improvement Fund and Equipment

Replacement Fund, from the 2024 fiscal year to the 2025 fiscal year.

Executive Summary:

## 2025 Capital Improvement Plan Carry-Over Budget Amendments

### File Attachments

SR\_GG\_CapitalCarryoverMemo\_3 2025.pdf (124 KB)

ATT\_GG\_CapitalCarryoverSchedule\_3 2025.pdf (73 KB)

### D. ADMINISTRATION - Review of Policies

Recommended Action : Confirm review of Policies 1010, 1020, 1030, 1060, 1080, 3040, 3140, 3190, 3260 3400 - with no recommended changes at this time.

### File Attachments

ATT\_BOC\_Policy 1010\_Balanced Budget Policy.pdf (12 KB)

ATT\_BOC\_Policy 1020 - Additional Operating Appropriation Policy. 2025.pdf (12 KB)

ATT\_BOC\_Policy 1030 - Capital Budget Policy.pdf (12 KB)

ATT\_BOC\_Policy 1060 - Transfers Out-Appropriations Policy.pdf (61 KB)

ATT\_BOC\_Policy 1080 - Budget Stabilization Fund Policy 2025.pdf (63 KB)

ATT\_BOC\_Policy 3040 - Immigration Reform and Control.pdf (60 KB)

ATT\_BOC\_Policy 3140 - Deferred Compensation.pdf (10 KB)

ATT\_BOC\_Policy 3190 - Job Descriptions.pdf (10 KB)

ATT\_BOC\_Policy 3260 - Flexible Spending Accounts.pdf (10 KB)

ATT\_BOC\_Policy 3400 - SSN Privacy.pdf (68 KB)

SR\_BOC\_Confirmation of policies.pdf (159 KB)

## 11. CONSENT - HUMAN SERVICES

A. None.

## 12. CONSENT - OTHER BUSINESS

Recommended Action : Approval of the Claims February 1 -28, 2025.

### Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

## 13. STANDING COMMITTEE - PUBLIC SAFETY & TRANSPORTATION

A. None.

#### 14. STANDING COMMITTEE - GENERAL GOVERNMENT

##### A. APPOINTMENTS

###### File Attachments

03 MAR Regular Appointments GG\_BOC.pdf (123 KB)

BRA and EDC Applications 2 26 25 Gen Govt Reappointment Rec.pdf (1,935 KB)

#### 15. STANDING COMMITTEE - HUMAN SERVICES

##### A. APPOINTMENTS

###### File Attachments

03 MAR Regular Appointments HS\_BOC.pdf (124 KB)

Application for Appointment\_Lifeways\_ Acton.pdf (67 KB)

Application for Appointment\_Lifeways\_ Carlson.pdf (828 KB)

Application for Appointment\_Lifeways\_ Poleski.pdf (819 KB)

Application for Appointment\_Lifeways\_ Starnes.pdf (68 KB)

Application for Appointment\_Lifeways\_ Sparks.pdf (88 KB)

Application for Appointment\_Lifeways\_ Rogers.pdf (70 KB)

Application for Appointment\_Lifeways\_ Hephzibah.pdf (67 KB)

Application for Appointment\_Lifeways\_ Behnke.pdf (66 KB)

Application for Appointment\_Lifeways\_ Wooten.pdf (67 KB)

Application for Appointment\_Lifeways\_ Dobbins-Miller.pdf (75 KB)

#### 16. UNFINISHED BUSINESS

A. None.

#### 17. NEW BUSINESS

A. None.

#### 18. PUBLIC COMMENTS

A. Public Comment Guidelines: Each individual will state their name, and have two (2) minutes to address the Board. You may only address the Board once under this public comment opportunity and may not yield your time to others. Board members will not debate or answer questions at this time.

## 19. COMMISSIONER COMMENTS

### A. Comments

## 20. CLOSED SESSION

A. In accordance with MCL 15.268 a collective bargaining agreement will be discussed.

Recommended Action : Motion to go into closed session

Motion & Voting

Motion to go into closed session

Motion by Philip Duckham, second by Corey Kennedy.

Final Resolution: Motion Carries

Yea: Tony Bair, Margie Walz, Corey Kennedy, Philip Duckham, James Shotwell, Earl Poleski, Darius Williams, Ray Snell, John Willis

Motion to return from closed session

Motion by Earl Poleski, second by Ray Snell.

Final Resolution: Motion Carries

Yea: Tony Bair, Margie Walz, Corey Kennedy, Philip Duckham, James Shotwell, Earl Poleski, Darius Williams, Ray Snell, John Willis

Ratify the tentative agreement reached with the International Union of Operating Engineers, Local 324, for a new collective bargaining agreement for the period of March 19, 2025, through December 31, 2027, and authorize the Board Chair to sign the successor collective bargaining agreement upon approval as to form by the County's legal counsel.

Motion by Tony Bair, second by Philip Duckham.

Final Resolution: Motion Carries

Yea: Tony Bair, Margie Walz, Corey Kennedy, Philip Duckham, James Shotwell, Earl Poleski, Darius Williams, Ray Snell, John Willis

## 21. ADJOURNMENT

### A. Adjourn Motion

Recommended Action : Motion to adjourn meeting.

Motion & Voting

Motion to adjourn meeting.

Motion by Ray Snell, second by Darius Williams.

Final Resolution: Motion Carries

Yea: Tony Bair, Margie Walz, Corey Kennedy, Philip Duckham, James Shotwell, Earl Poleski,  
Darius Williams, Ray Snell, John Willis