

# WAYS AND MEANS COMMITTEE

## AGENDA

TUESDAY, JUNE 7, 2016

**4:00 P.M.**

### COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- I- 4 III MINUTES (5/3/16)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
  - A. Bay County Sheriff
    - 5- 6 1. Travel Request (**Seeking W&M approval of travel request for National Sheriff's Association Conference & Exhibition in Minneapolis, MN - only W&M approval required**)
    - 7-9 2. Youth Alcohol Grant (**Seeking approval of 2016 grant; authorization for Board Chair to sign required documents - proposed resolution attached**)
    - 10-11 3. Justice Assistance Grant (**Seeking authorization to proceed with JAG Grant; authorization for Board Chair to sign required documents - proposed resolution attached**)
    - 12-13 4. Elevator Repair Bid Award (**Seeking approval of Contract with Otis Company for elevator repairs; appropriation of funds for the repairs; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached**)
    - 14-15 5. The 100 Club of Bay County (**Seeking approval of receipt of grant funds \$1,008; approval of required budget adjustments - proposed resolution attached**)
  - B. County Executive and Director of Administrative Services - Proposed Action Plan - Former Bay 3-TV (**Seeking approval Executive recommendations re Proposed Action Plan, including designation of Bay County as managing partner; approval of all required agreements; authorization for Board Chair to sign required documents; approval of continued operation of program through Administrative Services Department; approval of continued development of program - proposed resolution attached**)

- 24-25 C. Commandant and President of Edson Cline VanSlyke Detachment - 2017 Midwinter Meeting of The Marine Corps League Edson Kline VanSlyke Bay County Detachment and Auxiliary (**Seeking \$2,500 appropriation for 2017 referred-to event as allowed by state law for conventions/conferences - proposed resolution attached**)
- 26-27 D. Animal Control Manager - "Paws in the Park" Event (**Seeking approval for Bay County Animal Control to sponsor referred-to event in September - proposed resolution attached**)
- E. 9-1-1 Director
- 28-29 I. 9-1-1 Network Upgrade (**Seeking authorization to proceed with RFP for needed hardware/software upgrades; contract w/successful bidder to be brought back to Committee for approval and authorization for execution - proposed resolution attached**)
- 30-31 2. Cumming Bridgeway Generator Maintenance Agreement (**Seeking approval of agreement and related documents; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)
- 32-33 F. Community Corrections Manager - FY2017 Grant Application (**Seeking approval of grant application; authorization for Board Chair to sign grant documents and contractual agreements on behalf of Bay County - proposed resolution attached**)
- G. Director of Recreation and Facilities
- 34-35 I. Fee Schedule Changes for Community Center Pool (**Seeking approval of County Executive recommended reduction in swimming pool admission for youth 17 and under to \$2.00 for 2016 - proposed resolution attached**)
- 36-37 2. Hazardous Tree Removal at Pinconning Park (**Seeking appropriation up to \$3,200 for tree removal; authorization for Board Chair to sign required documents - proposed resolution attached**)
- 38-39 3. Ice Edger for Civic Arena (**Seeking appropriation up to \$6,000 to purchase new electric or propane ice edger for Civic Arena; authorization for Board Chair to sign required documents - proposed resolution attached**)
- 40-42 4. User Fees for Bay County Civic Arena (**Seeking approval of proposed changes/additions to user fees at Civic Arena - proposed resolution attached**)
- 43-44 H. Supervisor of Buildings and Grounds - Emergency Water Main Break at Community Center (**Seeking appropriation of \$10,290 to allow payment for services rendered to correct water main break - proposed resolution attached**)
- 45-46 I. Director of Division on Aging - Acceptance of Carryover Funds (**Seeking acceptance of award of Carryover funds; authorization for Board Chair to sign required documents - proposed resolution attached**)

- 47-50 J. Golden Horizons - FY2017 Multi-Year Application for Region VII Funding (**Seeking support for funding application - proposed resolution attached**)
- 51 K. Payables: General; BAYANET; Center Ridge Arms (**Proposed resolution attached**)
- L. Finance Officer
- 52-58 1. Budget Adjustments (**Proposed resolution attached**)
- 59 2. Analysis of General Fund Equity (**Receive**)
- 60 3. Executive Directive #2007-11 (**Receive**)
4. Purchasing Agent
- 61-63 a. Contract Addendum for Verizon Wireless (**Seeking approval of contract addendum; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)
- 64-66 b. Waste & Recycling Removal (**Seeking approval of Agreement with Republic Waste; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)
- 67-68 5. Information Systems Manager - Custom Reports for MUNIS from Tyler Technologies, Inc. (**Seeking approval the 2016 Custom Reports Terms of Agreement; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)
- VI REFERRALS
- 69-71 A. Personnel/Human Services Committee (5/17/16) - Reorganization and Consolidation of Responsibility of Department of Public Defender and Corporation Counsel
- VII UNFINISHED BUSINESS
- VIII NEW BUSINESS
- IX CLOSED SESSION (when requested)
- X MISCELLANEOUS
- XI ANNOUNCEMENTS
- XII ADJOURNMENT

**PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/ DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.**

**WAYS AND MEANS COMMITTEE  
MINUTES**

MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON TUESDAY, MAY 3, 2016, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR COONAN AT 4:05 P.M.

**ROLL CALL:**

**MOTION NO.**

COMMISSIONERS PRESENT:		1	2	3	4	5	6	7	8	9	10	11	12
KIM J. COONAN, CHRMN	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
DONALD J. TILLEY, V. CHRMN	P	M/Y	Y	Y	Y	M/Y	Y	Y	Y	Y	S/Y	Y	M/Y
MICHAEL J. DURANCZYK	P	Y	Y	Y	Y	S/Y	Y	S/Y	Y	Y	M/Y	Y	Y
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
THOMAS M. HEREK	P	Y	Y	Y	S/Y	Y	M/Y	Y	M/Y	Y	Y	Y	Y
MICHAEL E. LUTZ	P	S/Y	S/Y	S/Y	Y	Y	S/Y	M/Y	S/Y	S/Y	Y	M/Y	S/Y
ERNIE KRYGIER, EX OFFICIO	P	Y	M/Y	M/Y	M/Y	Y	Y	Y	Y	M/Y	Y	S/Y	Y

**MOTION NO.**

COMMISSIONERS PRESENT:		13	14	15	16	17	18	19	20	21	22	23	24
KIM J. COONAN, CHRMN		Y	Y	Y	Y								
DONALD J. TILLEY, V. CHRMN		M/Y	S/Y	Y	Y								
MICHAEL J. DURANCZYK		Y	Y	Y	Y								
VAUGHN J. BEGICK		Y	Y	Y	S/Y								
THOMAS M. HEREK		Y	Y	S/Y	Y								
MICHAEL E. LUTZ		Y	Y	M/Y	Y								
ERNIE KRYGIER, EX OFFICIO		S/Y	M/Y	Y	M/Y								

**MOTION NO.**

COMMISSIONERS PRESENT:		25	26	27	28	29	30	31	32	33	34	35	36
KIM J. COONAN, CHRMN													
DONALD J. TILLEY, V. CHRMN													
MICHAEL J. DURANCZYK													
VAUGHN J. BEGICK													
THOMAS M. HEREK													
MICHAEL E. LUTZ													
ERNIE KRYGIER, EX OFFICIO													

**OTHERS PRESENT:** T.HICKNER, C.GIGNAC, D.RUSSELL, A.DAVIS-JOHNSON, K.PRIESSNITZ, T.JERRY, J.MILLER, J.RIVET, J.STRASZ, C.IZWORSKI, J.MORSE, L.OGAR, J.COPPENS, D.ROGERS, M.BRISTOW, WM. MCPHERSON, M.MCFARLIN, M.J.BRANDT, A.BOMMARITO, R.REDMOND, BAY 3 TV, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS-ABSTAIN; E-EXCUSED; A-ABSENT; W-WITHDRAWN

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**WAYS AND MEANS COMMITTEE  
MINUTES  
TUESDAY,  
PAGE 2**

**MOTION NO.**

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**NOTE:** In addition to these typed minutes, this Committee meeting was also video taped by Bay 3 TV and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website [www.baycounty-mi.gov/executive/videos](http://www.baycounty-mi.gov/executive/videos). **NOTE:** Audio tape from this meeting not available.

- 1** **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE APRIL 5, 2016 WAYS AND MEANS COMMITTEE MEETING AS PRINTED.**

Public input was called. Mike Bristow, Bangor Township, addressed the Committee on the history and evolution of Tobico Marsh and the Hartley & Hartley landfill. He also spoke to: Ducks Unlimited final report on refining and updating the Wetland Protection Status in the Saginaw Bay Coastal Plan and the high rates of cancer in ours and surrounding communities. Mr. Bristow will provide material to the Board office to be copied for the Commissioners' review. Committee Chair Coonan felt that Mr. Bristow should put together categorized questions in written form that can be submitted to the proper authorities to get answers and a meeting can then be scheduled to address the concerns. Mr. Bristow favors a Town Hall meeting where residents can voice opinions, ask questions and receive answers. Committee Chair Coonan agreed but felt questions need to be formalized so the appropriate State agency representatives can be prepared to respond. When asked to suggest how this be handled, Mr. Bristow suggested a website where questions could be asked and answered. Commissioner Tilley reiterated that specific questions should be provided on specific topics to better address those issues. Mr. Bristow thanked the Committee for their time.

Joseph Rivet, Drain Commissioner, spoke to Lauria Road drainage issues that have been raised. A flow map of the area done by William Rosebush, Sr. was provided. There has been no change in the drainage pattern of Lauria Road in the last 50 years. The ditches are where they were and the flow has not changed. The Drain Office has been responsive to the residents and is happy to cooperate. Mr. Rivet did speak to the Tobico Marsh outlet which was changed in 1993 by the Corps of Engineers, it was their directive, local jurisdiction is limited.

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**MOTION NO.**

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- 2            **MOVED, SUPPORTED AND CARRIED TO REFER THE FAIR BOARD REQUEST RE CAPITAL IMPROVEMENT PROJECT AT THE FAIR GROUNDS BACK TO ADMINISTRATION FOR FURTHER REVIEW.**
- 3            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL (5/3/16) TO ACCEPT THE DNR PHRAGMITES GRANT (ENVIRONMENTAL AFFAIRS).**
- 4            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF AMENDMENT # 3 TO THE CPBC AGREEMENT (HEALTH DEPT.).**
- 5            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE PAY LEVEL OF NEW HIRE FINANCE OFFICER TO MN-15, 2 YEAR LEVEL (PERSONNEL).**
- 6            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE 9-1-1 CENTRAL DISPATCH ASSISTANT DIRECTOR AND RESULTING SUPERVISOR VACANCIES AS WELL AS STAFFING TWO ASSISTANT DIRECTOR VACANCIES FROM 5/11 UNTIL 5/27/16(PERSONNEL).**
- 7            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF PROPOSED RESOLUTION RE PAYABLES (FINANCE DEPT.).**
- 8            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF BUDGET ADJUSTMENT RESOLUTION (FINANCE DEPT.).**
- 9            **MOVED, SUPPORTED AND CARRIED TO RECEIVE ANALYSIS OF GENERAL FUND EQUITY 2016 (FINANCE DEPT.).**
- 10           **MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11 (FINANCE DEPT.).**

**WAYS AND MEANS COMMITTEE  
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PAGE 4**

**MOTION NO.**

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- 11            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF PROPOSED RESOLUTION RE 2017 BUDGET SCHEDULE AND CALENDAR (FINANCE DEPT.).**
- 12            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE ENTERPRISE NETWORK APPLIANCE SUPPORT (ISD).**
- 13            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF PROPOSED RESOLUTION RE UNIFORM FEDERAL GRANT GUIDANCE (FINANCE DEPT.).**
- 14            MOVED, SUPPORTED AND CARRIED TO INTERVIEW AND FILL THE ATTORNEY VACANCY(S) IN THE PUBLIC DEFENDER'S OFFICE WHICH WERE PREVIOUSLY APPROVED TO BE POSTED BY THE BAY COUNTY BOARD OF COMMISSIONERS ON FEBRUARY 16, 2016 (RES. NO. 2016-56).**
- 15            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF PROPOSED RESOLUTION AUTHORIZING PURCHASE OF VIDEO EQUIPMENT FROM MIDLAND COMMUNITY TV EQUIPMENT AUCTION (ADMINISTRATIVE SERVICES).**
- 16            MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:45 P.M.).**

**Submitted by:**

*Deanne Berger*

**Deanne Berger  
Board Coordinator**

*John E. Miller*  
*Sheriff Of Bay County*

Troy Cunningham  
Undersheriff

Troy A. Stewart  
Jail Administrator



DATE: April 20, 2016  
TO: Kim J. Coonan  
Chairman, Ways and Means Committee  
FROM: Sheriff John E. Miller *JEM*  
RE: Request To Travel

Background: I am requesting to attend the National Sheriff's Association Conference & Exhibition June 24-29, 2016 in Minneapolis, Minnesota.

Finance: Funds exist within Departmental Budget, however, this trip was not specifically programmed into our budget (budget finds will not be exceeded).

Recommendation: I am requesting the committee's approval and authorizations to approve my attending this conference; and upon approval to make necessary budget adjustments.

CC: Undersheriff Troy Cunningham  
Captain Troy Stewart  
Finance Officer  
Kim Priessnitz, Assistant Finance Officer  
File

Is/W&M RequestToTravel

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**BAY COUNTY TRAVEL REQUEST**

Travel Request Number  
Finance Dept. use only

NAME OF INDIVIDUAL TO BE TRAVELING: #2708 JOHN E. MILLER  
 DESTINATION: MINNEAPOLIS, MINNESOTA  
 PURPOSE: NSA ANNUAL CONFERENCE & EXHABITION - JUNE 24-29, 2016

DEPARTURE DATE AND TIME: 6/24/16 RETURN DATE AND TIME: 6/29/16  
 CHARGE MEALS/LODGING/FEEES TO 10130100- 861.00 TOTALING \$216.00  
 CHARGE STATE TRAVEL MILEAGE TO 865.00 miles @ e/mile TOTALING \$0.00  
 CHARGE LOCAL TRAVEL MILEAGE TO 866.00 miles @ e/mile TOTALING \$0.00

- Funds exist within our Departmental Budget and this trip was itemized and approved in our current year's budget (Budgeted funds will not be exceeded).
- Funds exist within Departmental Budget; however, this trip was not specifically programmed into our budget (Budgeted funds will not be exceeded).
- Funds do not exist within our Departmental Budget. I request consideration of the Ways and Means Committee of the attached written justification and proposed source of funding.
- Trip unbudgeted, exceeds 300 air miles from Bay City. I request consideration of the Ways and Means Committee of the attached written justification and proposed source of funding.

If approved, I request an advance of \$ 0.00 with the understanding that all unused advanced monies will be remitted to the County Treasurer within five (5) work days of return date. Furthermore, I authorize the County to deduct, from my pay, advances not repaid within the five (5) work day limit.

*John E. Miller* Employee Signature Date Department Head/Authorized Official Signature Date

SEND ALL COPIES TO THE COUNTY EXECUTIVE'S OFFICE OR FINANCE DEPARTMENT AS APPLICABLE

For unbudgeted trips exceeding 300 air miles from Bay City or for trips which funds do not exist;  
 FOR BOARD OF COMMISSIONERS BY: (Initials of two (2) Required)

Approved _____	Disapproved _____	Date _____	Chair, Board of Commissioners
Approved _____	Disapproved _____	Date _____	Vice-Chair, Board of Commissioners
Approved _____	Disapproved _____	Date _____	Chair, Ways and Means Committee
Approved _____	Disapproved _____	Date _____	County Executive (Initial)
Approved _____	Disapproved _____	Date _____	Finance Officer (Initial)

*John E. Miller*  
*Sheriff Of Bay County*

Troy Cunningham  
Undersheriff

Troy A. Stewart  
Jail Administrator



TO: Kim J. Coonan  
Chairman of Ways and Means

FROM: Sheriff John E. Miller *JEM/SES*

DATE: April 27, 2016

REF: Youth Alcohol Grant - Renewal

**Background:** For many years the Bay County Sheriff's office has participated in the Youth Alcohol Grant program and our Department is again eligible for the program. This grant seeks to improve communication among agencies, schools, prosecutors and community moreover, develops a heightened awareness of underage drinking. Furthermore to make agencies more efficient and effectively better coordinate enforcement of the underage drinking laws.

**Economics/Finance:** The amount of the Grant is \$7,499.00 and there is no additional cost to Bay County for this grant.

**Recommendations:** Request the Committee's approval and authorizations to proceed with the Youth Alcohol Grant renewal and upon approval to make necessary budget adjustments.

CC: Undersheriff Troy R. Cunningham  
Sergeant Michael Shore  
Kim Priessnitz, Assistant Finance Officer (101.00-319.03)  
Deanne Berger, BOC  
File Copy

Is/W&M.YouthAlcoholGrantApp

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STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
LANSING

RICK SNYDER  
GOVERNOR

COL. KRISTE KIBBEY ETUE  
DIRECTOR

April 19, 2016

Undersheriff Troy Cunningham  
Bay County Sheriff's Office  
503 Third St  
Bay City, Michigan 48708

Subject: AL-16-22

Dear Undersheriff Cunningham:

The Michigan Office of Highway Safety Planning (OHSP) has approved \$7,499 in federal funds for Highway Safety Project grant number AL-16-22, "Bay County Underage Drinking Enforcement," for the grant period of April 19, 2016, through September 30, 2016.

**This grant is approved with the following conditions:**

1. **Funding is contingent upon the availability of U.S. Department of Transportation Highway Safety Funds.**
2. A grant orientation meeting is required and will be scheduled by your OHSP grant coordinator.
3. Quarterly progress and financial reports are due: January 30, April 30, July 30, and October 30.
4. Grantees must comply with the Grant Management Requirements set forth in this grant. Please consult the grant application for further details.
5. Any changes to the grant's objectives, activities, and/or approved budget must have OHSP approval.

If you have any questions regarding your grant, please contact your OHSP grant coordinator, Dianne Perukel at 517-241-2565. We look forward to working with you during the course of the project.

Sincerely,

Michael L. Prince, Director  
Office of Highway Safety Planning

Enclosures

cc: Mr. Ernie Krygier  
Mrs. Crystal Hebert

SHERIFF'S OFFICE  
BAY COUNTY

APR 27 2016

RECEIVED

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**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**

**WHEREAS,** For many years, the Bay County Sheriff's Department has participated in the Youth Alcohol Grant program and the Department is again eligible to participate in the program; and

**WHEREAS,** This grant seeks to improve communication among agencies, schools, prosecutors and the community developing a heightened awareness of underage drinking; and

**WHEREAS,** This grant funding also serves to make agencies more efficient and to effectively better coordinate enforcement of the underage drinking laws; and

**WHEREAS,** The funding provided by the grant totals \$7,499.00 with no local match required; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners approves participation in the Youth Alcohol Grant program for 2016 and authorizes the Chairman of the Board to execute all grant documents on behalf of Bay County following legal review/approval.

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Sheriff Dept - Youth Alcohol Grant**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
 VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

*John E. Miller*  
*Sheriff Of Bay County*

Troy Cunningham  
Undersheriff

Troy A. Stewart  
Jail Administrator



DATE: May 17, 2016

TO: Commissioner Kim J. Coonan  
Chairman, Ways and Means Committee  
Bay County Board of Commissioners

FROM: Sheriff John E. Miller *J.E.M.*

REF: Justice Assistance Grant

**BACKGROUND:** The Justice Assistance Grant (JAG) Program is a primary provider of federal criminal justice funding to state and local jurisdictions which we have utilized in the past. This year's allocation is \$16,689.00 and once again it will be shared 50/50 with the Bay City Police Department. Funds will be utilized for Law Enforcement Equipment in accordance to grant stipulations.

**FINANCE/ECONIMICS:** There will be no matching funds required and all funds received will be administered through Bay County. Deadline for the grant application is June 30, 2016.

**RECOMMENDATIONS:** I am requesting approval for Juli Reynolds to proceed with the JAG Grant application as the designee/contact person. I am further requesting the approval of the Board of Commissioners and the authorization for the Chairman to sign all necessary documents. I would also request that upon receipt of the funding the finance department set up appropriate measures to disperse the funds.

CC: Ernie Krygier, Chairman Bay County Board of Commissioners  
Juli Reynolds, Director Juvenile Home/Community Services  
Troy R. Cunningham, Undersheriff  
Deanne Berger, BOC  
Finance Officer  
Kim Priessnitz, Assistant Finance Officer  
File Copy

Is/W&M.JAG Grant-16

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Phone: (989) 895-4050

*Public Safety Depends On You!*  
503 Third Street, Bay City, Michigan 48708

Fax: (989) 895-4058



**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**  
**WHEREAS, The Justice Assistance Grant (JAG) Program is a primary provider of federal criminal justice funding to state and local jurisdictions which have been utilized by the Sheriff Department in the past; and**  
**WHEREAS, This year's allocation is \$16,689.00 and, once again, it will be shared 50/50 with the Bay City Police Department and funds will be utilized for Law Enforcement Equipment in accordance to grant stipulations; and**  
**WHEREAS, There will be no matching funds required and all funds received will be administered through Bay County; and**  
**WHEREAS, The deadline for the grant application is June 30, 2016; Therefore, Be It**  
**RESOLVED That the Bay County Board of Commissioners approves submittal of the grant application for Justice Assistance Grant (JAG) Program funds and authorizes Juli Reynolds, Juvenile Home Director, to proceed with the JAG Grant application as the designee/contact person; Be It Further**  
**RESOLVED That the Chairman of the Board is authorized to execute all JAG grant related documents on behalf of Bay County following legal review/approval; Be It Further**  
**RESOLVED That the grant applicant/recipient departments are required to work simultaneously with the Finance Department whose staff will provide financial oversight of said grant; Be It Further**  
**RESOLVED That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Sheriff - JAG Grant 2016**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

**VOTE TOTALS:**

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
 VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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*John E. Miller*  
*Sheriff Of Bay County*

Troy Cunningham  
Undersheriff

Troy A. Stewart  
Jail Administrator



DATE: May 25, 2016  
TO: Kim J. Coonan, Chairman  
Ways and Means Committee  
FROM: Sheriff John E. Miller *JEM*

Request: July 2015 a letter was sent to the Ways and Means Committee requesting RFP for elevator repairs and contracts.

- Based on our last elevator inspector, it is necessary to do some repairs/upgrades for our aging elevator at the jail.

Finance: Request Board to Approve funding for these repairs. Contract information is attached along with the August-2015 resolution from original request.

Recommendations: I am requesting the committee's approval, signature(s) and authorizations to proceed with Otis Company for these repairs and upon approval(s) to make necessary budget adjustments for both elevator repair/upgrades.

CC: Undersheriff Troy Cunningham  
Captain Troy Stewart  
Robert Redmond, Financial Analyst  
Deanne Berger, BOC  
Amber Davis, Corporate Counsel  
Jan Histed, Finance Officer  
Kim Priessnitz, Assistant Finance Officer  
Frances Moore, Purchasing Agent  
File

Ls/W&M Otis Contract-2016

Phone: (989) 895-4050

*Public Safety Depends On You!*  
503 Third Street, Bay City, Michigan 48708

*-12-*  
Fax: (989) 895-4058



**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**

**WHEREAS, As the result of the last elevator inspection at the Law Enforcement Center, the Bay County Board of Commissioners authorized an RFP for elevator repairs/upgrades; and**

**WHEREAS, Otis Elevator Company was awarded the bid for the elevator project at a cost of \$61,446.00; and**

**WHEREAS, Funds do not exist in the Sheriff Department's existing budget to cover these repairs/upgrades; Therefore, Be it**

**RESOLVED That the Bay County Board of Commissioners approves the contract with Otis Elevator Company for repairs/upgrades to the elevator located at the Bay County Law Enforcement Center at a cost of \$61,446, monies to come from Fund Balance; Be It Further**

**RESOLVED That the Chairman of the Board is authorized to execute the referred to Contract on behalf of Bay County following legal review/approval; Be It Finally**

**RESOLVED That related required budget adjustments are approved.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Sheriff - Elevator Repair - Otis Elevator Contract**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

*John E. Miller*  
*Sheriff Of Bay County*

Troy Cunningham  
Undersheriff

Troy A. Stewart  
Jail Administrator



DATE: May 26, 2016  
TO: Kim J. Coonan  
Chairman of Ways and Means Committee  
FROM: Sheriff John E. Miller *J. E. Miller*  
REF: The 100 Club Of Bay County Funds

Background: At a meeting in May 2016, The 100 Club Of Bay County awarded to the Sheriff's Office funds totaling \$1,008.00. Funds were presented to purchase tourniquets for the Level II Body Armor specific for tactical level and active shooter use gear.

Finance: Requesting funds be deposited into 10131500 – 67502 to draw from and recognize the specific earmarked purchased items.

Recommendations: I am requesting the committee's approval and authorizations and make necessary budget adjustments for item purchases.

Thank you for your consideration.

C: Deanne Berger, BOC  
Undersheriff Troy Cunningham  
Jan Histed, Finance Officer  
Kim Priessnitz, Assistant Finance Officer  
File

Lm/Avays.Srdpatrol-16

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**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**

**WHEREAS, In May 2016 The 100 Club of Bay County awarded \$1,008 to the Bay County Sheriff Department to purchase tourniquets for the Level II Body Armor specific for tactical level and active shooter use gear; and**

**WHEREAS, The Bay County Sheriff is requesting that these funds be deposited in the Sheriff's budget line item (101131500-67502) to facilitate the purchase of the specific equipment; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners receives, with gratitude, the award of \$1,008 from The 100 Club of Bay County for the purchase of tourniquets for the Level II Body Armor for the Bay County Sheriff Department; Be It Further**

**RESOLVED That related required budget adjustments are approved.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Sheriff - The 100 Club - Grant Award**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

-15-



**BAY COUNTY  
ADMINISTRATIVE SERVICES**

**Thomas L. Hickner**  
County Executive

**Debra Russell**  
Director  
russelld@baycounty.net

**MEMORANDUM**

**TO:** KIM COONAN, CHAIRMAN  
WAYS & MEANS COMMITTEE

**FROM:** DEBRA RUSSELL *Debra Russell*  
ADMINISTRATIVE SERVICES DIRECTOR

**RE:** PROPOSED ACTION PLAN – FORMER BAY 3-TV

**DATE:** MAY 25, 2016

**BACKGROUND**

The termination as managing partner of Bay 3-TV by the Bay City Public Schools is effective June 30, 2016. Efforts have been on-going since we learned of the termination. On January 12, 2016, the Board of Commissioners received the Termination Notice and requested that administration pursue measures to continue programming.

Since that time, a small advisory group has been meeting to discuss strategy and formulate a proposed business plan with Bay County acting as managing partner. Various public sector entities were contacted in an effort to attract other partners or affiliate members. Although no potential partners stepped forward, other municipalities have expressed an interest in receiving services on a fee-based arrangement.

We have been in discussions with the Bay City Public Schools and the City of Bay City to complete the necessary transition details within the June 30<sup>th</sup> deadline. Bay County Corporation Counsel has drafted a revised Agreement for Designation of PEG Designee and all Rights and Responsibilities for Public Educational and Governmental (PEG) Channel for Public Broadcasting. This Agreement was approved by the Bay City Public Schools. We are requesting approval by the Bay County Board of Commissioners and the City of Bay City.

**FINANCIAL IMPACT**

We currently budget \$42,000 each year for Bay County's participation in public educational and governmental public broadcasting. Attached to this memorandum is a Proposed Action Plan for continuation of this program.

**RECOMMENDATION**

Approve the County of Bay as managing partner in the operation of the Public Educational and Governmental Channel for public broadcasting.

Furthermore, approve the Agreement for Designation of PEG Designee and all Rights and Responsibilities for Public Educational and Governmental (PEG) Channel for Public Broadcasting, subject to approval by Bay County Corporation Counsel and any additional programming agreements which are deemed necessary with Charter Communications and/or the City of Bay City, subjected to review and approval by Bay County Corporation Counsel and authorization for the Board Chair to sign.

Approve the continuation of the operation of this program within the Bay County Administrative Services budget and the Proposed Action Plan as it relates to staffing and proposed budget and approve any necessary budget adjustments.

Furthermore, approve the continued development of the Proposed Action Plan as it relates to providing programming for the Bay County community.

## **PROPOSED ACTION PLAN – BAY 3-TV**

For the past 25 years the County of Bay, City of Bay City and the Bay City Public Schools have cooperated to provide Education and Government news to the cable television customers in the Bay County area under the name BAY-3-TV. Now the need has arisen to adapt the structure to meet the needs of this community in the 21<sup>st</sup> Century. Rebranding of the new structure will be done.

Every community in the United States that is served by one or more cable TV companies has the right to collect a cable television franchise fee according to the Cable Communications Act of 1984, Section 662, from those cable companies to fund a Public Access Television cable TV channel. In addition, if desired by the municipality, the cable television companies must make Public Educational and Government Access (PEGA) channels available for the public access entity to distribute the local programming.

### **USE OF FRANCHISE FEES**

Monies from cable television franchise fees are paid to government for use of right-of-way, use of public property, hopefully allowing other general fund monies to be used to operate the facilities, employ staff, develop curriculum, operate training workshops, schedule, maintain equipment, manage the cablecast of shows and publish promotional material to build station viewership. Funding and operating budgets vary significantly with the municipality's finances.

Now, with technological advances, budgetary constraints of the original partners and growing needs for local communication, a new structure and method of producing and delivering local programming is needed. The County of Bay is taking the lead to restructure and improve community television to reach more homes and people in the Bay County area.

### **FINANCIAL HISTORY/BACKGROUND**

When partnering with Bay City Public Schools, Bay County paid \$42,000 as our yearly financial contribution - \$21,500 in January; \$21,500 in July.

Bay County Library System was billed for \$5,000 contribution each year as an Affiliate. However, BCPS failed to bill the Library System for 2014-2015 and 2015-2016 even though they continued with the same programming services. BCPS is currently billing for this outstanding balance of \$10,000.

Cities and municipalities impose a Public Education and Government Channels (PEG) Fee that is collected by Charter. This fee is used to support the PEG access channels. All monies collected by Charter are passed through to the local municipality. As managing partner, Bay County will receive PEG fees of approximately \$1,800/yearly from Charter Communications. Governmental access channels are used for programming by organs of local government. The monies collected by this fee are used in support of these channels including equipment, training, airtime, etc. PEG fees are approximately .02 per household.

Franchise Fees. Franchise fees are paid directly to the municipality for the fiber that passes through the municipality in an amount not to exceed 5% of the revenues receiving from providing cable service. At this time, no portion of collected fees is turned over for programming. (See the following list for a partial breakdown).

**Townships**

Mt. Forest - No Charter Cable  
Merritt - No Charter Cable  
Kawkawlin - \$48,000  
Hampton - \$148,000  
Monitor - \$148,000  
Williams - \$60,000  
Frankenlust - \$48,000  
Bangor - \$52,000  
Fraser - \$400  
Beaver - \$16,000  
Portsmouth - \$30,000  
Pinconning - \$2,000

**Cities**

Auburn - \$28,000  
Essexville - \$55,000  
Pinconning - \$5,000  
Bay City - \$430,000

**UPGRADE TO PUBLIC ACCESS TV RECOMMENDED**

The main method of producing and delivering this news and information will be by Bay County employees, supplemented where possible by the use of community-minded volunteers to be trained to record programs and be assisted by paid staff to edit and post those programs for public consumption.

**ADVISORY BOARD**

An Advisory Board will be established to guide and direct the operation of communication services to be delivered to local communities via existing cable television channels plus SOCIAL MEDIA (i.e., YouTube). One Advisory Board membership will be allocated to each participating unit of government.

**TRAINING TO BE OFFERED**

With a base office in the Bay County Building, we propose to offer training and loan cameras to responsible parties who either are employed by their local governmental units or have volunteered to

be Communication Ambassadors for their communities. Students and young people in general, especially those in video instructional classes at local high schools, will be encouraged to take training and become Communication Ambassadors. Training includes studio and camcorder operation.

### **POTENTIAL PARTNERS**

Under the Public Access TV concept, opportunities to communicate to the public will be offered to organizations such as the Bay-Arenac Intermediate School District, the Bay Area Chamber of Commerce, Downtown Bay City, Inc., Bay Future, Inc., Bay County Historical Society, Bay County Library System, Rotary, Lions, Optimist and other service clubs,

We have already been in discussion with Bay County area school booster clubs to once again provide broadcasting of local athletic events. A pilot football game is being discussed between a local team and well-known broadcasters.

We have discussed providing services to area community groups like the S-O-S (Save Our Shoreline), Civil War Roundtable, Bay County Genealogical Society, etc.

### **PARTNERSHIP LEVELS**

Partnership levels for local municipalities (cities & townships) and Affiliate Member levels will be recommended and referred to the Board of Commissioners for approval. That arrangement will be reviewed during the budget process each year as the system grows and matures.

### **PROGRAMMING CHARGES**

It is recommended the amount of local programming each participating unit shall receive is calculated using the base price of \$100 per hour. In other words, a governmental unit or school district contributing at the \$5,000 level will receive 50 hours of on-site videotaping of their choice and viewable programming posted on Charter Cablevision or YouTube. Unused funds will carry over to the next year.

Commercial sponsorships will be offered for high school football and basketball at the cost of \$300 per game. Sponsorship of community events such as the Fireworks Festival and the St. Patrick's Day Parade will be \$500 per sponsor with unlimited on-air mentions or sponsor-furnished commercial advertising spots inserted into the footage. The programs produced will be available on websites of the participating local governments as well as the Bay County website.

## VIEWERS

It is the goal of the Advisory Committee to explore other opportunities for increased coverage for outlying areas of Bay County such as AT&T U-verse, etc.

## STAFF AND BUDGET

In reviewing the budget maintained by the BCPS, the following yearly budget is recommended for operation of our governmental & educational access channel:

### Salary

Full Time PB05	17.92 X 2080 =	37,273.60
Fringes	15.95%	5,945.14
Health (single)		<u>5,181.12</u>
TOTAL		48,399.86

Equipment Repair & Maintenance:	1,500
Office Supplies:	500
New Equipment	2,000
Cellphone	600
Local Travel Mileage	500

REVENUE  
PEG Fees

1,800

POTENTIAL REVENUE: Revenue from filming and programming services provided upon request to municipalities and public sector entities. Fee schedule for services is being developed and will be submitted for Board approval. Sponsor revenue from athletic event filming and announcing is being proposed.

At this time, we are proposing time be allocated to Bay 3 TV programming, promotion, scheduling, editing, etc., and assisting in social media responsibilities (Facebook, Website, E-news, etc.). We believe this will provide an advantage of having someone work on social media responsibilities in order to effectively and efficiently promote Bay County and the services we provide to our community.

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

- BY: WAYS AND MEANS COMMITTEE (6/7/16)**
- WHEREAS,** The termination as managing partner of Bay 3-TV by the Bay City Public Schools is effective June 30, 2016 and efforts have been on-going since receiving the termination notice to pursue measures to continue programming as requested by the Board of Commissioners in January 2016; and
- WHEREAS,** Since that time, a small advisory group has been meeting to discuss strategy and formulate a proposed business plan with Bay County acting as managing partner, said Proposed Action Plan for continuation of the program is attached; and
- WHEREAS,** Various public sector entities were contacted in an effort to attract other partners or affiliate members and although no potential partners stepped forward, other municipalities have expressed an interest in receiving services on a fee-based arrangement; and
- WHEREAS,** Bay County Administrative Services has been in discussions with the Bay City Public Schools and the City of Bay City to complete the necessary transition details within the June 30<sup>th</sup> deadline; and
- WHEREAS,** Bay County Corporation Counsel has drafted a revised Agreement for Designation of PEG Designee and all Rights and Responsibilities for Public Educational and Governmental (PEG) Channel for Public Broadcasting and this Agreement was approved by the Bay City Public Schools; approval by the Bay County Board of Commissioners and the City of Bay City is pending; and
- WHEREAS,** \$42,000 is budgeted each year for Bay County's participation in public educational and governmental public broadcasting; and
- WHEREAS,** The Bay County Executive, through the Department of Administrative Services, is recommending the following:
1. Approve the County of Bay as managing partner in the operation of the Public Educational and Governmental Channel for public broadcasting;
  2. Approve the Agreement for Designation of PEG Designee and all Rights and Responsibilities for Public Educational and Governmental (PEG) Channel for Public Broadcasting and any additional programming agreements which are deemed necessary with Charter Communications and/or the City of Bay City;
  3. Authorize the Board Chair to sign all required agreements on behalf of Bay County following legal review/approval;
  4. Approve the continuation of the operation of this program within the Bay County Administrative Services budget, approve the Proposed Action Plan as it relates to staffing and proposed budget, and approve any necessary related budget adjustments; and
  5. Approve the continued development of the Proposed Action Plan as it relates to providing programming for the Bay County community.

**RESOLVED** That the Bay County Board of Commissioners concurs with the Bay County Executive and approves the following:

1. Approve the County of Bay as managing partner in the operation of the Public Educational and Governmental (PEG) Channel for public broadcasting;
2. Approve the Agreement for Designation of PEG Designee and all Rights and Responsibilities for Public Educational and Governmental (PEG) Channel for Public Broadcasting and any additional programming agreements which are deemed necessary with Charter Communications and/or the City of Bay City;
3. Authorize the Board Chair to sign all required agreements on behalf of Bay County following legal review/approval;
4. Approve the continuation of the operation of this program within the Bay County Administrative Services budget, approve the Proposed Action Plan as it relates to staffing and proposed budget, and approve any necessary related budget adjustments; and
5. Approve the continued development of the Proposed Action Plan as it relates to providing programming for the Bay County community.

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Administrative Services - Proposed Action Plan - Former Bay 3 TV**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_



3433 Fairway Drive  
Bay City, MI 48706  
May 3, 2016

Ways and Means Committee  
Kim Coonan, Chair  
515 Center Avenue  
Bay City, MI 48708

Commissioners,

The Marine Corps League Edson Kline VanSlyke Bay County Detachment and Auxiliary will be hosting the 2017 Midwinter meeting at the Doubletree Hotel, One Wenonah Park Place, Bay City, Michigan 48708. The dates are January 19 through January 22, 2017.

We are excited to bring our members to Bay City and show them what this area has to offer. We know they will be impressed and hopefully will vacation/visit here in the future.

At this time we are requesting \$2500 from the county to assist in bringing this event to Bay City. This money will be used to pay for meeting space insuring invited guests have ample hotel and banquet facilities. As a chartered veterans organization, it is our mission to serve and provide for those who sacrificed so much for our country.

Please let us know if there is any further information required. Thank you for your support and consideration.

Sincerely,

Jonathan S. VanTol  
Commandant  
Edson Kline VanSlyke Detachment  
[jvantol@svsu.edu](mailto:jvantol@svsu.edu)  
989-225-5047

Sandra L. VanTol  
President  
Edson Kline VanSlyke Auxiliary Unit  
[slvantol@sbcglobal.net](mailto:slvantol@sbcglobal.net)  
989-225-4583

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**

**WHEREAS, The Marine Corps League Edson Kline VanSlyke Bay County Detachment and Auxiliary will be hosting the 2017 Midwinter meeting at the Doubletree Hotel January 19 through January 22, 2017; and**

**WHEREAS, The Marine Corps League Edson Kline VanSlyke Bay County Detachment and Auxiliary is requesting a contribution of \$2,500 from funds budgeted for veterans' conventions to be used to pay for meeting space insuring that invited guests have ample hotel and banquet facilities; and**

**WHEREAS, This event provides an opportunity to bring the membership to Bay County to see and experience what our community has to offer inviting future vacations/visits to Bay County; and**

**WHEREAS, State law allows counties to contribute to veteran's groups for conventions and conferences up to \$5,000 per year; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners authorizes an appropriation of \$2,500 to the Marine Corps League Edson Kline VanSlyke Bay County Detachment and Auxiliary for their 2017 Midwinter meeting to be held at the Doubletree Hotel January 19 - 22, 2017.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Veterans Conventions Appropriation - Marine Corps League Edson Kline VanSlyke Bay County Detachment & Auxiliary**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

# BAY COUNTY ANIMAL CONTROL

THOMAS L. HICKNER

Bay County Executive

[www.baycounty.mi-gov](http://www.baycounty.mi-gov)



DEBRA RUSSELL, Director  
Administrative Services Department

MICHAEL HALSTEAD  
Animal Control Manager

halsteadm@baycounty.net

800 Livingston, Bay City, MI 48708

989-894-0679 Phone 989-894-0129 Fax

TDD (hearing impaired) 989-895-4049

## MEMORANDUM:

TO: KIM COONAN  
WAYS & MEANS COMMITTEE CHAIRMAN

FROM: MICHAEL F. HALSTEAD, MANAGER, BAY COUNTY ANIMAL CONTROL

A handwritten signature in blue ink, appearing to read "M F H".

RE: PAWS IN THE PARK EVENT

DATE: May 12, 2016

BACKGROUND: Bay County Animal Control has been contacted by Dignity Media to sponsor a "Paws In The Park" event at the Bay County Fairgrounds on Saturday, September 10, 2016. It is anticipated that this event will attract upwards of 5,000 pet lovers from around our community. Several non-profit organizations, rescue groups and pet lovers will come together from 11:00 a.m. – 5:00 p.m..

FINANCIAL IMPACT: There is no financial impact as this event is being sponsored by Bay County Animal Control.

RECOMMENDATION: Request approval for Bay County Animal Control to sponsor "Paws In The Park" on Saturday, September 10, 2016 from 11:00 a.m. – 5:00 p.m. and request approval for the Board Chair to sign any necessary agreement subject to review of Corporation Counsel.

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**

**WHEREAS, Bay County Animal Control has been contacted by Digits Media to sponsor a "Paws in the Park" event at the Bay County Fairgrounds on Saturday, September 10, 2016; and**

**WHEREAS, This event will attract upwards of 5,000 pet lovers from around our community - several non-profit organizations, rescue groups and pet lovers will come together from 11:00 a.m. - 5:00 p.m.; and**

**WHEREAS, There is no financial impact to Bay County; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners authorizes Bay County Animal Control to sponsor "Paws in the Park" on Saturday, September 10, 2016 from 11:00 a.m. to 5:00 p.m.; Be It Further**

**RESOLVED That the Board Chair is authorized to execute any agreement and related documents for this event on behalf of Bay County following legal review/ approval.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Animal Control - "Paws in the Park" Event**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_



## BAY COUNTY

911 Central Dispatch

989) 895-4051 • FAX (989) 892-3744

1228 Washington Ave., Bay City MI 48708

Christopher Izworski  
Director

Thomas L. Hickner  
Bay County Executive

Ryan Manz  
Emergency Management Coordinator  
989-895-4112

**To: Kim Coonan, Chairman, Ways & Means Committee**

**From: Christopher Izworski, 9-1-1 Director**

**Date: May 12, 2016**

**Subject: 9-1-1 Network Upgrade.**

**Background:** The current 9-1-1 network is five years old and requires an upgrade. The upgrade will occur to both storage and server hardware. A software upgrade will also coincide with the hardware upgrade. Network ownership, support costs escalate over time. On average, starting in the fourth year, support costs increase about 40%. By year five, a 200% increase is the average in the IT industry. Support costs for servers, at seven years, can increase as much as 400%. At which point, the annual network support costs are higher than the cost of new network equipment.

As of today, the 9-1-1 network is humming along just fine, but a server crash has the potential to cripple 9-1-1 services, and that's exactly the scenario the installation of new equipment and software will prevent.

**Finance/Economics:** Bay County 9-1-1 has 2016 funds budgeted for purchase and installation of the needed hardware and software.

**Recommendation:** Bay County 9-1-1 recommends that the Board of Commissioners approve the development of a RFP for the purchase and installation of the needed hardware and software upgrades; and that, pending Corporation Counsel review, the Chairman of the Board is authorized to execute all documents required for the bid award; and that any budget adjusts that are required for the purchase and installation of the hardware and software are approved.

Cc: Tom Hickner, Tiffany Jerry, Amber Johnson, Jan Histed, Shawna Walraven, Julie Coppens, Frances Moore

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**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**

**WHEREAS, The current 9-1-1 network is five years old and requires an upgrade to both storage and server hardware; a software upgrade will also coincide with the hardware upgrade; and**

**WHEREAS, Network ownership and support costs escalate over time and, on average, starting in the fourth year, support costs increase about 40% and, by year five, a 200% increase is the average in the IT industry; and**

**WHEREAS, Support costs for servers, at seven years, can increase as much as 400%, at which point, the annual network support costs are higher than the cost of new network equipment; and**

**WHEREAS, As of today, the 9-1-1 network is functioning just fine, but a server crash has the potential to cripple 9-1-1 services, and that's exactly the scenario the installation of new equipment and software will prevent; and**

**WHEREAS, Bay County 9-1-1 has 2016 funds budgeted for purchase and installation of the needed hardware and software for the 9-1-1 network upgrade; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners approves the development of a RFP for the purchase and installation of the needed hardware and software upgrades for 9-1-1 Central Dispatch; Be it Further**

**RESOLVED That the contract with successful bidder be brought back to Committee for approval/authorization for the Chairman of the Board to sign following legal review/approval.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**9-1-1 Central Dispatch - Network Upgrade RFP**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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## BAY COUNTY

(989) 895-4051 • FAX (989) 892-3744

### 911 Central Dispatch

1228 Washington Ave., Bay City MI 48708  
Christopher Izworski  
Director

Thomas L. Hickner  
Bay County Executive

Ryan Manz  
Emergency Management Coordinator  
989-895-4112

**To: Kim Coonan, Chairperson, Ways & Means Committee**

**From: Christopher Izworski, 9-1-1 Director**

**Date: May 17, 2016**

**Subject: Cumming Bridgeway Generator Maintenance Agreement**

**Background:** 9-1-1 Central Dispatch has generators located at several critical infrastructure sites within Bay County. The generators help to ensure reliable and resilient Public Safety communications. Annual inspection and load testing is required to safeguard against generator failure.

**Finance/Economics:** Bay County 9-1-1 has funds budgeted for the annual Cummings Bridgeway maintenance Agreement.

**Recommendation:** That, pending Corporation Counsel review, the Chairman of the Board is authorized to execute all documents required for the Cummings Bridgeway Maintenance Agreement; and that any budget adjusts that are required for the Maintenance Agreement are approved.

Cc: Tom Hickner, Tiffany Gerry, Amber Johnson, Shawna Walraven, Jan Histed

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**

**WHEREAS, 9-1-1 Central Dispatch has generators located at several critical infrastructure sites within Bay County and these generators help to ensure reliable and resilient Public Safety communication; and**

**WHEREAS, Annual inspection and load testing is required to safeguard against generator failure; and**

**WHEREAS, Bay County 9-1-1 has funds budgeted for the annual Cummings Bridgeway Maintenance Agreement which covers the annual inspection and load testing; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners approves the Cummings Bridgeway Maintenance Agreement and authorizes the Chairman of Board to execute said Agreement on behalf of Bay County following legal review/approval; Be It Further**

**RESOLVED That related required budget adjustments are approved.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**9-1-1 Central Dispatch - Cummings Bridgeway Maintenance Agt.**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

To: Kim Coonan, Chair Ways and Means Committee

From: Dujana Roberts, Community Corrections Manager

Date: May 24, 2016

Subject: FY 2017 Grant Application

Request: Request for FY2017 Grant Approval

Background: Community Corrections has been operating on an approved grant and budget from the MDOC Office of Community Corrections for FY2016, which began 10/1/15 and ends 9/30/16.

Finance/Economics: The new projected budget is \$158,625 for Comprehensive Plans and Services and \$10,654 for Drunk Driver Jail Reduction for a total of \$169,279. Included in this is a new initiative for an educational program in the jail.

Recommendation: Community Corrections Advisory Board recommends that the Board authorize and approve the submitted Grant Application for the Community Corrections Program FY2017 and sign any required documents, if needed.

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**

**WHEREAS,** Bay County is required to submit a Comprehensive Community Corrections Plan to the State Office of Michigan Department of Corrections/Office of Community Corrections in order to be eligible to receive funding to implement programming that will help reduce prison admissions, manage jail populations and reduce recidivism without increasing risk to the public; and

**WHEREAS,** These objectives will be achieved through strategies focused on the implementation of evidence-based, community programming that encourages the utilization of alternative sentencing options and funding amounts are determined by the prior years' usage and current program needs; and

**WHEREAS,** Bay County has applied for and received grant funds through the Michigan Department of Corrections, Office of Community Corrections, for numerous years; and

**WHEREAS,** There are no match funds needed from Bay County to apply for and accept this grant; and

**WHEREAS,** The total funding requested for FY2017 is \$169,279 (\$158,625 for Comprehensive Plans and Services and \$10,654 for Drunk Driver Jail Reduction); Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners authorizes the Bay County Community Corrections Advisory Board to apply for FY2017 grant funding from the Michigan Department of Corrections Office of Community Corrections and authorizes the Chairman of the Bay County Board of Commissioners to sign any and all related application and grant acceptance agreements and contractual agreements needed to implement the grant program all subject to legal review/approval; Be It Further

**RESOLVED** That the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant; Be It Finally

**RESOLVED** That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County.

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Community Corrections - FY2017 Grant Funding**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

## RECREATION & FACILITIES

**CRISTEN GIGNAC, DIRECTOR**  
gignacc@baycounty.net

**Jon Morse, Buildings & Grounds Supervisor**  
morsej@baycounty.net

**Daniel Neering, Recreation Manager**  
neeringd@baycounty.net

**Beth Trahan, Recreation Coordinator**  
trahanb@baycounty.net



## BAY COUNTY

**THOMAS L. HICKNER**  
County Executive

Tel: (989) 895-4132  
Fax: (989) 895-2094  
TDD: (989) 895-4049

To: Kim Coonan, Chairman of Ways & Means Committee  
From: Cristen Gignac, Director of Recreation & Facilities  
Date: May 16, 2016  
Subject: Fee Schedule Changes for the Community Center Pool

---

**Request:** To gain approval from the Board of Commissioners to update a fee on the 2016 fee schedule at the Bay County Community Center Pool

**Background:** Bay County operates the only outdoor pool accessible to the public in our community. Since 2010, Mr. Carbarry and the Kawkawlin Veterans of Foreign Wars Post 6950 have sponsored free swimming for children 17 and under on Thursdays. During these free days, there are hundreds of children that come to enjoy the pool (on average 250-600 children). Other days, when the children have to pay \$4.00 to go swimming, we only see a handful of kids at the pool. The Bay County Executive, based on staff review, would like to propose a 1-year trial run to determine if the pool admission fee was reduced to \$2.00 per child will enable more children to come swimming on the days that they have to pay. The pool is a wonderful asset to our community, and the County Executive and Recreation staff wants to see the community get the best use of it possible.

**Economics:** Change the following user fee in the 2016 fee schedule.

- Swimming Pool Admission – Age 17 and Under - \$2.00

**Recommendation:** It is recommended that the Board approve the proposed change in the fee schedule.

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BAY COUNTY BOARD OF COMMISSIONERS

JUNE 14, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (6/7/16)

WHEREAS, Bay County operates the only outdoor pool accessible to the public in our community; and

WHEREAS, Since 2010, James Carbary and the Kawkawlin Veterans of Foreign Wars Post 6950 have graciously sponsored free swimming for children 17 and under on Thursdays; and

WHEREAS, During these free days, there are hundreds of children that come to enjoy the pool (on average 250-600 children), however, other days, when the children have to pay \$4.00 to go swimming, the number decreases dramatically and only a handful of kids utilize the pool; and

WHEREAS, The County Executive, based on Recreation and Facilities staff review, wishes to propose a 1-year trial to determine if the pool admission fee reduced to \$2.00 per child will enable more children to come swimming on the days that they have to pay; and

WHEREAS, The Bay County Community Center Swimming Pool is a wonderful asset to our community and the County Executive and Recreation staff wish the community to have greater access to the facility getting the best use of it possible; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners concurs with the County Executive and Recreation staff and approves the change in the 2016 user fee as follows, effective immediately

Swimming Pool Admission – Age 17 and Under - \$2.00

KIM COONAN, CHAIR AND COMMITTEE

County Exec - Reduction in Pool Admission for Youth 17 and Under

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:  
ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

-35-

## RECREATION & FACILITIES

**CRISTEN GIGNAC, DIRECTOR**  
gignacc@baycounty.net

**Jon Morse, Buildings & Grounds Supervisor**  
morsej@baycounty.net

**Daniel Neering, Recreation Manager**  
neeringd@baycounty.net

**Beth Trahan, Recreation Coordinator**  
trahanb@baycounty.net



## BAY COUNTY

**THOMAS L. HICKNER**  
County Executive

Tel: (989) 895-4132  
Fax: (989) 895-2094  
TDD: (989) 895-4049

To: Kim Coonan, Chairman of Ways & Means Committee  
From: Cristen Gignac, Director of Recreation & Facilities  
Date: May 16, 2016  
Subject: Hazardous Tree Removal at Pinconning Park

---

**Request:** To gain approval from the Board of Commissioners for a budget adjustment of \$3,200 to address the removal of hazardous trees at Pinconning Park.

**Background:** Pinconning Park has a number of hazardous trees in the public areas that need to be removed due to the health of the tree. These trees are a liability as a big storm or strong wind could potentially knock them over onto cabins, campers or tents. Many of these Ash trees has fallen victim to disease. We are looking to top off and cut down around 70 trees.

**Economics:** The funds for this project are not budgeted; therefore, a budget adjustment of up to \$3,200 is necessary. \$1,950 was already spent on emergency removal of the most dangerous trees closest to the people. We are also requesting up to \$1,250 to rent an appropriate lift for our Building & Grounds team to take down the remainder of the hazardous trees in-house.

**Recommendation:** It is recommended that the Board approve a budget adjustment from the General Fund for up to \$3,200, and approve the Board Chairman to sign documents related to this project upon favorable review from Corporation Counsel.

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**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**

**WHEREAS,** Due to the health of the trees, Pinconning Park has a number of hazardous trees in the public areas that need to be removed since they pose a liability in the event of a big storm or strong wind which could potentially knock them over onto cabins, campers or tents; and

**WHEREAS,** Many of these Ash trees have fallen victim to disease and Administration is looking to top off and cut down around 70 trees; and

**WHEREAS,** The funds for this project are not budgeted, therefore, a budget adjustment of up to \$3,200 from Fund Balance is necessary; and

**WHEREAS,** \$1,950 has already been spent on emergency removal of the most dangerous trees closest to the people and up to \$1,250 is necessary to rent an appropriate lift for our Building & Grounds team to take down the remainder of the hazardous trees in-house; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners approves a budget adjustment from the General Fund Fund Balance for up to \$3,200; Be It Further

**RESOLVED** That the Board Chairman is authorized to sign documents related to this project, if required, following legal review/approval.

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Recreation & Fac - Pinconning Park Tree Removal**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

## RECREATION & FACILITIES



## BAY COUNTY

**CRISTEN GIGNAC, DIRECTOR**  
gignacc@baycounty.net

**THOMAS L. HICKNER**  
County Executive

**Jon Morse, Buildings & Grounds Supervisor**  
morsej@baycounty.net

Tel: (989) 895-4132  
Fax: (989) 895-2094  
TDD: (989) 895-4049

**Daniel Neering, Recreation Manager**  
neeringd@baycounty.net

**Beth Trahan, Recreation Coordinator**  
trahanb@baycounty.net

To: Kim Coonan, Chairman of Ways & Means Committee  
From: Cristen Gignac, Director of Recreation & Facilities  
Date: May 16, 2016  
Subject: Ice Edger for the Civic Arena

---

**Request:** To gain approval from the Board of Commissioners for a budget adjustment of up to \$6,000 to purchase a new electric or propane ice edger for the Bay County Civic Arena.

**Background:** On almost a weekly basis, staff at the Civic Arena must use an edger to even out the ice. During the process of resurfacing the ice, more water collects on the outside and ice begins to build up along the boards. This creates a bowl-like form. Staff uses an edger to even out the ice. Ice quality and condition are an important factor in running a successful facility. Last week, our current edger broke after about 10 years of use. It has been repaired a number of times and gives off too much gas fumes. Therefore, we are requesting a replacement.

**Economics:** The funds for this project are not budgeted; therefore, a budget adjustment of up to \$6,000 is necessary from the general fund.

**Recommendation:** It is recommended that the Board approve a budget adjustment from the General Fund for up to \$6,000, and approve the Board Chairman to sign documents related to this project upon favorable review from Corporation Counsel.

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**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**

**WHEREAS, On almost a weekly basis, staff at the Civic Arena must use an edger to even out the ice; and**

**WHEREAS, During the process of resurfacing the ice, more water collects on the outside and ice begins to build up along the boards creating a bowl-like form requiring staff to use an edger to even out the ice; and**

**WHEREAS, Last week, the current edger broke after about 10 years of use; this equipment has been repaired a number of times and is unsafe as it gives off too many gas fumes; and**

**WHEREAS, Ice quality and condition are an important factor in running a successful facility so it is necessary to replace the edger; and**

**WHEREAS, The funds for this equipment are not budgeted requiring a budget adjustment of up to \$6,000 from Fund Balance; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners approves a budget adjustment of up to \$6,000 from General Fund Fund Balance for up to \$6,000; Be It Further**

**RESOLVED That the Board Chairman is authorized to sign documents related to this purchase, if required, following legal review/approval.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Recreation & Fac - Civic Arena Edger**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

## RECREATION & FACILITIES



## BAY COUNTY

**CRISTEN GIGNAC, DIRECTOR**  
gignacc@baycounty.net

**THOMAS L. HICKNER**  
County Executive

**Jon Morse, Buildings & Grounds Supervisor**  
morsej@baycounty.net

Tel: (989) 895-4132  
Fax: (989) 895-2094  
TDD: (989) 895-4049

**Daniel Neering, Recreation Manager**  
neeringd@baycounty.net

**Beth Trahan, Recreation Coordinator**  
trahanb@baycounty.net

To: Kim Coonan, Chairman of Ways & Means Committee  
From: Cristen Gignac, Director of Recreation & Facilities  
Date: May 24, 2016  
Subject: User Fees for the Bay County Civic Arena

---

**Request:** To gain approval from the Board of Commissioners to add and update user fees on the 2016 fee schedule for the Bay County Civic Arena.

**Background:** A showcase is an event or tournament ran by another entity that wants to book 10 or more hours of ice in a 3 day period, usually a weekend. The other entity would pay for the referees and scorekeepers which is usually an expense by the arena for an event run ourselves.

Summer ice is harder to sell, even when we are down to 1 sheet of ice. Therefore a slight reduction of our price in the slowest part of our season seems to make sense in order to market ourselves in the region and pull additional business.

The Civic Arena is home to two high school hockey teams; the Bay City Wolves and the Bay Area Thunder. These teams have historically been afforded this rate for practices; the fee schedule is just catching up. Games and weekend practices will be billed at full price.

Last year the Board approved a free Recreational Youth Hockey Program to introduce children to hockey. This program was intended to create lifelong skaters. Our first year was wildly successful with all of our sessions at max capacity. The board approved the 1<sup>st</sup> year of this program to be free. Now that we are entering our second year, the program will most likely have returning players. We are still recommending that the program is free for 1<sup>st</sup> year participants. But, if a child wants to participate again, there will be a nominal fee. Each child will still be provided with the proper equipment to play.

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**Economics:**

Change/add the follow user fees on the 2016 fee schedule:

- Showcase (10+hrs of ice in a 3 day period, event ran by other entity) - \$175
- Summer Ice – (June 1-Aug 15) - \$210
- High School Hockey Teams (weekday practice only at or before 4pm) - \$200
- Recreational Youth Hockey Program – 2<sup>nd</sup> year player and forward - \$30.00 per player. The first year for each player remains free.
- Skate Sharpening in - \$5.00
- Youth Team Try-outs
  - 1 hour - \$10.00 per youth player
  - 1 hour 20 minutes - \$15.00 per youth player

Additionally, I wanted to clarify some of the times of our ice rates were offered. The fees for these rates are not changing, only the definition of the time they are offered:

- Non-Prime Rates: Ice time starting at or between 10:00am – 3:50pm, Monday – Friday, Non Holidays.
- Morning Ice: Ice time starting at or between 6:00am – 9:50am, Monday – Friday, Non Holidays
- Unreserved Ice: Ice booked within 72 hours of ice time

**Recommendation:**

It is recommended that the Board approve the proposed changes in the fee schedule.

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**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

- BY: WAYS AND MEANS COMMITTEE (6/7/16)**
- WHEREAS,** A showcase is an event or tournament run by another entity that wants to book 10 or more hours of ice in a 3 day period, usually a weekend, the other entity pays for the referees and score-keepers which is usually an expense borne by the arena for an event run by the County; and
- WHEREAS,** Summer ice is harder to sell, even when down to 1 sheet of ice, so, a slight reduction in price in the slowest part of the season seems to make sense in order to market the Civic Arena in the region and pull additional business; and
- WHEREAS,** The Civic Arena is home to two high school hockey teams, i.e. the Bay City Wolves and the Bay Area Thunder and these teams have historically been afforded a special rate for practices; the fee schedule is just catching up. Games and weekend practices will be billed at full price; and
- WHEREAS,** Last year the Board approved a free Recreational Youth Hockey Program to introduce children to hockey, a program intended to create lifelong skaters. Our first year was wildly successful with all sessions at max capacity. The board approved the 1<sup>st</sup> year of this program to be free; It is recommended that the program remain free for first year participants; and
- WHEREAS,** This is the second year of the program which will most likely have returning players and it is proposed that if a child wishes to participate again, there will be a nominal fee, each child will still be provided the proper equipment to play; and
- WHEREAS,** The following user fees are proposed for the Bay County Civic Arena:
- Showcase (10+ hrs of ice in a 3 day period, event ran by other entity) - \$175
  - Summer Ice – (June 1-Aug 15) - \$210
  - High School Hockey Teams (weekday practice only at or before 4pm) - \$200
  - Recreational Youth Hockey Program – 2<sup>nd</sup> year player and forward - \$30.00 per player. The first year for each player remains free.
  - Skate Sharpening in - \$5.00
  - Youth Team Try-outs
    - o 1 hour - \$10.00 per youth player
    - o 1 hour 20 minutes - \$15.00 per youth player
- WHEREAS,** Additionally, clarification is provided for some of the times the ice rates were offered. The fees for these rates are not changing, only the definition of the time they are offered:
- Non-Prime Rates: Ice time starting at or between 10:00am – 3:50pm, Monday – Friday, Non Holidays.
  - Morning Ice: Ice time starting at or between 6:00am – 9:50am, Monday – Friday, Non Holidays
  - Unreserved Ice: Ice booked within 72 hours of ice time
- RESOLVED** That the Bay County Board of Commissioners approves the proposed changes in the fee schedule, outlined above, effective immediately.

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Recreation & Fac - User Fees for Civic Arena**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

**VOTE TOTALS:**

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
 VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

-42-



**BAY COUNTY  
BUILDINGS & GROUNDS DIVISION**  
Thomas L. Hickner  
County Executive

---

**JON M. MORSE**  
*Supervisor of Buildings & Grounds*  
[morsej@baycounty.net](mailto:morsej@baycounty.net)

**TO:** KIM COONAN  
WAYS & MEANS CHAIR

**FROM:** JON MORSE *JM*  
SUPERVISOR BUILDINGS & GROUNDS

**DATE:** MAY 31, 2016

**RE:** EMERGENCY WATER MAIN BREAK-COMMUNITY CENTER

**REQUEST:**

Approve the Emergency repairs made to the water main at the Community Center on February 2, 2016.

**BACKGROUND:**

The service main was broken and reported late on February 2, 2016, shutting down water service to the Community Center facility/Riverside Center. FOCO Inc. dba Dependable Sewer Cleaners was called to immediately repair the issue. We received verbal approval to call Dependable Sewer Cleaners without a Purchase Order issued, based on the language in Emergency Purchasing Policy.

**ECONOMICS:**

Funds for the repairs have not been budgeted. We respectfully request a budget adjustment of \$10,290 from the General Fund balance.

**RECOMMENDATION:**

Approve the payment for services rendered to FOCO Inc. dba Dependable Sewer Cleaners. Approve budget adjustment of \$10,290 from the General Fund balance.

**Cc:** Cristen Gignac  
Jan Histed  
Kimberly Pressnitz  
Robert Redmond

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**

**WHEREAS, The service main at the Bay County Community Center was broken and reported late on February 2, 2016, shutting down water service to the Community Center facility/Riverside Center; and**

**WHEREAS, FOCO Inc. dba Dependable Sewer Cleaners was called to immediately repair the issue based on verbal approval allowed by the Emergency Purchasing Policy; and**

**WHEREAS, The cost for the service provided is \$10,290 and these repairs were not budgeted in the Buildings and Grounds 2016 budget; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners approves payment to FOCO Inc. dba Dependable Sewer Cleaners, funds to be taken from General Fund Fund Balance.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Bldgs & Grnds - Emergency Water Main Break - Community Center**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_



Thomas L. Hickner  
Bay County Executive

Tammy Roehrs  
Director

FAX (989) 895-4094  
TDD (989) 895-4049  
Web Site: [www.baycounty-mi.gov/aging](http://www.baycounty-mi.gov/aging)  
E-mail: [divonaging@baycounty.net](mailto:divonaging@baycounty.net)

Bay County Building 2nd Floor, Suite 202  
515 Center Avenue  
Bay City, MI 48708-5123  
(989) 895-4100  
Toll Free (877) 229-9960

To: Kim Coonan, Chairman, Ways and Means Committee

From: Tammy Roehrs, Division on Aging Director

Date: May 24, 2016

RE: Request Permission to accept Carryover funds that are tentatively available to expand services to programs serving Bay County Division on Aging.

**BACKGROUND:**

A representative of Region VII Area Agency on Aging contacted our office on Monday May 16, 2016 indicating that the Carryover funds tentatively available for programs under Bay County Division on Aging had been identified. The funds can be used to expand service units. Our original resolution allows for the amendment of the current agreement with Region VII. However, the Region VII board requests the local board approve any award of carryover funds.

**FINANCE AND ECONOMICS:**

These funds are only available through the end of the current fiscal year. It is anticipated that approximately \$ 18,054.00 will be available to the Division on Aging. The grant funds require matching funds, and the ten (10) percent match would come from the Bay County Senior millage fund.

**RECOMMENDATION:**

Upon favorable review by Corporation Counsel, the Division on Aging recommends to accept the award of Carryover funds for the fiscal year ending September 30, 2016, any agreements relating to this contract are signed by the Board Chair and seeks Board approval of any budget adjustments related to this agreement.

Cc: Tom Hickner, County Executive  
Jan Histed, Finance Officer  
Joel Strasz, Health Director

-45-

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**

**WHEREAS, Bay County Division on Aging has been notified by Region VII Area Agency on Aging that Carryover funds have been identified as available for programs under Bay County Division on Aging and the funds can be used to expand service units; and**

**WHEREAS, While Bay County's original resolution allows for amendment of the current agreement with Region VII, Region VII request local Board approval of carryover funds; and**

**WHEREAS, The carryover funds are only available through the end of the current fiscal year and it is anticipated that approximately \$18,054 will be available to the Division on Aging; and**

**WHEREAS, The grant funds require matching funds (10%) which would come from the Bay County senior millage fund; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners hereby accepts the award of Carryover funds for the fiscal year ending September 30, 2016 and authorizes the Board Chair to sign all documents related to the Carryover award; Be It Further**

**RESOLVED That related required budget adjustments are hereby approved.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**DOA - Region VII AAA Carryover Funds**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
 VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

-46-



**1001 Marsac Street – Bay City, Michigan 48708 – (989) 892-6644**

May 24, 2016

Ernie Krygier, Chairman of the Board  
Bay County Board of Commissioners  
515 Center Avenue  
Bay City, MI 48708

Dear Mr. Krygier and Fellow Commissioners,

Please review this FY 2017 application narrative and the attached budget for adult day care and caregiver training services we plan to provide with funding from Region VII Area Agency on Aging. We are requesting a total of \$79,833.

Golden Horizons Adult Day Care Center is the senior component of the Bay County Child & Senior Citizen Centers, Inc., a private, non-profit agency that operates two day care centers. Located in the inter-generational Fremont Center, Golden Horizons has provided an array of supportive services to individuals with Alzheimer's disease and other related dementia disorders and their families for almost twenty-eight years. The program operates from 7:30 a.m. to 5:30 p.m., Monday through Friday.

The FY 2017 funding will provide 6,641 hours of adult day care services and 562 hours of training to family caregivers.

The majority of care for the elderly is provided by families in their homes with their own financial resources. A person with Alzheimer's disease eventually needs assistance with bathing, dressing, eating, walking, toileting, and getting in and out of bed or a chair. Besides requiring help for routine tasks they may become uncooperative, restless, combative, belligerent, paranoid, and incontinent of bowel and bladder, wander and require 24 hour supervision for safety.

Using adult day care can help reduce the tremendous physical and emotional distress caregivers experience when caring for a family member with Alzheimer's or other dementia disorders. The caregiver can continue working, perform household tasks, participate in leisure activities, or just have a break from their caretaking responsibilities. The person with Alzheimer's/ dementia benefits from the activities, socialization and nutrition, in a supervised setting during the day and returns to the comfort and familiar surroundings of their home at night.

Golden Horizons provides group training sessions and individual and family counseling for family caregivers. When caregivers learn how to take care of themselves they become more effective in managing their daily responsibilities. Additional benefits of training include increased knowledge of the disease process, effective communication skills, successful problem behavior management, increased awareness and use of community services, a decrease in stress, guilt and anger, and overall improvement in coping skills.

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Caregiving takes a toll on families especially when there is a lack of resources. Research indicates that the availability and utilization of affordable supportive services prolongs the health of the caregiver and their ability to provide care at home. The cost of adult day care and caregiver training programs is nominal in comparison to the cost of nursing home care. On average most families deplete their finances within eighteen months of paying privately for nursing home care. Cost sharing for adult day care services is based on a sliding fee scale starting at \$1.50 per hour for families above 185% of the federal poverty level. Those below the poverty level and participating in caregiver training are encouraged to make a contribution. Funding assistance from Region VII AAA enables families to extend their financial resources, access care services and delay the placement of their loved one in a nursing home.

Staffing for the program includes a full-time Program Coordinator who is a Licensed Master's Clinical Social Worker with 40 years of geriatric experience. The full-time Licensed Practical Nurse provides medical oversight of program participants and is the Dementia Educator for our caregiver training program. Additional staff includes one part-time Office Assistant, two full-time and three part-time adult day care Program Assistants. Currently 30 families are being served with a daily average of fifteen program participants attending from 6 to 10 hours a day.

In addition to the specialized adult day care program, we also offer the following complimentary services; information, referral and linkage to services, a caregiver support group, counseling, advocacy, and operate the Bay County Dementia Information Line and Resource Center.

Golden Horizons maintains collaborative relationships with numerous human service agencies throughout the tri-county area, and especially with Bay County Division on Aging and Region VII Area Agency on Aging. We will continue efforts of outreach and marketing to Region VII AAA's target groups; individuals who are low income, minority elders and those in greatest economic and social need.

In closing, your support of our FY 2017 multi-year application for Region VII Area Agency on Aging funding would enable us to continue providing these essential services to families in Bay County. Please contact us at (989) 892-6644 if you have any questions.

Regards,



Peggy Condon Watson  
Executive Director  
Bay County Child & Senior Citizen Centers, Inc.



Stacy McIntyre  
Program Coordinator  
Golden Horizons Adult Day Care Center

# REGION VII AREA AGENCY ON AGING

## SUPPORT SERVICES BUDGET SUMMARY

Agency: Bay County Child&Senior Citizen Centers      Budget Period: 10/1/16 to 9/30/17

PLANNED EXPENDITURES	SERVICE CATEGORIES						
LINE ITEMS	1 ADC	2 CGT	3	4	5	6 TOTAL	7 Admin.
Salaries	65,627	13,264				78,891	9,300
Fringe Benefits	6,749	1,368				8,117	963
Personal Svc. Contracts	0	0				0	0
Travel/Conferences	125	125				250	250
Supplies	398	450				848	648
Equipment	0	0				0	0
Occupancy	7,305	0				7,305	0
Communications	250	326				576	576
Other	591	226				817	651
<b>TOTAL</b>	<b>81,045</b>	<b>15,759</b>				<b>96,804</b>	<b>19,693</b>
Program Income (minus)	8,000	100				8,100	
<b>NET COSTS</b>	<b>73,045</b>	<b>15,659</b>				<b>88,704</b>	<b>19,693</b>
<b>FUNDING SOURCES</b>							
Area Agency Funds (90%)	65,740	14,093				79,833	
Local Match (10%)	7,305	1,566				8,871	
Cash	0	0				0	
In-Kind	7,305	1,566				8,871	
Other Resources	0	0				0	
<b>TOTAL FUNDS</b>	<b>73,045</b>	<b>15,659</b>				<b>88,704</b>	

CERTIFICATION:

*Jessy Condon Watson*

SIGNATURE OF AGENCY DIRECTOR

5/25/2016

DATE

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**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**

**WHEREAS, The Bay County Child & Senior Citizen Centers, Inc., is making application for funding to Region VII Area Agency on Aging for \$79,833 for Adult Day Care and Caregiver Training Services; and**

**WHEREAS, Golden Horizons Adult Day Care is the senior component of the Bay County Child and Senior Citizen Centers, Inc., a private, non-profit agency that operates three day care programs; and**

**WHEREAS, In addition to adult day care, Golden Horizons offers education and training, referral and linkage to services, support groups, counseling, advocacy and also operates the Bay County Dementia Information Line and Resource Center; and**

**WHEREAS, As a non-profit organization, this funding is crucial to Golden Horizon's on-going efforts to continually improve services; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners hereby offers its support for the funding application submitted by the Bay County Child & Senior Centers, Inc. for Region VII Area Agency on Aging funding for FY 2017.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Golden Horizons FY2017 Funding**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**

**RESOLVED** That the Bay County Board of Commissioners hereby approves the claims against the County as follows:

**ACCOUNTS PAYABLE:**

05/11/16	\$	486,328.60
05/18/16	\$	299,276.77
05/25/16	\$	274,987.90
06/03/16	\$	283,538.78

**BAYANET:**

04/01/16 - 04/30/16:		
Payables	\$	95,928.85
Payroll	\$	10,990.85

**HOUSING (Center Ridge Arms):**

05/03/16	\$	2,526.69
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\*Received after 5/3/16 Ways and Means Committee meeting.

**KIM COONAN, CHAIR  
AND COMMITTEE**

Payables-June

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
 VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

**RESOLUTION**

NO. \_\_\_\_\_

BY:                   WAYS AND MEANS COMMITTEE                   06/07/2016

RESOLVED:           By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on 06/14/2016 and, if required, the Chairman of the Board is hereby authorized to execute any documentation necessary for said Budget Adjustments on behalf of Bay County:

Journal Request Number	Fund Involved Department Involved	Favorable Impact	Unfavorable Impact	No Impact
2016-06-005	GENERAL FUND YOUTH ALCOHOL ENFORCEMENT Total GENERAL FUND			X
	BUDGET FOR BAY COUNTY SHERIFF DEPARTMENT UNDERAGE DRINKING ENFORCEMENT GRANT IN THE AMOUNT OF \$7,499 WHICH ENDS SEPTEMBER 30, 2016.			
2016-06-006	GENERAL FUND BOARD OF COMMISSIONERS SHERIFF DEPARTMENT Total GENERAL FUND		\$61,450	
	TO BUDGET FOR THE REPAIRS AND UPGRADES TO THE AGING ELEVATOR AT THE JAIL. FUNDING SOURCE IS GENERAL FUND, FUND BALANCE IN THE AMOUNT OF \$61,450.			
2016-06-007	GENERAL FUND BOARD OF COMMISSIONERS COMMUNITY CENTER Total GENERAL FUND		\$10,290	
	TO BUDGET FOR EMERGENCY REPAIR OF A BROKEN WATER MAIN AT THE COMMUNITY CENTER IN THE AMOUNT OF \$10,290 FUNDING SOURCE IS GENERAL FUND.			
2016-06-008	HOUSING FUND OTHER ADMINISTRATIVE EXPENSE CONTRACT COSTS, TRNG & OTHER CONTRACT COSTS Total HOUSING FUND			X
	TO RE-ALIGN HOUSING BUDGET TO BUDGET FOR THE BOARD OF COMMISSIONERS 2015 184 BOARD APPROVED RESOLUTION RELATING TO THE CONTRACTING WITH A RESIDENT SERVICE COORDINATOR OR AGENCY.			
2016-06-055	GENERAL FUND COMMUNITY CENTER Total GENERAL FUND			X

Journal Request Number	Fund Involved Department Involved	Favorable Impact	Unfavorable Impact	No Impact
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TO BUDGET FOR \$4,700 DONATION FROM BAY AREA  
COMMUNITY FOUNDATION TO PURCAHSE BUBBLE  
BALLS FOR THE COMMUNITY CENTER.

Kim Coonan, Chairman W. & M. and Committee

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# Budget Adjustment Detail

Journal Request Number **2016-06-006**

Ref: ELEVAT

Desc: ELEVATOR

Eff Date: 06/14/2016

Org / Object	Description	I/D	Amount
GENERAL FUND			
BOARD OF COMMISSIONERS			
10110100 40001	FUND BALANCE	I	61,450
SHERIFF DEPARTMENT			
10130100 96720	BLDGS/BLDG ADD.& IMPROVE EXPEN	I	61,450
			Favorable      Unfavorable
<b>Total GENERAL FUND</b>			<b>\$0                  \$61,450</b>

**Explanation**

TO BUDGET FOR THE REPAIRS AND UPGRADES TO THE AGING ELEVATOR AT THE JAIL. FUNDING SOURCE IS GENERAL FUND, FUND BALANCE IN THE AMOUNT OF \$61,450.

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# Budget Adjustment Detail

Journal Request Number **2016-06-007**

Ref: WATER

Desc: WATER MAIN

Eff Date: 06/14/2016

Org / Object	Description	I/D	Amount
<b>GENERAL FUND</b>			
<b>BOARD OF COMMISSIONERS</b>			
10110100 40001	FUND BALANCE	I	10,290
<b>COMMUNITY CENTER</b>			
10175700 96720	BLDGS/BLDG ADD.& IMPROVE EXPEN	I	10,290
			Favorable
<b>Total GENERAL FUND</b>			\$0
			Unfavorable
			\$10,290

**Explanation**

TO BUDGET FOR EMERGENCY REPAIR OF A BROKEN WATER MAIN AT THE COMMUNITY CENTER IN THE AMOUNT OF \$10,290 FUNDING SOURCE IS GENERAL FUND.

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## Budget Adjustment Detail

Journal Request Number **2016-06-008**

Ref: HOUSIN

Desc: HOUSING

Eff Date: 06/14/2016

Org / Object	Description	I/D	Amount
<b>HOUSING FUND</b>			
<b>OTHER ADMINISTRATIVE EXPENSE</b>			
53504190	79900 OTHER SUPPLIES	D	3,000
53504190	94601 EQUIPMENT RENTAL-COPY MACHINES	D	1,610
<b>CONTRACT COSTS, TRNG &amp; OTHER</b>			
53504230	80100 PROFESSIONAL SERVICES	I	13,390
53504230	95500 MISCELLANEOUS	D	4,780
<b>CONTRACT COSTS</b>			
53504430	96730 MACHINERY & EQUIPMENT EXPENSE	D	4,000
			Favorable
			Unfavorable
<b>Total HOUSING FUND</b>			\$0
			\$0

**Explanation**

TO RE-ALIGN HOUSING BUDGET TO BUDGET FOR THE BOARD OF COMMISSIONERS 2015 184 BOARD APPROVED RESOLUTION RELATING TO THE CONTRACTING WITH A RESIDENT SERVICE COORDINATOR OR AGENCY.

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# Budget Adjustment Detail

Journal Request Number 2016-06-055

Ref: BUBBLE

Desc: BUBBLE

Eff Date: 06/14/2016

Org / Object	Description	I/D	Amount
GENERAL FUND			
COMMUNITY CENTER			
10175700 67502	CONTRIBUTIONS-OTHER	1	4,700
10175700 74901	ATHLETIC SUPPLIES	1	4,700
Total GENERAL FUND			
		Favorable	Unfavorable
		\$0	\$0

## Explanation

TO BUDGET FOR \$4,700 DONATION FROM BAY AREA COMMUNITY FOUNDATION TO PURCHASE BUBBLE BALLS FOR THE COMMUNITY CENTER.

Description	Journal Number	2016 Fund Balance
Estimated Unaudited Unassigned Fund Balance or (Deficit) 12/31/2015		\$6,064,788
Previous years Assigned Fund Balance for P.O.'s *		\$294,207
Previous years Assigned Fund Balance for designation to balance 2016 Budget		\$253,258
		<hr/>
Unassigned & Assigned Fund Balance or (Deficit) at 12/31/2015		\$6,612,253
		<hr/>
2016 Budgeted Surplus /(Deficit)		-\$253,258
 BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH MAY 2016		
		<hr/>
Increase Community Center budget for purchase of exercise equipment	16-01-0454	-\$12,500
Incr.budget to purchase equipment for cardio drumming class at Community Center	16-01-0453	-\$300
Increase Corporation Counsel budget for internet expenses	16-02-0003	-\$5,670
Budget for cable expenditures for Civic Arena, Community Center and Golf Course	16-02-0004	-\$2,900
Increase Secondary Road Patrol budget due to increased vehicle costs	16-02-0006	-1,160
Increase budget to repair the farmers market canopy	16-02-0313	-3,000
Increase temporary seasonal help for May through October the year 2016	16-03-0002	-5,250
Budget for outside consultants to develop procedures and loss preventions	16-03-0003	-5,000
Budget for Child Care CASA program	16-03-0416	-13,846
Budget for 2015 PO's @12-31-15 rolled over*	16-04-0221	-294,207
Adjust VOCA 2015-2016 grant agreement was increased to \$75,000.	16-04-0002	6,477
Inc.Gypsy Moth Coordinator position an additional five hours per week for G.Fund w.	16-05-0002	-6,893
Budget for circulating pump at Community Center swimming pool	16-05-0350	-8,400
Budget for engineering services for concrete piers & bases at County Market buildii	16-04-0351	-3,500
		<hr/>
May 31, 2016		-356,149
		<hr/>
Estimated Unassigned Fund Balance or (Deficit) 5/31/2016		<u>\$6,002,846</u>



**BAY COUNTY  
FINANCE/INFORMATION SYSTEMS**

**Thomas L. Hickner**  
County Executive

**Jan M. Histed**  
Finance Officer  
[histedj@baycounty.net](mailto:histedj@baycounty.net)

**Kimberly A. Priessnitz**  
Assistant Finance Officer  
[priessnitzk@baycounty.net](mailto:priessnitzk@baycounty.net)

**Frances A. Moore**  
Purchasing/Housing Rehab  
[mooref@baycounty.net](mailto:mooref@baycounty.net)

**Julie A. Coppens**  
Information Systems Manager  
[coppensj@baycounty.net](mailto:coppensj@baycounty.net)

**TO:** Kim Coonan, Chairperson  
Ways & Means Committee

**FROM:** Jan Histed   
Finance Officer

**RE:** Executive Directive #2007-11

**DATE:** June 1, 2016

**REQUEST:**

Please place this memo on the June 7, 2016, agenda for your committee's information.

**BACKGROUND:**

On May 16, 2016 an e-mail was sent requesting departments to contact their grantor agencies to confirm their level of grant funding for the current year. As stated previously, the Finance Department would request monthly updates from these departments regarding their grant funding status and then provide a status update to your committee at your monthly meeting.

**ECONOMICS:**

As of the date of this missive, the following are the updates to the previous correspondence:

1. The state grantor agencies that have responded to department's requests indicate that funding levels for the state grants with regard to fiscal year 2015 and/or 2016 appear to have no changes, except what is noted below:

**RECOMMENDATION:**

To receive.

**c:** Tom Hickner  
Kim Priessnitz  
Tiffany Jerry

-60-



**BAY COUNTY  
FINANCE/INFORMATION SYSTEMS**

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**Thomas L. Hickner**  
County Executive

**Kimberly A. Priessnitz**  
Assistant Finance Officer  
[priessnitzk@baycounty.net](mailto:priessnitzk@baycounty.net)

**Frances A. Moore**  
Purchasing/Housing Rehab  
[mooref@baycounty.net](mailto:mooref@baycounty.net)

**Julie A. Coppens**  
Information Systems Manager  
[coppensj@baycounty.net](mailto:coppensj@baycounty.net)

May 11, 2016

To: Mr. Kim Coonan  
Chair, Ways & Means Committee

From: Frances Moore *FM*  
Bay County Purchasing Agent

RE: Contract Addendum for the Verizon Wireless

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**REQUEST:**

To allow the County to modify the current agreement between Verizon Wireless and Bay County.

**BACKGROUND:**

Bay County currently utilized two contracts with Verizon Wireless for mobile broadband (air cards) which are primarily used by 9-1-1 and the first responders in the county and cell phones. Both contracts have recently been reviewed and renewed bringing even greater savings to the county from both programs.

Our cell phone contract utilizes the pricing negotiated by the Federal Government offering various plans based on type of phone and how many minutes the County uses during any given month. A review of the current phone types and minutes used showed a significant accumulation of minutes bringing us to review and making changes to our current plan.

*-let-*

These changes will result in a savings of approximately \$440 per month or \$5,280 annually without any change in service. These changes only impact basic phones used by the County and every department who currently has a basic phone will recognize a savings with the new plan in place.

The mobile broadband contract utilizes pricing from the MiDeal program and due to a review of the contract and plan change we will save approximately \$189 per month or \$2,232 annually. A majority of these funds are paid through the 9-1-1 budget so a majority of the saving will be recognized by 9-1-1.

**ECONOMICS:**

After an analysis of the current plans the county can expect to see an annual saving of approximately \$7,500 over the life of the contract.

**RECOMMENDATION:**

Authorize Board Chair to sign any and all related agreement after review by Corporation Counsel and approve any and all required budget adjustments.

cc: Tom Hickner, County Executive  
Kim Priessnitz, Assistant Finance Officer  
Amber Davis-Johnson, Corporation Counsel  
Robert Redmond, Board of Commissioner's Financial Analyst

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

- BY: WAYS AND MEANS COMMITTEE (6/7/16)**
- WHEREAS, Bay County currently utilizes two contracts with Verizon Wireless for mobile broadband (air cards) which are primarily used by 9-1-1 and the first responders in the county and cell phones; and**
- WHEREAS, Both contracts have recently been reviewed and renewed bringing even greater savings to the county from both programs; and**
- WHEREAS, The cell phone contract utilizes the pricing negotiated by the Federal Government offering various plans based on type of phone and how many minutes the County uses during any given month; and**
- WHEREAS, A review of the current phone types and minutes used showed a significant accumulation of minutes resulting in review and changes to the current plan which will result in a savings of approximately \$440 per month or \$5,280 annually without any change in service; and**
- WHEREAS, These changes only impact basic phones used by the County and every department who currently has a basic phone will recognize a savings with the new plan in place; and**
- WHEREAS, The mobile broadband contract utilizes pricing from the MIDeal program and, due to a review of the contract and plan change, Bay County will save approximately \$189 per month or \$2,232 annually; and**
- WHEREAS, A majority of these funds are paid through the 9-1-1 budget so a majority of the saving will be recognized by 9-1-1; and**
- WHEREAS, After an analysis of the current plans, the County can expect to see an annual savings of approximately \$7,500 over the life of the contract; Therefore, Be It**
- RESOLVED That the Bay County Board of Commissioners approves the Contract Addendum for Verizon Wireless and authorizes the Chairman of the Board to execute said Contract Addendum and all related documents on behalf of Bay County following legal review/approval; Be It Finally**
- RESOLVED That related required budget adjustments are approved.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Purchasing - Contract Addendum for Verizon Wireless**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_



**BAY COUNTY  
FINANCE/INFORMATION SYSTEMS**

---

**Thomas L. Hickner**  
County Executive

**Kimberly A. Priessnitz**  
Assistant Finance Officer  
[priessnitzk@baycounty.net](mailto:priessnitzk@baycounty.net)

**Frances A. Moore**  
Purchasing/Housing Rehab  
[mooref@baycounty.net](mailto:mooref@baycounty.net)

**Julie A. Coppens**  
Information Systems Manager  
[coppensj@baycounty.net](mailto:coppensj@baycounty.net)

May 11, 2016

To: Mr. Kim Coonan  
Chair, Ways & Means Committee

From: Frances Moore  
Bay County Purchasing Agent

RE: RFP 062016 Waste & Recycling Removal

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**REQUEST:**

To receive the "Notice of Intent" to award the waste removal and recycling contract to Republic Waste and authorize Board Chair to sign any and all documents relating to the bid award.

**BACKGROUND:**

On February 9, 2016 the Board of Commissioners approved releasing an RFP for waste and recycling removal; the bid was released on April 8, 2016 and opened on April 29, 2016 with submissions from Waste Management and Republic Waste.

**ECONOMICS:**

The analysis has shown that Republic Waste will bring the best value to the County with an annual cost of \$13,378.91 for waste removal and \$3,485.52 for recycling. The cost for waste is approximately \$900 lower than our current cost and this contract also begins a "comingled" recycling program to the county where currently we only recycle white paper and cardboard. We hope in some areas to greatly reduce the amount of waste disposed of by introducing the recycling program.

**RECOMMENDATION:**

Receive the recommendation to award the waste and recycling contract to Republic Waste and authorize the Board Chair to sign the contract and any and all documents relating to this award after approval by legal as to form.

cc: Tom Hickner, County Executive  
Kim Priessnitz, Assistant Finance Officer  
Amber Davis-Johnson, Corporation Counsel  
Robert Redmond, Board of Commissioner's Financial Analyst

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**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (6/7/16)**

**WHEREAS, On February 9, 2016 the Bay County Board of Commissioners approved issuing an RFP for waste and recycling removal with two (2) bids received; and**

**WHEREAS, Analysis reveals that Republic Waste will bring the best value to the County with an annual cost of \$13,378,91 for waste removal and \$3,485.52 for recycling; and**

**WHEREAS, The cost for waste is approximately \$900 lower than the County's current cost and the proposal starts a "co-mingled" recycling program to the County instead of the current program that recycles only white paper and cardboard; and**

**WHEREAS, It is hoped that the amount of waste disposed of by Bay County will be greatly reduced by introducing the recycling program; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners receives the recommendation to award the waste and recycling contract to Republic Waste; Be It Further**

**RESOLVED That the Chairman of the Board is authorized to execute the contract with Republic Waste on behalf of Bay County following legal review/approval; Be It Finally**

**RESOLVED That related required budget adjustments are approved.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Purchasing - Republic Waste**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_



**BAY COUNTY  
FINANCE/INFORMATION SYSTEMS**

**Thomas L. Hickner**  
County Executive

**Jan Histed**  
Finance Officer  
[histedj@baycounty.net](mailto:histedj@baycounty.net)

**Kimberly A. Priessnitz**  
Assistant Finance Officer  
[priessnitzk@baycounty.net](mailto:priessnitzk@baycounty.net)

**Frances A. Moore**  
Purchasing/Housing Rehab  
[mooref@baycounty.net](mailto:mooref@baycounty.net)

**Julie A. Coppens**  
Information Systems Manager  
[coppensj@baycounty.net](mailto:coppensj@baycounty.net)

**TO:** Kim Coonan, Chairperson  
Ways & Means Committee

**FROM:** Julie Coppens   
Information Systems Manager

**RE:** Custom Reports for MUNIS from Tyler Technologies, Inc.

**DATE:** May 31, 2016

**REQUEST:**

Please place this memo on the June 7, 2016, agenda for your committee's information.

**BACKGROUND:**

Information Systems Division needs reports converted to Tyler Reporting Services from Crystal Reports. Tyler Technologies, Inc. is only supporting Tyler Report Services moving forward. There are a number of custom reports used by various departments that will need to be converted to be supported by MUNIS. Money has been allocated in the Information System Division's budget to cover the cost of converting reports for 2016.

**ECONOMICS:**

Information Systems Division will use budgeted funds for the Payroll Timesheet Report, Budget Preparation Personal Worksheet, USWA Union Dues Report and the Bay County Commissioner Budget Report. The total cost for the four reports is \$21,675.

**RECOMMENDATION:**

Authorize the Board Chairman to sign the Custom Reports Terms of Agreement for the reports and any future Custom Reports Terms of Agreement subject to approval as to form by Corporation Counsel, so long as funds have been budgeted to cover said expense.

cc: Tom Hickner Jan Histed Kim Priessnitz Amber Davis-Johnson

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BAY COUNTY BOARD OF COMMISSIONERS

JUNE 14, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (6/7/16)

WHEREAS, Information Systems Division requires reports converted to Tyler Reporting Services from Crystal Reports, however, Tyler Technologies, Inc. Is only supporting Tyler Report Services moving forward; and

WHEREAS, There are a number of custom reports used by various departments that will need to be converted to be supported by MUNIS and funds have been allocated in various line items in the Information Systems Division 2016 budget to accommodate the expense of \$21,675; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Custom Reports Terms of Agreement with Tyler Technologies, Inc.; Be Further

RESOLVED That the Chairman of the Board is authorized to execute the Custom Reports Terms of Agreement on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That related required budget adjustments are approved.

KIM COONAN, CHAIR AND COMMITTEE

ISD - Tyler Technologies - Custom Reports

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include Michael J. Duranczyk, Ernie Krygier, Vaughn J. Begick, Kim J. Coonan, Thomas M. Herek, and Donald J. Tilley.

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_ AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: PERSONNEL/HUMAN SERVICES (5/17/16)**

**WHEREAS, The Bay County Public Defender Department ("Department") was created pursuant to a federal grant on January 1, 1973, reorganized as an Act 139 Department in 1995, and operates under the administrative control of the County Executive; and**

**WHEREAS, The Department has historically provided legal defense services to indigent residents of Bay County through attorneys employed by the County in the Department and through its companion Office of Criminal Defense; and**

**WHEREAS, In November, 2007, an outside law firm, through a 13 month "pilot project" contract with the County, undertook legal defense of all indigent defendants in the District Court who were charged with misdemeanors, misdemeanor violations of probation, and civil infractions accompanied by a misdemeanor complaint or ticket for the monthly fixed fee of \$13,000.00 (\$156,000 yearly); and**

**WHEREAS, At that time, the responsibilities for all felonies were assigned to the Public Defender Department attorneys and, as a result, attorneys were released from their employment with the County and the Office of Criminal Defense was eliminated; and**

**WHEREAS, The pilot project agreement was extended for a period of three years effective January 1, 2009, to remain effective through December 31, 2011 and month-to-month thereafter. There remain two (2) full-time attorneys in the Department who represent all of Bay County's indigent defendants charged with felonies (with the exception of cases referred out to local attorneys, at the County's expense, due to potential conflicts); and**

**WHEREAS, The County Executive has made the determination that the pilot program should cease and the County Public Defender Office should be restored to its prior structure which will allow for additional time dedicated to indigent defendant representation and also provide a first small step in preparing for potential new Indigent Criminal Defense guidelines which may be soon issued by the Supreme Court of the State of Michigan; and**

**WHEREAS, The MIDC Act requires that any required improvements made to the County's indigent defense system, to comply with the new standards, be paid for through grants provided by the state. If the State fails to fund a required guideline the County is not required to provide the service. However, based on Bay County's history of ensuring competent, constitutionally sufficient legal representation to all of its indigent resident defendants, and in anticipation of the approval of these more stringent MIDC standards, it is recommended that the Board, regardless of potential State funding:**

- **With the affirmative recommendation of the County Executive, following a public hearing as required by MCL 45.564(a), reorganize the Department of the Public Defender as follows:**
- **Revert the current Public Defender Office to two separate Departments, the Office of the Public Defender I and Office of Public Defender II.**

- Each Department will be staffed with one full time legal assistant and one existing Department attorney and one newly hired attorney (these attorney positions have already been approved by the Board). The current Probate attorney (Jan Miner) will also be housed in one of these Departments at the County Executive’s discretion.
- Increase one part-time legal secretary currently employed in the Public Defender Department to full time (from TS07 to TU07), to be assigned to the Public Defender II Office (the current full time legal secretary will remain in the Office of the Public Defender I);
- Approve a written agreement between the current pilot project contract vendor and the County to effectively terminate the existing pilot project agreement and transition the representation of all indigent criminal defendants currently covered under the month-to-month extension of the contract to the two Divisions’ attorneys in a manner ensured not to disrupt or deprive the indigent clients of their constitutional right to an adequate criminal defense.
- Promote one attorney to Department Head of Public Defender Office II (from PN10 to PN11)

**WHEREAS,** These two separate departments are necessary to avoid potential conflicts of interest which result in referrals to outside attorneys and increased expense to the County; and

**WHEREAS,** The total cost of the additional or reclassified employees is dependent on several factors. First, the annual savings as a result of discontinuation of the pilot program contract will be \$156,000 after representation of indigent defendants under that contract is completely phased out. It is safe to assume, however, that it will take a minimum of 3-4 months to completely phase out the contract. In addition, it is the County Executive’s intent to request reimbursement from the State, as allowed by the MIDC Act, as soon as grants are funded for reimbursement of the additional funds necessary to reorganize the Departments with the preferred (but not guaranteed) end result of no costs incurred by the County, assuming the State complies with the MIDC funding mandates. The cost of such a restructuring is set forth below:

Move one PN10 attorney to Department Head  
(PN10: \$59,425.60 - \$72,155.20 to PN11: \$65,977.60)

Increase part time legal secretary to full time, from TS07 to  
TU07, \$10,056 before fringe \$26,541

Estimated Building renovations to accommodate additional office:  
(one time cost) \$20,000

**RESOLVED:** That the Bay County Board of Commissioners approves the above-noted reorganization of Department of the Public Defender with the concurrence of the County Executive and following a public hearing; approves budget adjustments necessary to increase one part time secretary to full time; authorizes one time capital improvement in an amount not to exceed \$20,000; approves creation of one additional Department Head for the Office of Public Defender II and approves discontinuance of pilot program contract to be phased out in a responsible manner; authorizes Board Chair to sign all necessary documents; and approves any necessary budget adjustments.

**MICHAEL E. LUTZ, CHAIR  
AND COMMITTEE**

**County Executive - Reorganization and Consolidation of Responsibility of Department of Public Defender and Corporation Counsel**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
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DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_