

# BAY COUNTY BOARD OF COMMISSIONERS

## A G E N D A

TUESDAY, NOVEMBER 1, 2016

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

**I CALL TO ORDER (CHAIRMAN KRYGIER)**

**II ROLL CALL**

**III INVOCATION**

**IV PLEDGE OF ALLEGIANCE**

162-195

**V MINUTES (9/13/16; 9/20/16; 10/11/16; 10/18/16)**

**VI CITIZEN INPUT**

**VII PETITIONS AND COMMUNICATIONS**

- |       |   |
|-------|---|
| 1     | A. William L. Powell - Resignation from Bay-Arenac Behavioral Health Board <b>(Receive)</b> [Note: Mr. Powell's term expires 3/31/18. This vacancy will be announced on BCTV and in the County Executive's Newsletter.] |
| 2-3   | B. John T. Andrus - Request for Appointment to Bay-Arenac Behavioral Health Board <b>(Receive)</b>  |
| 4-9   | C. Tom Starkweather - Request for Reappointment to Department of Health and Human Services Board <b>(Receive)</b>   |
| 10-17 | D. Probate Court Administrator - Child Care Fund Case Review <b>(Receive)</b>   |

## VIII

## REPORTS/RESOLUTIONS OF COMMITTEES

### A. WAYS AND MEANS (KIM J. COONAN, CHAIR; DONALD J. TILLEY, VICE CHAIR)

- |       |     |  |
|-------|-----|--|
| 18-19 | 1.  | No. 2016-259 - Polish Legion of American Veterans U.S.A. 2017 Biannual Convention - \$2,500 (Veterans)                           |
| 20-22 | 2.  | No. 2016-260 - Youth Alcohol Grant - Renewal FTY2017 (Sheriff)   |
| 23-24 | 3.  | No. 2016-261 - Campaign Finance US Software Maintenance (County Clerk)   |
| 25-27 | 4.  | No. 2016-262 - Correction to 2016 Assessment Roll for the Kolb Drain (Drain Commissioner)  |
| 28-29 | 5.  | No. 2016-263 - Appropriation for Coverage During Maternity Leave of Recreation and Facilities Director (Recreation & Facilities) |
| 30-32 | 6.  | No. 2016-264 - 2017 Remonumentation Grant/Related Documents and Resulting Contracts (Drain Office - Remonumentation Program)     |
| 33-39 | 7.  | No. 2016-265 - Saginaw Bay Reef Restoration Grant (Environmental Affairs & Community Development)                                |
| 40-41 | 8.  | No.2016-266 - Enbridge Safety Community Grant Program (9-1-1 Central Dispatch)   |
| 42-43 | 9.  | No. 2016-267 - Amendment # 1 to CPBC Agreement (Health Dept.)  |
| 44-45 | 10. | No. 2016-268 - Memorandum of Agreement for PATH Diabetes Program (Division on Aging)   |
| 46-47 | 11. | No. 2016-269 - Memorandum of Agreement for the Matter of Balance Program (Division on Aging)                                     |
| 48-49 | 12. | No. 2016-270 - EHIM Cares Program (Personnel Dept.)  |
| 50-57 | 13. | No. 2016-271 - Medicare Advantage Plan (Personnel Dept.)   |
| 58-59 | 14. | No. 2016-272 - Employees' Health Care Contribution Rates (Personnel Dept.)   |
| 60-61 | 15. | No. 2016-273 - Waiver of Employee Cost to Wellness Center - 1/1/16 to 12/31/19 (Personnel Dept.)                                 |
| 62-63 | 16. | No. 2016-274 - RFP for Excess Workers' Compensation Policy (Personnel Dept.)   |

- |         |     |   |
|---------|-----|---|
| 64      | 17. | No. 2016-275 - Payables: General; Center Ridge Arms (Finance Dept.)   |
| 65-71   | 18. | No. 2016-276 - Budget Adjustments (Various) (Finance Dept.)   |
| 72-75   | 19. | No. 2016-277 - Grant Processing Policy (Finance Dept.)  |
| 76-88   | 20. | No. 2016-278 - Travel Policy (Finance Dept.) [NOTE: Synopsis of changes to Travel Policy on pages 87-88.]                     |
| 89-141  | 21. | No. 2016-279 - Purchasing Policy (Finance Dept.) [NOTE: Synopsis of changes to Purchasing Policy on pages 136-141.]           |
|         | 22. | Items to be Received:   |
| 142-147 | a.  | Personnel Department - Tuition Reimbursement Information for Evan Griffiths (District Court) and Britney Reed (Probate Court) |
| 148-151 | b.  | Buildings and Grounds - Painting Project Updates  |
| 152     | c.  | Finance Department - Analysis of General Fund Equity 2016   |
| 153     | d.  | Finance Department - Executive Directive #2007-11   |

**B. PERSONNEL/HUMAN SERVICES (MICHAEL E. LUTZ, CHAIR; DONALD J. TILLEY, VICE CHAIR)**

- |     |    |   |
|-----|----|---|
| 154 | 1. | No. 2016-280 - Lease Agreements for Group Homes (Recreation and Facilities)                             |
| 155 | 2. | No. 2016-281 - Michigan Centralized Birth Certification System (County Clerk)                           |
| 156 | 3. | No. 2016-282 - Contract with Sherry LaMere (Health Department)  |
| 157 | 4. | No. 2016-283 - Contract with eClinicalWorks LLC (Health Dept.)  |
| 158 | 5. | No. 2016-284 - Shelter Agreement for Community Center Use by Red Cross (Recreation and Facilities)      |
| 159 | 6. | No. 2016-285 - Vacancies: Mosquito Control; 9-1-1 Central Dispatch; Health Department (Personnel Dept.) |

**C. BOARD OF COMMISSIONERS (ERNIE KRYGIER, CHAIR, DONALD J. TILLEY, VICE CHAIR)**

- |         |    |  |
|---------|----|--|
| 160-161 | 1. | No. 2016-286 - Reports of County Executive |
|---------|----|--|

**IX REPORTS OF COUNTY OFFICIALS/DEPARTMENTS**

A. County Executive

**X UNFINISHED BUSINESS**

**XI NEW BUSINESS**

**XII MISCELLANEOUS**

**XIII ANNOUNCEMENTS**

A. 2016 Appointments:

I. NOVEMBER:

- a. Department of Health and Human Services Board of Directors (One 3 year term - Thomas L. Starkweather)
- b. Bay County Building Authority (One unexpired 6 year term (Chris Hennessy); term expires 11/30/2019)

2. DECEMBER: Division on Aging Advisory Committee (Four 2 year terms; districts 2, 4, 6 and at-large)

**B. Public Hearing on the 2017 Bay County Proposed Budget is scheduled for Tuesday, November 15, 2016 at 4:00 p.m.**

**XIV CLOSED SESSION (If requested)**

**XV RECESS/ADJOURNMENT**



**BAY ARENAC**  
**BEHAVIORAL HEALTH**

**Chief Executive Officer**  
Christopher Pinter

**Board of Directors**  
William L. Powell, Chairman  
Richard Byrne, Vice-Chairman  
James Anderson, Secretary  
Robert Pawlak, Treasurer  
Richard Gromaski  
Ernie Krygier  
Robert Luce  
Colleen Maillette  
Teresa Marta  
Patrick McFarland  
Thomas Ryder  
Thomas Starkweather

**Board Administration**  
Behavioral Health Center  
201 Mulholland  
Bay City, MI 48708  
800-448-5498 Access Center  
989-895-2300 Business

Arenac Center  
PO Box 1188  
1000 W. Cedar  
Standish, MI 48658

North Bay  
1961 E. Parish Road  
Kawkawlin, MI 48631

William B. Cammin Clinic  
1010 N. Madison  
Bay City, MI 48708

Wirt Building  
909 Washington Ave.  
Bay City, MI 48708

October 21, 2016

Mr. Ernie Krygier, Chairman  
Bay County Board of Commissioners  
515 Center Avenue, Suite 405  
Bay City, MI 48708

Dear Chairman Krygier:

Please accept this letter as my resignation from the Bay Arenac Behavioral Health Authority (BABH) Board of Directors, effective immediately. It is not possible for me to continue the necessary responsibilities to serve on the BABH Board due to my declining health.

It has been a pleasure to serve as a Board member for the last 25 years, including the Office of Chairman of the Board for 20 of those years. I'm fortunate to have been able to continue many of the relationships originally established from when I also had the pleasure to serve as a County Commissioner many years ago. I have appreciated the support of my colleagues at both Bay County and the BABH Board during my tenure.

I wish Bay County and the BABH Board of Directors all the best in continuing to ensure that all residents living with mental illness, substance abuse disorders, and developmental disabilities receive the supports necessary to live the best quality of life possible.

Sincerely,

William Powell  
Board Chair

cc: Richard Byrne, Vice Chairman

# Bay County Board of Commissioners

## County of Bay Application for Appointment to Bay-Arenac Behavioral Health Authority (BABHA)

Name: JOHN T. ANDRUS  
Address: 1788 IRONWOOD DR., ESSEXVILLE, MI. 48732  
Phone: 989-316-1130  
Email: Jtand7@SBCGLOBAL.NET  
Occupation: RETIRED  
Employer: \_\_\_\_\_  
Are you a resident of Bay County: YES

Please list your interests and qualifications for the BABHA Board:

- (1) SON - BY POLAR
- (1) DAUGHTER WITH CEREBAL PALSEY
- (1) GRAND DAUGHTER WITH DOWNS SYNDROME
- GRADUATE OF DELTA COLLEGE
- JOURNEYMAN TOOL & DIEMAKER
- LEADERSHIP TRAINING THRU UNIVERSITY ASSOCIATES

List any other information you feel would be pertinent in assisting the County Board of Commissioners in their selection:

- DESIRE TO HAVE BABHA BETTER SERVE THE COMMUNITY
- MEMBER OF BAY METRO TRANSIT AUTHORITY BOARD OF DIRECTORS (9) YEARS

Date Submitted: 5/24/2016

Bay-Arenac Behavioral Health Authority (BABHA)  
Board Member Application Questionnaire

According to the Mental Health Code (1995, PA 290 MCL 330.1222) certain requirements and limitations are imposed on the composition of the community mental health board membership. Please respond to the following questions:

- | YES   | NO            |  |
|---|---------------|--|
| <u>X</u>  | <u>      </u> | 1) I am 18 years of age or older (must be 18+)   |
| <u>      </u>   | <u>X</u>      | 2) I am a county commissioner (limit of 4 commissioners)   |
| <u>      </u>   | <u>X</u>      | 3) I am a state, county or local public official (limit of 6 officials serving in an elected or appointed public office or employed more than 20 hours/week by an agency of federal, state, city or local government)  |
| <u>X</u>  | <u>      </u> | 4) I live in Bay County (must have primary residence in Bay County)  |
| <u>      </u>   | <u>X</u>      | 5) I am employed by the Michigan Department of Community Health  |
| <u>      </u>   | <u>X</u>      | 6) I am employed by BABHA  |
| <u>      </u>   | <u>X</u>      | 7) I am a party to a contract with community mental health or administering or benefitting financially from a contract with BABHA  |
| <u>      </u>   | <u>X</u>      | 8) I serve in a policy-making position with an agency under contract with BABHA  |
| (If you checked yes to 5, 6, 7 or 8 you cannot be appointed to the BABHA Board) |               |  |
| <u>      </u>   | <u>X</u>      | 9) I am/have been a primary consumer of mental health services. (primary consumer means an individual who has received or is receiving service from the Department of Community Health or a community mental health services program or services from the private sector equivalent to those offered by the Department of Community Health or community mental health services program. This means just about any mental health service you have ever received in your entire lifetime). |
| <u>      </u>   | <u>X</u>      | 10) I am/have been a family member of a primary consumer (Family member means parent, step-parent, spouse, sibling, child or grandparent of a primary consumer or an individual upon whom a primary consumer is dependent for at least 50% of his or her financial support. Same service and timeframe criteria as primary consumer).  |

For items 9 and 10, 1/3 of the BABHA Board (4 members) must be primary consumers or family members and of that 1/3 at least 1/2 (2 members) shall be primary consumers.

- |               |          |   |
|---------------|----------|---|
| <u>      </u> | <u>X</u> | 11) I can be identified as a primary consumer and hereby grant permission to the BABHA Board to identify me as such when asked to do so. I waive only those rights under the Mental Health Code that are necessary to make this identification. |
|---------------|----------|---|

<i>John F. Andrus</i>	5/24/2016
Signature	Date
This release/waiver can be revoked at any time.	

- |          |               |   |
|----------|---------------|---|
| <u>X</u> | <u>      </u> | 12) I can be identified as a family member of a primary consumer and hereby grant permission to BABHA to identify me as such when asked to do so. |
|----------|---------------|---|

<i>John F. Andrus</i>	5/24/2016
Signature	Date
This release/waiver can be revoked at any time.	

# BAY COUNTY BOARD OF COMMISSIONERS

515 CENTER AVENUE, SUITE 405, BAY CITY, MICHIGAN 48708-5125

(989) 895-4120 FAX (989) 895-4226 TDD (989) 895-4049

e-mail address: [bergerd@baycounty.net](mailto:bergerd@baycounty.net)

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



## COUNTY OF BAY

### APPLICATION FOR APPOINTMENT TO:

DHHS

ERNIE KRYGIER  
CHAIRMAN  
2<sup>ND</sup> DISTRICT

DONALD J. TILLEY  
VICE CHAIRMAN  
6<sup>TH</sup> DISTRICT

MICHAEL J. DURANCZYK  
SERGEANT AT ARMS  
1<sup>ST</sup> DISTRICT

VAUGHN J. BEGICK  
3<sup>RD</sup> DISTRICT

KIM J. COONAN  
4<sup>TH</sup> DISTRICT

THOMAS M. HEREK  
5<sup>TH</sup> DISTRICT

MICHAEL E. LUTZ  
7<sup>TH</sup> DISTRICT

ROBERT J. REDMOND  
FINANCIAL ANALYST  
(989) 895-4125  
[redmondr@baycounty.net](mailto:redmondr@baycounty.net)

DEANNE C. BERGER  
BOARD COORDINATOR  
(989) 895-4121  
[bergerd@baycounty.net](mailto:bergerd@baycounty.net)

Name THOMAS L. STARKWEATHER Date 10/25/16

Address 1113 MCKINLEY AVE

BAY CITY, MI 48708

Home Phone 989-892-4463 Business Phone SAME

E-mail Address: TOM@AREA-APPRAISERS.COM

Occupation CERTIFIED REAL ESTATE APPRAISER & BROKER

Employer SELF

Are you a resident of Bay County? YES - 25 YEARS

List your interests and qualifications for the above Board or Commission\*

B.S. UNIVERSITY OF CONNECTICUT 1968

MAJORS: REAL ESTATE, FINANCE

MINORS: URBAN ECONOMICS, BUSINESS LAW

List any other information you feel would be pertinent in assisting the County Board of Commissioners in their selection\*

INITIAL APPOINTMENT TO DHHS 5/9/2000

REAPPOINTED 10/9/2001

CHAIRMAN BCMCF

TRUSTEE BLE PENSION & VEBA BOARD

List membership on any other civic boards and/or committees\*

SEE ATTACHED

\*Feel free to attach additional information you feel pertinent.

Please return this form to:

Bay County Board of Commissioners  
Fourth Floor  
Bay County Building  
515 Center Avenue  
Bay City, MI 48708 or  
FAX to: 989-895-4226 or  
e-mail to: [bergerd@baycounty.net](mailto:bergerd@baycounty.net)

**THOMAS L. STARKWEATHER**  
**AMERICAN REAL ESTATE ADVISORS**  
1113 McKinley Avenue Bay City, Michigan 48708-6571  
Phone (989) 892-4463 [www.Area-Appraisers.com](http://www.Area-Appraisers.com)  
Email [tom@area-appraisers.com](mailto:tom@area-appraisers.com)

**SUMMARY:**

Over 50 years Commercial Real Estate Experience including Appraisal, Brokerage, Mortgage Banking, Underwriting and Consultation.

**ACCOMPLISHMENTS:**

**AMERICAN REAL ESTATE ADVISORS (A.R.E.A.) 1986-PRESENT**

A sole proprietorship, located in Bay City, MI. providing advisory services in the areas of real property and business, including development, appraisal, consultation, feasibility and underwriting. Clients include both large and small financial institutions, corporations and individuals. A.R.E.A.'s network of associated professionals in development and lending has been established over more than 20 years experience and is truly national, from coast to coast, in scope.

**AMERICAN DIVERSIFIED SAVING BANK 1984-1986**

**SENIOR VICE PRESIDENT IN CHARGE OF MORTGAGE OPERATIONS (FHLBB)**

**CHAIRMAN OF CREDIT POLICY COMMITTEE (FHLBB)**

Joined this ailing Savings and Loan in Costa Mesa, CA to restructure both its mortgage lending policies and operations. On February 14, 1985, after FSLIC take-over, I was retained (with both titles and positions) to continue these new and ethical policies during that period of reorganization. Under reorganization, new directorship was subsequently established by late 1986.

## **EDUCATION:**

### **University of Connecticut, B.S. 1968**

Majors in Real Estate and Finance

Minors in Economics and Urban Economics

Quinnipiac College

Major in Accounting

Columbia University

School of General Studies

Wayne State University

Graduate continuing education in computer sciences

### **American Institute of Real Estate Appraisers**

AIREA Course I, II, successfully challenged Course VI and completed Course IV

Completed Experience Requirements for MAI Designation in 1977

### **New York Life Insurance Company:**

Advanced Management Training

### **Life Insurance Executives Seminars-Rockford, IL**

### **Crocker National Bank:**

Advanced Management Training

## **REAL ESTATE AND WORK EXPERIENCE:**

Real Estate Broker and appraiser with over fifty years' experience as a commercial mortgage loan underwriter life insurance, commercial bank, savings and loan industries. Appointed as an executive officer under the FSLIC management by consignment program. Acting as a Real Estate Consultant for the past twenty five years.

## **AFFILIATIONS:**

American Guild of Appraisers, Guild 44, AFL-CIO

National Association of Review Appraisers and Mortgage Underwriters. (CRA, RMU)

American Bankers Association

Mortgage Bankers Association

California Mortgage Bankers Association

Southern California Mortgage Bankers Association

National Association of Home Builders

Urban Land Institute-Finance Committee

## **CROCKER MORTGAGE COMPANY 1982-1984**

**EXECUTIVE VICE PRESIDENT – CROCKER MORTGAGE  
COMPANY - LOS ANGELES  
VICE PRESIDENT - CROCKER NATIONAL BANK  
SENIOR CREDIT OFFICER - CROCKER NATIONAL BANK**

Underwrote and negotiated a \$65,000,000 joint venture on behalf of Crocker National Bank which resulted in a 50% return on equity and a \$52,000,000 construction loan with a \$1,250,000 fee for the bank and a \$350,000 fee for the mortgage company. All fees and profits were booked and the loan was paid in full.

Designed and participated in Crocker National Bank's Real Estate Committee which reviewed all bank real estate investments, resulting in a direct reduction of non-performing loans.

Secured unique authorization from the Federal Reserve to allow Crocker to arrange equity financing which opened a new line of business generating over \$800,000 in new fee income.

Conceived and wrote initial servicing evaluation model which provided Crocker Mortgage Company the valuation to sell over \$700,000,000 of servicing providing a \$6,000,000 profit.

## **NEW YORK LIFE INSURANCE COMPANY 1968-1982**

**SECOND VICE PRESIDENT, REAL ESTATE MORTGAGE  
LOAN DEPARTMENT - NEW YORK HOME OFFICE  
ASSISTANT VICE PRESIDENT AND ASSISTANT CHIEF  
APPRAISER - NEW YORK HOME OFFICE  
REGIONAL APPRAISER – CHICAGO REGIONAL OFFICE  
SENIOR APPRAISER – DETROIT FIELD OFFICE**

Conceived and implemented the nations first conventionally backed single family pass-thru certificate for \$80,000,000. This concept is now accepted throughout the single family lending industry.

Introduced the program of bullet loan financing with capital from pension fund G.I.C. accounts. This now represents the bulk of life insurance lending.

Created a system-wide word processing network with a communication link nationally, thereby reducing loan processing time over 30%.  
Developed a profit center budget generating system reducing processing time from one month to five days, and providing management information on all business lines.

Implemented a processing fee schedule for Loan Administration Division which generated new income in excess of divisional operational costs.  
Participated in the design and initial sales of New York Life's Real Estate Separate Account designed for pension funds, resulting in generating \$25,000,000 of new real estate capital during the first year of sales.

Introduced the program of a domestic letter of credit as a replacement for liquidated damages on mortgage loan commitments. This is now a standard industry procedure.

Launched internal rate of return analysis (IRR) on equities and joint ventures at New York Life while holding position of acting Chief Appraiser, a position formerly held by L.W. (Pete) Ellwood. This methodology has been accepted as the industry standard.

Developed the theory and wrote the tables for mortgage loans with payments calculated in arrears and payable in advance.

**COMMITTEE ASSIGNMENTS:**

**NEW YORK LIFE INSURANCE COMPANY**

Real Estate and Mortgage Loan Committee  
Corporate Strategic Planning Committee  
Electronics Applications Committee

**CROCKER NATIONAL BANK**

Real Estate Industries Investment Committee  
Executive Committee of Crocker Mortgage Company

**AMERICAN DIVERSIFIED SAVINGS BANK**

(Appointed under FSLIC MCP Program)  
Chairman of Investment Committee  
Management Committee  
Executive Committee  
Finance Committee

**CONTINUING EDUCATION:**

As a result of State and professional licenses and designations I have attended and continue to attend over 20 hours of continuing education annually for the last 40 years.

**State Licenses:**

Michigan Real Estate Broker  
Michigan Brokers License #6501250515

Michigan Certified Appraiser Examination July 16, 1991  
Michigan Certified General Appraiser #1201001015

**Community Service:**

Past President Bay City Economic Development Commission  
Past President Bay City P.O.W.E.R. Fund  
Past Chairman Bay City Brownfield Re-Development Authority  
Past Vice Chairman Bay County Family Independence Agency  
Advisor to Bay County Building Authority  
Director Bay County Health and Human Service Board  
Director Bay County Retirement System  
Director Bay Arenac Behavioral Health  
Chairman of Audit Committee  
Chairman Bay County Medical Care Facility

## Child Care Fund Case Review

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The Bay County Probate Court had the opportunity to review institutional foster care placements for our most expensive youths. In our review we were unable to find any determinations on non IV-E cases that we could challenge. The common factor amongst all cases was the low income threshold to qualify for IV-E. Under the IV-E provisions the qualified income restricts a household from earning more than the former AFDC (Aid to Families Dependent Children) standard of 1996. Based on this standard, a child removed from a household below the poverty line will still fall short of qualifying for IV-E funds. Though some cases may not qualify under Title IV-E, the court believes that there are other cost saving measures that we can utilize to save child care fund dollars while maintaining a quality of care that is in the best interest of the child.

### Potential Cost Saving Measures

The Probate Court has notified the Department of Health and Human Services that they are not to utilize private foster care agencies for unlicensed foster care placements. In instances when it is absolutely necessary to utilize an agency, they should notify the Deputy Probate Court Administrator. When foster children are placed in unlicensed foster care placements through an agency and not DHHS, the court pays a \$36 a day administrative rate that would not otherwise be paid. In addition, the court receives no 50% reimbursement for the cost as the state will not extend payments for unlicensed foster care placements.

The Court Appointed Special Advocate Program (CASA) will better advocate our goals while maintaining the best interest of children. On cases where CASA workers are appointed, they review cases and make recommendations to the court. They also follow the cases through the foster care system. We have explained to CASA that institutional placement are always a last resort, unless in the best interest of the child. CASA workers should do everything within their means to advocate services when needed and help find creative solutions to challenges or problems that arise in a child's placement.

We would like to make greater use of our juvenile home on cases that would normally require juvenile institutional placement. This will be reviewed on a case by case basis. The reality is that some youths will require a higher level of institutional placement but some may be able to utilize expanded services in the juvenile home at no additional cost to the county.

These services include:

- Classroom instruction through the intermediate school district and coordination with the youth's home school district so they may obtain credit for work completed.
- Increased therapy and counseling by the Youth Services Counselor. The counselor will assess the youth and make a determination on the counseling plan, which could include family counseling with parents.
- Informational presentations and groups once a week by the Prevention Network and Women's Center.
- Youth are provided medical attention through an on staff nurse that will also administer medications prescribed to the youth, and obtain refills. The youth will also receive regular check-ups and medical attention as needed.
- Recreational activities are available. The youth have access to a basketball, library and a game room.

In all cases where social security funds are available we are capturing them. Our Office Manager is dedicated to this task, and has coordinated with DHHS to receive notifications when social security funds are available. We currently obtain approximately three-thousand dollars a month in social security payments.

Our Funding Specialist is going to continue to review IV-E determinations on new cases coming into the court. Eventually the specialist will also review cases that may be eligible for social security. In cases where social security may be possible, the specialist will request that DHHS apply.

It is our hope that these measures will save some child care fund cost. As a court we will strive to do everything within our power to be good stewards of child care fund dollars and continue to take cost saving measures when appropriate.

### Institutional Foster Care Placements Reviewed

Case

- R.M. failed 4E eligibility due to family income exceeded former AFDC standards possible SS; being investigated now
- D.R. failed 4E eligibility due to family income exceeded former AFDC standards \*18 on 10/3/16; file not closed; next review hearing 1/9/17\*captured \$1580/year SS
- T.C. failed 4E eligibility due to family income exceeded former AFDC standards \*case closed 9/19/16; returned to mother\* court captured SSI \$3789/year
- M.B. failed 4E eligibility due to family income exceeded former AFDC standards \*cased closed 6/20/16; turned 18 6/18/16; parents pd \$400 per month reimbursement
- N.B. failed 4E eligibility due to family income exceeded former AFDC standards
- S.B. failed 4E eligibility due to family income exceeded former AFDC standards \*adoption subsidy\*court in process of pursuing possibility of capturing this income
- J.S. failed 4E eligibility due to family income exceeded former AFDC standards
- S.S. failed 4E eligibility due to family income exceeded former AFDC standards \*court captured \$3712/year SS
- A.P. failed 4E eligibility due to family income exceeded former AFDC standards
- T.P. not placed by DHHS; DL case; Court ward residential placement \*parents assessed \$2 per day for reimbursement

\*\*court also investigating assessing cost of care to parent(s) in all N/A cases\*\*

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**TITLE IV-E**  
**AFDC STANDARD OF NEEDS CHART**  
**JULY 16, 1996**

- SHELTER AREA I: ALGER, BARAGA, GOGEBIC, HURON, IRON, KEWEENAW, LUCE, MECOSTA, MENOMINEE, PRESQUE ISLE, SCHOOLCRAFT
- SHELTER AREA II: ARENAC, CHIPPEWA, DELTA, HOUGHTON, IOSCO, LAKE, MANISTEE, OCEANA, ONTONAGON, OSCEOLA, OSCODA
- SHELTER AREA III: ALCONA, BENZIE, CHEBOYGAN, CRAWFORD, DICKINSON, GLADWIN, HILLSDALE, JACKSON, KALKASKA, MACKINAC, MASON, MISSAUKEE, MONTCALM, MUSKEGON, NEWAYGO, OGEMAW, SANILAC, WEXFORD
- SHELTER AREA IV: ALLEGAN, ALPENA, ANTRIM, BERRIEN, BRANCH, CALHOUN, CASS, CHARLEVOIX, CLARE, EMMET, GRATTIOT, IONIA, ISABELLA, MARQUETTE, MONTMORENCY, ROSCOMMON, ST. JOSEPH, SHIAWASSEE, TUSCOLA, WAYNE
- SHELTER AREA V: BARRY, BAY, CLINTON, EATON, GRAND TRAVERSE, KALAMAZOO, KENT, LAPEER, LEELANAU, LENAWEE, MIDLAND, OTSEGO, OTTAWA, SAGINAW, VAN BUREN
- SHELTER AREA VI: GENESEE, INGHAM, LIVINGSTON, MACOMB, MONROE, OAKLAND, ST. CLAIR, WASHTENAW

**ELIGIBLE GRANTEE LIVING ARRANGEMENT TABLE (FOR CHILDREN REMOVED FROM PARENT)**

Shelter Area	Group #1	Group #2	Group #3	Group #4	Group #5	Group #6	Group #7
I	N/A	\$410.00	\$509.00	\$634.00	\$749.00	\$909.00	\$1,000.00
II	N/A	\$416.00	\$521.00	\$646.00	\$761.00	\$921.00	\$1,012.00
III	N/A	\$428.00	\$533.00	\$658.00	\$773.00	\$933.00	\$1,024.00
IV	N/A	\$446.00	\$551.00	\$676.00	\$791.00	\$951.00	\$1,042.00
V	N/A	\$464.00	\$569.00	\$694.00	\$809.00	\$969.00	\$1,060.00
VI	N/A	\$482.00	\$587.00	\$712.00	\$827.00	\$987.00	\$1,078.00

Note: Add \$91.00 for each group number over seven

Bay County

**INELIGIBLE GRANTEE LIVING ARRANGEMENT TABLE (FOR CHILDREN REMOVED FROM RELATIVE)**

Shelter Area	Group #1	Group #2	Group #3	Group #4	Group #5	Group #6	Group #7
I	\$306.00	\$410.00	\$509.00	\$634.00	\$749.00	\$909.00	\$1,000.00
II	\$306.00	\$416.00	\$521.00	\$646.00	\$761.00	\$921.00	\$1,012.00
III, IV, V and VI	\$312.00	\$428.00	\$533.00	\$658.00	\$773.00	\$933.00	\$1,024.00

Note: Add \$91.00 for each group number over seven

\*NOTE: There is also a 185% determination of the eligible grantee needs standard. (For example a group of two living in Shelter Area I would be based against the income needs standard of: \$410. The income test completed at the 185% level of that income would be:  $410 * 1.85 = \$758.50$ ).

[Type text]

Revised 5-6-2011 Previous editions obsolete

[Type text]

## ELIGIBILITY REQUIREMENTS FOR TITLE IV-E FUNDING

### I. Citizenship:

The child must be an U.S. citizen or a qualified alien (US Citizen/Qualified Alien Status CFF 902). If child is not a U.S. citizen or qualified alien, s/he is NOT eligible for Title IV-E. No further (federal funding) determination is necessary (state/county funding still needs to be determined based on legal status).

A qualified alien is a person who is not an U.S. citizen but has been admitted to the U.S. for one of the following reasons:

- Lawfully admitted for permanent residence under the Immigration and Nationality Act (INA); or
- Granted asylum under section 208 of the INA; or
- A refugee who is admitted to the U.S. under section 207 of the INA; or
- Paroled into the U.S. under section 212(d)(5) of the INA for a period of at least 1 year; or
- An alien whose deportation is being withheld under section 241(b)(3) or 243(h) of the INA; or
- Granted conditional entry pursuant to section 203(a)(7) of the INA; or
- A Cuban/Haitian entrant.

Verification of citizenship or qualified alien status is required.

### II. Former ADC Program Eligibility:

The child must have been eligible for the former ADC program in the home from which s/he was removed (Former ADC Program Eligibility Requirements, CFF 902-2)

The former ADC program eligibility determination is completed for the month in which the court action that led to the child's removal occurred. A court action is defined as an order that removes the youth from his/her home.

If the child was not living with a 'qualifying' relative at the time of the court action, former ADC program eligibility is determined for the most recent relative's home in which s/he resided. This residence must have occurred within the immediate past six (6) months.

A Deprivation factor must be present:

- Continued absence of one parent from the parental home (examples are separation, divorce, or death).
- If the child was removed from a relative's home, continued absence of the parent(s) from that relative's home.
- Incapacity of a parent.
- Unemployment of a parent.

Eligibility for the Family Independence Program (FIP) is NOT used to determine former ADC program eligibility. The former ADC program eligibility requirements are based on the Title IV-A (TANF) State Plan that was in effect on July 16, 1996.

The family must have insufficient income and assets, below the former ADC program needs standard. The family asset limit is \$10,000.

### III. Court Jurisdiction:

Court jurisdiction must have been established under the Michigan Juvenile Code. If jurisdiction was established under the Criminal Code, there is no Title IV-E eligibility. (Legal Jurisdiction, CPE 902-2).

### IV. Judicial Determination:

In order for a child to be Title IV-E eligible the court order must contain documentation of the evidence used by the court to make the judicial findings. Court orders may contain checkbooks for the finding, but the determinations:

- Must be explicit and made on a case by case basis.
- If a worker's testimony is used to support the judicial findings, the court must either list the evidence used within the court order or attach a copy of the transcript to the court order. The entire transcript does not need to be attached to the court order.
- The court order may not reference state law for these determinations.
- The judicial determination of "contrary to the welfare" and "reasonable efforts to prevent removal" must be made for each placement episode. NOTE: A placement episode begins when a child moves from an own-home living arrangement (01- own home; 03- legal guardian; 22- out-of state parent) to an out-of-home living arrangement or when a case is opened with the living arrangement noted as out-of home. The placement episode ends when the child is returned home, this includes placing the child in the home of the non-custodial parent, placing with a guardian, or when the case is discharged.

#### A. Contrary to the Child's Welfare - There must be a judicial determination that continuation in his/her home would be contrary to his/her welfare.

For children removed after 03/27/2000, the finding must be included in the first court order (including emergency removal orders also) removing the child from his/her home. Verbal orders are not acceptable.

This inclusion cannot be by reference to MCL 722A.1. It must be explicit and case specific.

The child is ineligible for title IV-E funding for this current placement episode if the finding is not made in the first order for each placement episode.

A subsequent order (e.g. a name pro tunc order) amending the original order, or an amended order cannot be used to establish compliance with this requirement.

Judicial Determinations continued on next page.

B. Reasonable Efforts to Prevent Removal - There must be a judicial determination that reasonable efforts were made to prevent removal from the home. The Family Division of the Circuit Court must make the finding at a court hearing within 60 days of the child's removal from his/her home (for any child removed after 03/27/00). NOTE: Title IV-E eligibility does NOT begin until this determination is obtained. Once this judicial determination has been obtained (within the 60-day time frame) title IV-E eligibility begins (provided all other eligibility requirements have been met) on the first day of the month the determination was made or at placement, whichever date is the later.

The order must be case specific and not merely reference a state law for these determinations.

A child is ineligible for title IV-E funding if there is no judicial determination of reasonable efforts within 60 days of the removal or if the court determines a finding that reasonable efforts were not provided.

C. Reasonable Efforts Not Required - The court can make a finding that not making efforts is reasonable. The judicial determination that reasonable efforts are not required to prevent removal is made when the court determines that one or more of the following circumstances exists:

1. A court of competent jurisdiction has determined that the parent has been convicted of:
  - Murder of another child of the parent
  - Voluntary manslaughter of another child of the parent
  - Aiding or abetting, attempting conspiring, or soliciting to commit such a murder, voluntary manslaughter
  - Felony assault that results in serious bodily harm to the child or another child of the parent
2. The parental rights of the parent with respect to a sibling have been terminated involuntarily.
3. A court of competent jurisdiction has determined that the parent has subjected the child or a sibling of the child and per Michigan Law the abuse must include one or more of the following aggravated circumstances [MCL 722.638 (1) (a)]:
  - Abandonment of a young child
  - Criminal sexual conduct involving penetration attempted penetration or assault with intent to penetrate
  - Battering, torture, or other severe physical abuse
  - Loss or serious impairment of an organ or limb
  - Life threatening injury
  - Murder or attempted murder

Judicial Determinations continued on next page.

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D. Reasonable Efforts to Finalize a Permanency Plan - There must be a judicial determination that reasonable efforts are being made to finalize the permanency plan. This judicial determination is required at least every 12 months from the date of removal and every 12 months thereafter.

The Family Division of the Circuit Court must make the finding for every child under its jurisdiction at least once every 12 months. This includes children whose parents' rights have been terminated and children in adoptive placements if the adoption is not confirmed.

The determination must be made at a court hearing and is to be based upon the permanency plan identified in the USP or court report. Acceptable Permanency Plans are:

- Reunification (return home)
- Adoption
- Legal guardianship
- Placement with a fit and willing relative
- Placement in another planned permanent living arrangement- If it is concluded, after considering reunification, adoption, legal guardianship, or permanent placement with a fit and willing relative, that the most appropriate permanency plan for a child is placement in another planned permanent living arrangement, the worker must document to the court the compelling reason for the alternate plan. Two other acceptable permanency plans within this goal are:
  - 1) Permanent Foster Family Agreement
  - 2) Emancipation by age 19

Lack of this finding or a finding that reasonable efforts were not provided terminates Title IV-E eligibility until a subsequent order is issued stating that reasonable efforts are being provided to finalize the permanency plan. The effective date for reinstatement of title IV-E eligibility is the first day of the month in which the court order containing the judicial finding has been received, by DHS.

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V. FIA Responsible for Placement & Care:

The child's placement and care must be the responsibility of the State agency responsible for the Title IV-E Child Welfare Services Program (Legal Jurisdiction, CFF 902-2).

In Michigan, this is the Department of Human Services (DHS).

Court orders do not have to contain the exact words "placement and care", substitute wording such as "care and supervision", "placement and supervision", "committed to DHS under Act 220 (or Act 296)", or "placed in foster care or with a suitable relative" may be used without affecting Title IV-E funding eligibility.

Orders that specify particular placements or dual/co-supervision by DHS and another public or private entity restrict the Agency's responsibility for placement and care decisions. If the court orders dual supervision by DHS and the court, the youth is not IV-E eligible.

The court order cannot order a specific placement for the juvenile. Court orders that provide an alternative such as the phrase, "suitable placement" does not specify placement or type of placement. Court orders that contain wording such as "low secure" or "residential care" do specify placement type since they preclude the use of family foster homes. Court orders may contain a recommendation for placement without affecting Title IV-E eligibility.

If there is a dispute among the parties regarding placement of a child, the court has the authority to make a ruling regarding a child's placement without affecting Title IV-E eligibility (refer to Specification in Court Orders 902-2). If there is no dispute and the court order specifies the out of home placement or the level of restrictiveness (security) of the placement or orders supervision by the Department and any other entity IV-E eligibility does not exist for the child.

**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (11/1/16)**

**WHEREAS, The Polish Legion of America Veterans Department of Michigan, a fraternal veteran organization Congressionally Chartered in 1984 to support veteran financial and medical needs in the State of Michigan, will be holding its 2017 Biannual Convention in Bay City, Michigan which will include election of State Department officers for the next two years, update of by-laws and procedures and approval of the annual budget for the organization; and**

**WHEREAS, The Polish Legion of America Veterans Department of Michigan 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 Polish Legion of America Veterans Department of Michigan for their Biannual 2017 Convention to be held at the Courtyard Marriot August 24, 2017 to August 27, 2017.**

**KIM COONAN, CHAIR**

**AND COMMITTEE**

**Veterans Conventions Appropriation - Polish Legion of America Veterans Department of Michigan**

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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*Polish Legion of American Veterans U.S.A.*

*Congressionally Chartered — 1984*

*Department of Michigan*



October 22, 2016

Bay County Board of Commissioners  
515 Center Avenue  
Bay City, MI 48708

Dear Commissioners:

The Polish Legion of America Veterans Department of Michigan will be holding its 2017 Biannual Convention in Bay City, Michigan. The organization is applying for the \$2,500 convention incentive for hosting its convention in Bay County, Michigan.

Listed below are details for the convention.

Organization:

Polish Legion of American Veterans Department of Michigan

Location:

Courtyard Marriot, 2 East Main Street, Bay City, Michigan 48708

Dates for convention:

August 24, 2017 to August 27, 2017

Purpose:

Host its biannual convention for the Polish Legion of American Veterans Department of Michigan, a fraternal veteran organization Congressionally Chartered in 1984 to support veteran financial and medical needs in the State of Michigan.

The convention includes election of State Department officers for the next two years, update bi-laws and procedures and approve the annual budget for the organization.

Please consider and grant our organization for the \$2,500 incentive.

All correspondence should be mailed to: Polish Legion of America Veterans Department of Michigan, Virgil Wiechec, 121 N. Jones Road, Bay City, MI 48708, telephone number 989-893-2941.

Respectfully submitted:

*Virgil R. Wiechec*

Virgil R. Wiechec

Department of Michigan Treasurer

**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (11/1/16)**

**WHEREAS, For many years the Bay County Sheriffs office has participated in the Youth Alcohol Grant program and the Department is again eligible for the program; and**

**WHEREAS, This grant seeks to improve communication among agencies, schools, prosecutors and the community and to develop a heightened awareness of underage drinking making agencies more efficient and effectively better to coordinate enforcement of the underage drinking laws; and**

**WHEREAS, The amount of the Grant is \$10,000.00 and there is no additional cost to Bay County for this grant. There is a new goal from last year - the goal states that you will liquidate at least 85% of your grant funds; Therefore, Be It**

**RESOLVED That the Chairman of the Board is authorized to execute, and submit electronically (if required), the Youth Alcohol Grant application and required 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 Dept - Youth Alcohol Grant FTY17**

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 \_\_\_\_\_

-20-

**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*

DATE: October 13, 2016

REF: Youth Alcohol Grant – Renewal FTY17

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 \$10,000.00 and there is no additional cost to Bay County for this grant. There is a new goal from last year – the goal states that you will liquidate at least 85% of your grant funds.

Recommendations: Request the Committee's approval, authorization(s) and signature(s) to proceed with the Youth Alcohol Grant renewal and upon approval to make necessary budget adjustments.

CC: Undersheriff Troy Cunningham  
Sergeant Mike Shore  
Jan Histed, Finance Director  
Kim Priessnitz, Assistant Finance Officer (10100-31904)  
Deanne Berger, BOC  
File Copy

Is/W&M.YouthAlcoholGrantApp-17

Phone: (989) 895-4050

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

-21-  
Fax: (989) 895-4058



**FW: FY17 UAD enf grant -**

Mike Shore

**Sent:** Wednesday, October 12, 2016 4:07 PM  
**To:** L.S. Sayen  
**Attachments:** UAD grant shell without M~1.docx (42 KB)

RECEIVED

OCT 12 2016

BAY COUNTY  
SHERIFF'S OFFICE

---

**From:** Perukel, Dianne (MSP) [PerukelD@michigan.gov]  
**Sent:** Tuesday, August 16, 2016 14:44  
**To:** Mike Shore  
**Subject:** FY17 UAD enf grant -

Hi Mike,

The Bay County Sheriff's Office has been approved for \$10,000 in underage drinking enforcement grant funds for FY17. Attached is the approved grant shell, minus the MAGIC+ instructions.

Please note: there is a new goal from last year – the goal states that you will liquidate at least 85% of your grant funds. If you think that you won't be able to spend that, please adjust your grant award amount NOW rather than doing a grant revision later.

If you would like the grant to start on October 1, please submit in MAGIC+ by Thursday, September 1. If not, please submit by September 15.

If you have questions on the grant, please contact me. If you have questions with MAGIC+, please contact Susan Bishop at 517-284-3059.

Thanks,  
Dianne Pérukel  
Office of Highway Safety Planning  
Michigan State Police  
Ph: 517-284-3111  
Fax: 517-284-3338  
[perukelD@michigan.gov](mailto:perukelD@michigan.gov)

**PHYSICAL ADDRESS**  
7150 Harris Drive  
Dimondale, MI 48821

**MAILING ADDRESS**  
P.O. Box 30634  
Lansing, MI 48909

*"A PROUD tradition of SERVICE through EXCELLENCE, INTEGRITY, and COURTESY"*

-22-

**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (11/1/16)**

**WHEREAS, On November 17, 2015, the Bay County Board of Commissioners approved resolution 2015-258 authorizing a contract with Campaign Finance USA for the installation of a computer campaign finance reporting system in the Bay County Clerk's Office at a cost not to exceed \$5,000, monies taken from the 2015 Clerk's Election computer software line item; and**

**WHEREAS, An annual maintenance expense of \$3,000 was approved as well but was subject to annual review by the Board of Commissioners and is dependent on levels of election funding remaining in future budgets; and**

**WHEREAS, The Bay County Clerk is requesting that the Board of Commissioners appropriate \$3,000 in the Clerk's 2017 budget to cover the maintenance expense for this election related service; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners appropriates \$3,000 in the 2017 Bay County Clerk's budget to cover annual maintenance fees associated with the Campaign Finance USA software package; Be It Further**

**RESOLVED That the Chairman of the Board is authorized to execute document, if any required, on behalf of Bay County following legal review/approval.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**County Clerk - Campaign Finance USA Annual Maintenance Expense**

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 \_\_\_\_\_



Courthouse Erected A.D. 1932

*Cynthia A. Luczak*  
*Bay County Clerk*

515 Center Ave., Suite 101  
Bay City, MI 48708-5941  
Phone (989) 895-4280  
Fax (989) 895-4284  
TDD (989) 895-4049

September 29, 2016

Ways & Means Committee  
Full Board of Commissioners  
515 Center Avenue  
Bay City, MI 48708

Dear Committee Chair/Board:

RE: Campaign Finance US Software Maintenance for County Clerk Office *CL*

**Request:** Funding of the Campaign Finance US Software Maintenance package 2017

**Background:** Resolution 2015-258 approved by the Board on 11/3/2016 specified the annual \$3,000 maintenance expense is subject to Board request and dependent upon levels of election funding remaining in future budgets.

**Finance:** Funds to be allocated within the 2017 Clerk budget as payment will be due January 2017 for said expense for this election related service.

**Recommend:** Approval of funding in the amount of \$3,000 for the annual maintenance fees associated with the Campaign Finance US software package in the Clerk 2017 budget.

BAY COUNTY BOARD OF COMMISSIONERS

NOVEMBER 1, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (11/1/16)

WHEREAS, During the preparation of the assessment roll for the Kolb Drain, an error was discovered after it was submitted to the Township and Board of Commissioners; and

WHEREAS, Pursuant to Section 290.273 of Act 40 of 1956, as amended, that being the Michigan Drain Code, any such error is to be reported to the County Board of Commissioners with a request that the Board shall order the same corrected including any penalties or interest; and

WHEREAS, In this particular case, two parcels were not included in the sum total and there was some rounding issues; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby orders correction, to include any penalties or interest, to the 2016 assessment roll for the Kolb Drain.

KIM COONAN, CHAIR AND COMMITTEE

Drain Commissioner - Correction to 2016 Assessment Roll for the Kolb Drain

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

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

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include names like MICHAEL J. DURANCZYK, KIM J. COONAN, ERNIE KRYGIER, THOMAS M. HEREK, VAUGHN J. BEGICK, DONALD J. TILLEY, and MICHAEL E. LUTZ.

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

# BAY COUNTY DRAIN COMMISSIONER

JOSEPH RIVET  
rivetj@baycounty.net

515 CENTER AVENUE, SUITE 601  
BAY CITY, MICHIGAN 48708-5127  
drainoffice@baycounty.net

PHONE (989) 895-4290  
FAX (989) 895-4292  
TDD (989) 895-4049  
(HEARING IMPAIRED)

October 26, 2017

Ernie Krygier, Chair  
Bay County Board of Commissioner  
515 Center Ave  
Bay City MI 48708

Dear Mr. Krygier:

During the preparation of the assessment roll for the Kolb Drain, an error was discovered after it was submitted to the Township and Board of Commissioners..

Per Section 280.273 of Act 40 of 1956 as amended, that being the Michigan Drain Code, any such error is to be reported to the County Board of Commissioners and request that the Board shall order the same corrected including any penalties or interest. In this particular case, two parcels were not included in the sum total and there was also some rounding issues.

Therefore, please consider this my formal request to place this item on the Board's agenda to correct the assessment error.

Any questions you may have, please do not hesitate to contact this office.

Sincerely,



Joseph Rivet  
Bay County Drain Commissioner.

Cc Deanne Berger, Board Coordinator

**REVISED  
DRAIN SPECIAL ASSESSMENT ROLL**

**KOLB DRAIN OPERATION AND MAINTENANCE**

Monitor Township(s), County of Bay, State of Michigan

YEAR 1 OF 1

Municipality	Percent	Assessment	Totals
County of Bay @ Large Total Assessment	8	\$96.00	<u>\$96.00</u>
Monitor Township @ Large Monitor Township Local Total Assessment	10 82	\$120.00 <u>\$984.00</u>	<u>\$1,104.00</u>
Total to be collected in 2016			<u>\$1,200.00</u>

I hereby certify that the above and foregoing is the "Special Assessment Roll" for the Kolb Drain Drainage District for the Township(s) of Monitor, County of Bay, State of Michigan, and that I have entered therein a correct description of all tracts, parcels, and subdivisions of land benefited by said drain as provide by law, and that I have placed opposite each description the amount of the percent theretofore determined by me, also the amount of the percent apportioned by said Joseph L. Rivet to said Bay County At Large.

Given under my hand, this 26th day of October, A.D., 2016

  
 \_\_\_\_\_  
 Joseph L. Rivet  
 Bay County Drain Commissioner

**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (11/1/16)**

**WHEREAS, Cristen Gignac, the Director of Recreation and Facilities, will be on maternity leave for 12 weeks starting in late 2016; and**

**WHEREAS, To cover this leave for the period of 12 weeks, it is proposed that Jon Morse, the Buildings and Grounds Supervisor, will address all needs in regards to Buildings & Grounds and Rick Pabalis, Buildings and Grounds Project Manager, will work up to 15 hours per week to cover the Recreation side of the department during that time period; and**

**WHEREAS, The funds are not budgeted for 2016 and an appropriation of up to \$2,300 is required from Fund Balance; and**

**WHEREAS, Professional Temporary Help funds are in the Executive Recommended Budget for 2017 to cover the remaining time and, if the funding is approved, no additional funds would be required; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners appropriates up to \$2,300 from Fund Balance to be placed in Professional Temporary Help in the Recreation and Facilities 2016 budget; Be It Further**

**RESOLVED That the required budget adjustment(s) is approved.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Recreation & Facilities - Appropriation for Maternity Leave Coverage**

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](mailto:gignacc@baycounty.net)

**Jon Morse, Buildings & Grounds Supervisor**

[morsej@baycounty.net](mailto:morsej@baycounty.net)

**Daniel Neering, Recreation Manager**

[neeringd@baycounty.net](mailto:neeringd@baycounty.net)

**Beth Trahan, Recreation Coordinator**

[trahanb@baycounty.net](mailto:trahanb@baycounty.net)

**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: October 13, 2016

Subject: Leave Coverage

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**Request:** To gain approval from the Board of Commissioners for a budget adjustment of up to \$2,300 for up to 60 hours for Professional Temporary Help for my maternity leave coverage starting approximately December 2016.

**Background:** I will be on maternity leave for 12 weeks starting in late 2016. My plan is to have Jon Morse address all needs in regards to Buildings & Grounds; and ask Rick Pabalís to come in for up to 15 hours per week to cover the Recreation side of the department during that time period.

**Economics:** The funds are not budgeted for 2016; therefore, a budget adjustment of up to \$2,300 is necessary from the general fund. Professional Temporary Help funds are in the Executive Recommended Budget for 2017 to cover the remaining time and, if approved, no additional funds would be required.

**Recommendation:** It is recommended that the Board approve a budget adjustment from the General Fund for up to 2,300 for Professional Temporary Help in 2016.

Cc: Jan Hiestad  
Kim Priessnitz  
Bob Redmond  
Tom Hickner

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**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (11/1/16)**

**WHEREAS, Bay County is in its 24<sup>th</sup> year of the Remonumentation Program with the State of Michigan and the grant program requires a yearly submission of a grant application identifying a work plan for the grant year; and**

**WHEREAS, The Remonumentation Program is funded through a combination of state grant dollars and a fee on deed recordings which are specifically allowed by state law to be allocated to the program in a reserve account; and**

**WHEREAS, No General Fund dollars are required; Therefore, Be it**

**RESOLVED That the Bay County Board of Commissioners approves submittal of the 2017 Remonumentation Grant application and authorizes the Board Chair to sign all required grant documentation as well as contracts for the Remonumentation Program, including awarding of the contracts for the survey work, following 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 Further**

**RESOLVED That budget adjustments related to the Remonumentation Program, if required, are approved.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Drain Office - 2017 Remonumentation Program 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 \_\_\_\_\_

# BAY COUNTY DRAIN COMMISSIONER

JOSEPH RIVET  
rivetj@baycounty.net

515 CENTER AVENUE, SUITE 601  
BAY CITY, MICHIGAN 48708-5127  
drainoffice@baycounty.net

PHONE (989) 895-4290  
FAX (989) 895-4292  
TDD (989) 895-4049  
(HEARING IMPAIRED)

## MEMORANDUM

DATE: October 26, 2016

TO: Kim Coonan, Chairman, Ways & Means

FROM: Mark Basket, Bay County Remonumentation Administrator *MTB*

RE: Remonumentation Program Administration Items:  
Authorization to execute the 2017 Remonumentation Grant and Resulting  
Documentation and Contracts

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**Background:** We are in our 24<sup>th</sup> year of our program with the State of Michigan. The grant program requires a yearly submission of an application identifying a work plan for the grant year.

I am requesting approval of the Remonumentation Grant as well as authorization to have the Board Chair sign all resulting documentation and contracts for the Remonumentation Program, including the awarding of the contracts for the survey work, subject to a review by Corporation Counsel.

**Finances:** The remonumentation program is funded through a combination of state grant dollars and a fee on deed recordings which are specifically allowed by state law to be allocated to the program into a reserve account. No funding from the general fund is requested.

**Recommendation:** Approval of Grant and authorization of Board Chair signatures.

**2017 SURVEY AND REMONUMENTATION GRANT APPLICATION**  
**Attachment A To Annual Grant Agreement**

Authority: MCL 54.273

This application must be filed on or before December 31 of the calendar year immediately preceding the year in which the grant is made.

<p align="center"><b>Office of Land Survey</b>                  Bureau of Construction Codes                  Department of Licensing and Regulatory Affairs  <b>Overnight Courier Service:</b> 1st Flr., 611 W. Ottawa St., Lansing, MI 48933  <b>U.S. Mail:</b> PO Box 30254, Lansing, MI 48909                  Telephone: (517) 241-6321 Facsimile: (517) 241-6301                  Email: bccolsr@michigan.gov                  www.michigan.gov/sbc</p>	<p><b>APPLICANT (County):</b> Bay</p> <hr/> <p><b>FEDERAL I.D. #:</b> 38-6004837</p> <hr/> <p><b>Grant #:</b> BCC-17- _____</p> <hr/> <p><b>MAIN Mail Code:</b> _____</p> <hr/> <p><b>P.O. #:</b> _____</p>
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Grant Administrator	County Representative	Address for Payments
Name: Mark Basket, PS	Name: Mark Basket, PS	Name: Finance Department
Address: 515 Center Ave. Suite 601	Address: 515 Center Ave. Suite 601	Address: 515 Center Road Suite701
City: Bay City	City: Bay City	City: Bay City
State, Zip: MI, 48708	State, Zip: MI, 48708	State, Zip: MI, 48708
Telephone: (989) 895-4290	Telephone: (989) 895-4290	Telephone: (989) 895-4030
Fax: (898) 895-4292	Fax: (898) 895-4292	
Email: basketm@baycounty.net	Email: basketm@baycounty.net	

**2017 GRANT REQUESTED**

2016 State Grant	Reimbursement for Expedited Expenditures under MCL 600.2567a(4) (≤ 50% of State Grant)	2016 Total Annual Budget (State Grant - Reimbursement = Total Budget)
\$ 46,409.00	\$ _____	\$ 46,409.00

I certify the information in this grant application is correct and request a 40% Start-Up Payment upon approval of an Annual Grant Agreement.

\_\_\_\_\_  
 Signature of County Grant Administrator (Original Signature Required)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Michael C. Barger, P.S., Director (Original Signature Required)  
 Office of Land Survey and Remonumentation

\_\_\_\_\_  
 Date

**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (11/1/16)**

**WHEREAS, The historic rock reef complex of the inner Saginaw Bay provided critical spawning habitat for many native fish species for both the spring (walleye, smallmouth bass) and fall (Lake Whitefish, cisco, lake trout) spawning seasons. Over time, this important habitat complex was filled in and buried due to erosion and sedimentation, brought about by land-use changes including the timber harvest and land use conversion to agriculture; and**

**WHEREAS, The loss of this important fish habitat resulted in the decline of bay spawning fish species and these adverse impacts have been well documented since the 1960's. The Loss of Fish and Wildlife Habitat was listed as a Beneficial Use Impairment (BUI) and contributed to Saginaw River and Bay being designated as an Area of Concern (AOC) by the governments of Canada and the US; and**

**WHEREAS, Significant investment has been made to improve the water quality and physical environment of the Saginaw River and Bay by many local, state and federal agencies and agricultural practitioners over the past several decades, and clear signs of restoration are now being documented. Recent modeling of the Saginaw River shows that sediment transport and loading into the bay has declined, and indicate that restoration of the historic rock spawning reefs is now feasible; and**

**WHEREAS, A resource team of environmental restoration professionals including Michigan's leading fisheries habitat restoration experts have been working for the past five years to document conditions at the Saginaw Bay rock reefs for restoration and the Pre-Construction Assessment phase has recently been completed. The Assessment shows there is some remnant spawning still occurring at the degraded reef sites and water quality conditions are favorable for egg survival. Funding for the design and construction phase is now being pursued with a small public educational outreach component; and**

**WHEREAS, Bay County has been active in the restoration of the Saginaw River and Bay AOC is recognized as part of the reef restoration team for local stakeholder outreach and education. The Environmental Affairs and Community Development Director seeks authorization to apply to the Saginaw Bay Watershed Initiative Network (WIN) for \$25,000 to serve as a portion of local match needed (\$211,000) towards grant funding the reef restoration project, which is estimated to cost \$900,000. The WIN**

grant funds would be administered through the Department and contribute to the required local match for project to be administered through the Michigan Department of Environmental Quality (DEQ) Remediation and Redevelopment Division; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners authorizes the Director of the Environmental Affairs and Community Development to apply for \$25,000 grant funds from Saginaw Bay WIN with the grant funds to be used towards the design, construction and post-construction monitoring of a fish spawning reef in the Saginaw Bay. The Director will provide up to 80 hours of time towards public education and community outreach, for an in-kind contribution of \$3,400; Be It Further

**RESOLVED** That the Chairman of the Board is authorized to execute, and submit electronically (if required), the grant application and 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**

**Env Affairs - Saginaw Bay Reef Restoration 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 \_\_\_\_\_

**BAY COUNTY DEPARTMENT OF  
ENVIRONMENTAL AFFAIRS  
& COMMUNITY DEVELOPMENT**

515 Center Avenue, Suite 501  
Bay City, Michigan 48708

Phone 989-895-4135  
Fax 989-895-4068  
TDD 989-895-4049  
<http://www.baycounty-mi.gov>



**TOM HICKNER**  
County Executive

**LAURA OGAR, DIRECTOR**  
ogarl@baycounty.net

Community Initiatives  
Geographic Information Systems  
Gypsy Moth Suppression Program  
Mosquito Control  
Transportation Planning

**MEMORANDUM**

**DATE:** October 26, 2016

**TO:** Commissioner Kim Coonan, Chair  
Ways & Means Committee

**FROM:** Laura Ogar, Director  
Environmental Affairs & Community Development

**RE:** **Authorization to Apply/Accept Saginaw Bay WIN Grant; Restoration of Fish Spawning Habitat, Historic Rock Reefs in the Inner Saginaw Bay**

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**Background:** Historically, the Saginaw Bay contained a rock-reef complex that provided critical spawning habitat for many native fish species for both the spring (walleye, smallmouth bass) and fall (Lake Whitefish, cisco, lake trout) spawning seasons. Over time, this important habitat complex was lost (filled in) due to sedimentation, brought about by land-use changes including the timber harvest and land use conversion to agriculture. The loss of this important fish habitat and resulting population decline of bay spawning fish species has been well documented since the 1960's. The documented Loss of Fish and Wildlife Habitat was listed as a Beneficial Use Impairment (BUI) and contributed to Saginaw River and Bay being designated as an Area of Concern (AOC) by the governments of Canada and the US.

Significant investment has been made to improve the water quality and physical environment of the Saginaw River and Bay by many local, state and federal agencies and agricultural practitioners over the past several decades, and clear signs of restoration are now being documented. Recent modeling of the Saginaw River shows that sediment transport and loading into the bay has declined, and indicate that restoration of the historic rock spawning reefs is now feasible.

A resource team of environmental restoration professionals including Michigan's leading fisheries habitat restoration experts have been working for the past five years to document conditions at the Saginaw Bay rock reefs for restoration and the Pre-Construction Assessment phase has recently been completed. The Assessment shows there is some remnant spawning still occurring at the degraded reef sites and water quality conditions are favorable for egg survival. Funding for the design and construction phase is now being pursued with a small public educational outreach component.

Bay County has been active in the restoration of the Saginaw River and Bay AOC is recognized as part of the reef restoration team for local stakeholder outreach and education. The Environmental Affairs and Community Development Director seeks authorization to apply to the Saginaw Bay Watershed Initiative Network (WIN) for \$25,000 to serve as a portion of local match needed (\$211,000) towards grant funding the reef restoration project, which is estimated to cost \$900,000. The WIN grant funds would be administered through the Department and contribute to the required local match for project to be administered through the Michigan Department of Environmental Quality (DEQ) Remediation and Redevelopment Division.

**Finance & Economics:** No general funds will be used or obligated. The \$25,000 grant funds will be used towards the design, construction and post-construction monitoring of one fish spawning reef in the Saginaw Bay. The Director will provide up to 80 hours of time towards public education and community outreach, for an in-kind contribution of \$3,400.

**Recommendation:** The Director of the Environmental Affairs and Community Development recommends authorization be provided to allow for application for the Saginaw Bay WIN grant and acceptance if awarded, and authorization to participate through the in-kind services of community education and outreach. The Board Chair to be authorized to sign any documentation necessary to accept, effectuate and carry out said grant, and all budget adjustments pending Corporate Counsel review. cc: Tom Hickner, Deanne Berger, Jan Histed, Bob Redmond, Debbie Russell

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**GRANT APPLICATION FORM**  
 Saginaw Bay Watershed Initiative Network  
 P.O. Box 734  
 Bay City, MI 48707

<b>Office Use:</b>	
Application # _____	
<input type="checkbox"/> Ag/P2	<input type="checkbox"/> Water
<input type="checkbox"/> Communication	<input type="checkbox"/> Wildlife
<input type="checkbox"/> Land Use	
Other _____	

Please answer the following questions in the space provided. You may include a one-page attachment. When completed, your application packet should not exceed four pages. Send your completed form electronically to [info@saginawbaywin.org](mailto:info@saginawbaywin.org) and mail a signed, hard copy to Saginaw Bay WIN, P.O. Box 734, Bay City, MI 48707. **Proposals may be submitted at any time.** If you have questions, please call (989) 892-9171.

SECTION 1 - GENERAL			
Project Name Restoring Spawning Reef Habitat in Inner Saginaw Bay			
Sponsoring Organization / Local Champion Bay County, Department of Environmental Affairs and Community Development		Is the sponsor a 501(c)(3) organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name & Position of Contact Person Laura Ogar, Director, Environmental Affairs and Community Development			
Address 515 Center Avenue, Suite 500, Bay County Building			
City Bay City	State MI	Zip 48708	Phone 989-895-4135
Fax 989-895-4068	Email ogarl@baycounty.net		Amount Requested \$25,000
Project Start Date April 14, 2017	Project End Date October 31, 2019	Geographic Area Served Saginaw Bay, Lake Huron, USA and Canada	

SECTION 2 – PROJECT DESCRIPTION
<p>Please describe the project. How is it innovative? What need(s) does it address? Is there a relationship between this project and other programs/projects occurring in the watershed?</p> <p>The project consists of the design and permitting of two (2) rock reef restorations sites and the construction and post-construction of one (1) reef restoration sites within the inner Saginaw Bay. The project builds on the findings of a recent USFWS Restoration Act project <a href="http://www.miseagrant.umich.edu/saginawbayreefstudy">www.miseagrant.umich.edu/saginawbayreefstudy</a> Indicating water quality and water chemistry conditions at the historic reef locations are suitable for reef restoration.</p> <p>Historically, Saginaw Bay contained an inner bay rock-reef complex that provided critical spawning habitat for many native fish species during both the spring (walleye, smallmouth bass, suckers) and fall (lake whitefish, cisco, lake trout, burbot) spawning seasons. Over time, this habitat complex was lost due to sedimentation, brought about by land-use changes including the timber harvest and land use conversion to agriculture. The loss of this important spawning habitat contributed to the collapse of the bay's walleye fishery and has impacted local production of other species such as lake whitefish, lake trout, and burbot.</p> <p>Limitations to habitat and recruitment were leading factors preventing a full recovery of the bay's walleye fishery. For many years alewife suppressed walleye reproduction by preying on newly hatched walleye fry. In the early-2000s, the alewife population crashed, removing a barrier that was suppressing walleye recruitment. As a result, the reproductive success of walleye rapidly increased. Today, habitat limitation still exists and the bay's walleye fishery is largely sustained by river-based reproduction in tributaries to the Saginaw River, including the Tittabawassee River, currently an active Superfund cleanup site, leaving the fishery vulnerable to external stressors (e.g. climate change, chemical remediation practices, invasive species, impoundment, etc.) that can lead to population instability and reduced resilience. To address this vulnerability, fisheries managers have long sought to restore rock-reefs within inner Saginaw Bay to help diversify spawning habitat, local native fish strains, and help to buffer temporal recruitment variation. As the first step towards reef restoration, the USFWS Restoration Act provided funding for a pre-construction assessment of potential reef restoration sites within inner Saginaw Bay. Data from this project, including a reduction in sedimentation at the reef locations indicate that conditions are ripe for reef restoration.</p> <p>The goal of reef restoration is not simply to create additional spawning habitat, but is unique as it helps facilitate a resilient and diverse native fish population. The project is directly related to the Saginaw River and Bay designation as an Area of Concern (AOC) due to the historic nature of contamination and water quality impairments. An early Beneficial Use Impairment (BUI) was identified as the loss of Fish and Wildlife Habitat and the AOC programmatic framework calls for restoration measures be taken to restore BUI's. Restoration criteria for the loss of Fish and Wildlife BUI in the Saginaw Bay and River AOC were developed in early 2001 prior to fully engaging national fish and wildlife restoration practitioners. As a result, restoration criteria were limited to a numerical threshold for land based (below 585' contour) lake plain wetlands acres protected, benefitting wildlife, but with limited value as fish habitat. The loss of Fish and Wildlife BUI was officially delisted when the numerical threshold of wetlands acres were protected, leaving a gap in restoration of fish habitat. This project will serve to remedy a historic, degraded rock spawning reef in the inner Saginaw Bay and provide the design and permitting for a second reef restoration project. Post-construction monitoring will also be provided.</p>

### SECTION 3 – COLLABORATING ORGANIZATIONS

What other organizations are participating in this project and what are their roles? The Michigan Dept. of Environmental Quality, Remediation and Redevelopment Division, is the Project Administrator, serving to coordinate project teams through the Saginaw Bay District Office, 401 Ketchum Street, Suite B, Bay City, MI 48708, Ph# 989-894-6255; [jurym1@michigan.gov](mailto:jurym1@michigan.gov). Other Project partners include the Fisheries Habitat research experts at Purdue University, Michigan Dept. of Natural Resources (MDNR) Fisheries Research Division, Alpena Office, for Fisheries Rehabilitation; Michigan Office of the Great Lakes, Public Education and Project Coordination, U.S. Geological Survey, Bathymetric studies; U.S. Fish & Wildlife Service (USFWS) fish and funding support, Bay County Dept. of Environmental Affairs & Community Development, Public Education and Outreach; Michigan Sea Grant, Public Education and Outreach.

### SECTION 4 – SUSTAINABILITY LINKAGES AND GOALS

Describe the project's goals and how you will measure whether it has achieved those goals.

Economic goals: Primary economic goals are achieved through completion of this project, 1) an increase in resilient populations of the sport fish Walleye provide stabilization and reduced economic risk of extreme population swings, either wasting of the resource or crashing resulting in management limits and possible closing of the popular recreational sport fishery, valued at \$33 million per year of economic activity generated between 2008 and 2010. (Fielder et al. (2014)); and 2) the public relations and marketing value of the Saginaw Bay environmental conditions having improved and restored adequately to construct the rock spawning reefs are unmeasured at this time, but expected to have dramatic, long term, and positive economic implications.

Community or social goals: Restoration of these historic fish spawning reefs provide both a physical enhancement within the inner Saginaw Bay but also an important cultural restoration with social curative qualities, again, currently unmeasured but expected to have dramatic, long term, and positive implications. Restoration of the rock spawning reefs is a physical restoration project that symbolizes actual improvement and productive capacity of the natural fisheries and ecosystem of the Saginaw Bay. The abundant fishery of the Saginaw Bay, the "finny tribe" has provided a natural food source and sustained local populations, and improving the reefs improves societal connections to the continuity of our past and future life stream.

Environmental goals: Ecological reef restoration will provide resiliency and population sustainability of Walleye but also provide fish spawning habitat for other native fishes, such as Cisco, Whitefish, Lake Trout, etc. The public education and outreach component will serve to draw deep connections to the effects of land based actions that impact living resources of the Saginaw Bay, as well as the physical impairments of sedimentation. Land erosion causes sedimentation in the bay and damages fisheries, benthic communities, and disrupts the ecological balance. Preventative actions and programs for erosion control will be presented.

### SECTION 5 – RELATIONSHIP TO WIN OBJECTIVES

Describe how the project fits with WIN's Vision, Mission and Guiding Principles.

The project is a significant, physical demonstration of WIN's vision for stewardship of the Saginaw Bay watershed, for recognition of shared values, unique resources, and balance to economic, environmental and social priorities for the enhancement and quality of life for this and future generations.

The project will provide an improved and healthy land and water environment; enhance historic, cultural and natural resources; Integrate economic prosperity, ecology and aesthetics; and effectively promote wise land use, water quality and water resource protection.

This proposal is consistent with the goals, priorities and/or recommendations listed in the following documents: 1) Lake Huron Fish Community & Environmental Objectives (restore the functions of reefs for walleye and other native fishes); 2) Saginaw Bay Walleye Recovery Guide (reclamation of reefs in inner Saginaw Bay); 3) Strategy to Restore & Protect the Great Lakes (classify, inventory, and map nearshore substrate/habitats); 4) 2012 Great Lakes Water Quality Agreement (establish priorities for nearshore restoration measures); 5) State of the Lake Ecosystem Conference Walleye Indicator (enhance walleye reproduction, growth and survival rates); 6) 2008-2010 Lake Huron Binational Partnership Action Plan (improve mapping and inventory of potential spawning habitats to direct biological assessments of benthic fish communities associated with reef habitats); 7) Great Lakes Fishery Resources Restoration Study of 1995 (maintain/promote genetic diversity by conserving locally adapted strains; enhance/rehabilitate degraded fish habitat);

### SECTION 6 – RESULTS

What tangible results do you expect from the project and how will you measure them?

This restoration will result in 1) the protection of intact, self-sustaining aquatic communities from future impairments and stressors (i.e. walleye and lake whitefish populations); 2) support efforts to rehabilitate degraded aquatic resources, lake sturgeon, lake trout; 3) long-term sustainability of recreational and economically important species (e.g. walleye, lake whitefish, lake trout); 4) implementation of a public education/outreach plan that builds off of the successful pre-construction project and continues building the strong relationships, partnerships, and support necessary for restoring aquatic habitat, including the future restoration of the Saginaw River Mouth Reef; 5) rehabilitation of the natural geomorphology/bathymetry of historical rock-reefs within the inner bay; and 6) increased knowledge about reef restoration and sedimentation threats that can inform future reef restorations efforts across the Great Lakes.

### SECTION 7 – COMMUNICATION

How do you plan to communicate your project to the public and/or your intended audience?

A plan will be developed to guide public education/outreach and stakeholder engagement throughout the course of the project. We will use public meetings, accessible publications, project factsheet, and web-based content to engage, inform, and solicit stakeholders. We will continue to strengthen the connection to the Michigan Agribusiness Association for crop specialists and farmer.. The linkages between erosion and sedimentation control efforts/programs and a healthy fishery will also be highlighted. In addition, this effort will continue building the partnerships and support needed for habitat restoration, including the future restoration of Saginaw River Mouth Reef.

**SECTION 8 – BUDGET**

	Total Budget	WIN Funds
Personnel Expenses (briefly describe) Research, design, post-construction monitoring and permitting; To be provided as In-Kind Match	\$211,000	
Material and Supply Expenses (briefly describe) Local Quarry Rock;	\$575,000	\$25,000
Equipment Expenses (briefly describe) Rock transport to reef site, rock placement,	\$100,000	
Communication/Marketing Expenses (briefly describe) Public education and outreach materials, artistic renderings, posters, visual tools;	\$8,400	
Other Expenses (briefly describe)		
Total Project Cost	\$919,400	
Funds Requested from WIN		\$25,000

What funds have already been obtained for this project? (describe sources)

The project has accepted and passed the pre-proposal stage and invited back to submit a full proposal by the Michigan Department of Natural Resources Aquatic Habitat Grant Proposals, 2016 \$700,00 request pending

How do you plan to finance the portion not funded by WIN?

We have been trying to secure use of past Trustee settlement funds for restoration purposes and will continue to work for access to that funding.

Have you contacted the community foundation in the area most directly benefited by your project? If yes, with what result?

Not yet, but we are planning to do so, at their next grant cycle.

Is this an on-going project? If yes, how will funding be continued?

No.

**SECTION 9 – CERTIFICATION**

Our governing board approves the submission of this grant request. I certify that the information contained herein is accurate to the best of my knowledge.

10/20/16

Authorized Signature

Date

Print Name and Title

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# Supporting Fish Habitat in Saginaw Bay

## A Pre-restoration Assessment of Fish Spawning Reefs



Jon Reed, Michigan Sea Grant



Brandon Schroeder, Michigan Sea Grant



Dan O'Keefe, Michigan Sea Grant

A collaborative team will assess the potential for developing fish spawning habitat (reefs) in inner Saginaw Bay. The team will target spawning habitat at two existing reef sites and two potential reef restoration sites.

Project leaders will use the results of this project to inform the design and implementation of future fish habitat restoration efforts in Saginaw Bay and throughout the Great Lakes. Project leaders also anticipate that information from this project will inform how to increase and sustain native fish populations in Saginaw Bay.

### Project Objectives:

- Determine the suitability of specific sites for reefs by assessing the conditions of the lake bottom and water quality, as well as identifying potential fish egg predators (e.g., round goby).
- Evaluate how fish use the sites during critical spawning periods.
- Assess key characteristics of walleye and lake whitefish populations.

### Fish Spawning

Historically, inner Saginaw Bay contained rock reefs that provided critical spawning habitat for many native fish species. During spring

spawning season, the rock reefs were used by many species, including walleye, smallmouth bass and suckers. Later in the year, the rock reefs provided habitat for fall spawning species, including lake whitefish, cisco and lake trout.

Reef habitat in the inner Bay was largely lost due to sedimentation resulting from land use changes, including logging and agriculture. The loss of this reef habitat contributed to the collapse of Saginaw Bay's walleye fishery and negatively impacted local populations of lake whitefish, lake trout, burbot and other species.

### Rocky Reefs - Changes for the Better

In the past 20 years, the Saginaw Bay ecosystem has experienced improved water quality and clarity, and a return to a more natural assemblage of fish species. Although rock reef habitat in inner Saginaw Bay remains degraded, recent research has shown that there is the potential to improve nearshore habitats. A number of areas in the inner Bay may be suitable for restored rock reef habitats, and this project aims to examine this idea in detail. Ultimately, constructing new fish spawning reefs may lead to greater stability of fish species native to Saginaw Bay.

### Learn More

See the Project Website:  
[www.miseagrant.umich.edu/saginawbayreefstudy](http://www.miseagrant.umich.edu/saginawbayreefstudy)

### Key Contacts:

**Dr. Tomas Höök**  
 Department of Forestry and  
 Natural Resources  
 Purdue University  
[thook@purdue.edu](mailto:thook@purdue.edu)

**Bretton Joldersma**  
 Office of the Great Lakes  
 Michigan Department of  
 Environmental Quality  
[joldersmab@michigan.gov](mailto:joldersmab@michigan.gov)

**Brandon Schroeder**  
 Michigan Sea Grant  
 MSU Extension  
[schroe45@msu.edu](mailto:schroe45@msu.edu)



**Partners and Support:** The Bay County Department of Environmental Affairs and Community Development; Illinois-Indiana Sea Grant; LimnoTech; Michigan Department of Environmental Quality (MDEQ), the MDEQ Office of the Great Lakes and the MDEQ Remediation and Redevelopment Division; Michigan Department of Natural Resources (MDNR) Fisheries Division; Michigan Sea Grant (Michigan State University

Extension, University of Michigan); Purdue University, and U.S. Geological Survey Great Lakes Science Center.

The U.S. Fish and Wildlife Service, Great Lakes Fish and Wildlife Restoration Act is supporting this two-year project, providing \$232,732 in grant funds, project number F14AP00521.

**BAY COUNTY BOARD OF COMMISSIONERS**

**OCTOBER 11, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (10/4/16)**

**WHEREAS, The Enbridge Safe Community Program awards grants to local first-responder organizations, in communities across North America; and**

**WHEREAS, The funds are intended to enhance the capabilities of first-responder agencies that reside near an Enbridge facility or an Enbridge pipeline right-of-way; and**

**WHEREAS, The Bay County Local Emergency Planning Committee (LEPC), Bay County Emergency Management and Bay County 9-1-1 Central Dispatch all qualify to apply for Enbridge Safe Community Program grant funding; and**

**WHEREAS, There are no matching funds or in-kind contributions required to receive the Enbridge Safe Community Grant Program and, if awarded, the Bay County LEPC, Emergency Management and 9-1-1 would each receive a \$1,000 award; and**

**WHEREAS, It is recommended that the Bay County Board of Commissioners authorize The LEPC, Emergency Management and 9-1-1 to apply for and, if awarded, receive the Enbridge Community Grant Program; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners authorizes application for 2016 Enbridge Safe Community Grant Program; Be It Further**

**RESOLVED That the Chairman of the Board is authorized to execute, and submit electronically (if required), the grant application 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**

**911 Central Dispatch - 2016 Enbridge Safe Community Grant Program**

**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 \_\_\_\_\_**

*-40-*



**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:** Chairperson, Ways and Means Committee  
**From:** Chris Izworski, 9-1-1 Director  
**Date:** September 30, 2016  
**Re:** 2016 Enbridge Safe Community Grant Program.

**Background:**

The Enbridge Safe Community Program awards grants to local first-responder organizations, in communities across North America. The funds are intended to enhance the capabilities of first-responder agencies that reside near an Enbridge facility or an Enbridge pipeline right-of-way.

The Bay County Local Emergency Planning Committee (LEPC), Bay County Emergency Management and Bay County 9-1-1 Central Dispatch all qualify to apply for Enbridge Safe Community Program grant funding.

**Financial Considerations:**

There are no matching funds or in-kind contributions required to receive the Enbridge Safe Community Grant Program. If awarded The Bay County LEPC, Emergency Management and 9-1-1 would each receive a \$1,000 award.

**Recommendation:**

9-1-1 recommends the Board to authorize The LEPC, Emergency Management and 9-1-1 to apply for and, if awarded, receive the Enbridge Community Grant Program.

Cc: Tom Hickner  
Tiffany Jerry  
Jan Histed  
Kim Priessnitz  
Amber Johnson  
Shawna Walraven  
Ryan Manz

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**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (11/1/16)**

**WHEREAS, The 2016-2017 CPBC Agreement between Bay County and the Michigan Department of Community Health (MDCH) is being amended to incorporate the Annual Budget, Output Measures, Funding/Reimbursement Matrix, updated program language and revised allocations received since the original agreement was issued; and**

**WHEREAS, Amendment # 1 reflects adjustments to funding levels as follows:**

**FINANCIAL CONSIDERATIONS:**

This Amendment reflects adjustments to funding levels as follows:

i-a. Allocation Changes – Existing Projects

Project Title	Current Amount	Amended Amount	New Project
Public Health Emergency Preparedness (PHEP) 10/1/16 - 6/30/17	94,932.00	1,540.00	96,472.00
<b>TOTAL :</b>	<b>94,932.00</b>	<b>1,540.00</b>	<b>96,472.00</b>

i-b. New Allocation – New Projects

Project Title	Current Amount	Amended Amount	New Project
CSHCS Medicaid Outreach	0.00	0.00	0.00
<b>TOTAL :</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**WHEREAS, The increase in the above program funds reflects funds reallocated to the Bay County Health Department for the Public Health Emergency Preparedness Program. The second change does not reflect any budgeted amount, but is a categorical change.; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners approves amendment #1 to the 2016-2017 CPBC Contracting Agreement; Be It Further**

**RESOLVED That the Chairman of the Board is authorized to execute and submit electronically (if required) the grant documents (application, grant award, amendments, and all related required documents) on behalf of Bay County; 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 Further**

**RESOLVED That budget adjustments relating to this amendment are approved.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

Health Dept - Amendment # 1 to 2016-2017 CPBC 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 \_\_\_\_\_

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1200 Washington Avenue Bay City, Michigan 48708  
 PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049  
 www.baycounty-mi.gov/Health

Thomas L. Hickner  
 Bay County Executive

Joel R. Strasz  
 Public Health Director

**TO:** Kim Coonan, Chairperson, Ways and Means Committee  
**FROM:** Joel R. Strasz, Health Director  
**DATE:** October 25, 2016  
**CC:** Tom Hickner, Amber Johnson, Jan Histed, Kim Priessnitz, Kathy Janer, Mark Pickell  
**RE:** FY 2016-2017 Comprehensive Planning, Budgeting and Contracting Agreement (CPBC) Amendment #1

**BACKGROUND:**

The enclosed agreement amends the 2015-2016 CPBC Agreement between Bay County and the Michigan Department of Community Health. The Amendment incorporates the Annual Budget, Output Measures, Funding/Reimbursement Matrix, updated program language and revised allocations received since the original agreement was issued.

**FINANCIAL CONSIDERATIONS:**

This Amendment reflects adjustments to funding levels as follows:

i-a. Allocation Changes – Existing Projects

Project Title	Current Amount	Amended Amount	New Project
Public Health Emergency Preparedness (PHEP) 10/1/16 - 6/30/17	94,932.00	1,540.00	96,472.00
TOTAL :	94,932.00	1,540.00	96,472.00

i-b. New Allocation – New Projects

Project Title	Current Amount	Amended Amount	New Project
CSHCS Medicaid Outreach	0.00	0.00	0.00
TOTAL :	0.00	0.00	0.00

The increase in the above program funds reflects funds reallocated to the Bay County Health Department for the Public Health Emergency Preparedness Program. The second change does not reflect any budgeted amounts, but is a categorical change.

**RECOMMENDATION**

Upon favorable review by Corporation Counsel, the Health Department recommends Amendment #1 be approved and signed by the Board Chair, and seeks Board approval for any necessary budget adjustments relating to this Amendment.

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BAY COUNTY BOARD OF COMMISSIONERS

NOVEMBER 1, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (11/1/16)
WHEREAS, A Memorandum of Agreement (MOA) for the Personal Action Towards Health (PATH) Diabetes Program between Region VII Area Agency on Aging and Bay County (Division on Aging) has been submitted for consideration; and

WHEREAS, The MOA, which covers a period through October 1, 2016 through September 30, 2016, aids in developing, implementing and assessing PATH (Personal Action Towards Health) Diabetes programs; and

WHEREAS, The Division on Aging is required to utilize all Title IIID funding for programs and activities which have been demonstrated to be evidence-based; and

WHEREAS, Region VII Area Agency on Aging will provide \$100.66 per hour for training conducted; and

WHEREAS, The grant funds require matching funds and the (11.5 percent) match per unit would come from in-kind services; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Memorandum of Agreement (MOA) for the Personal Action Towards Health (PATH) Diabetes Program between Region VII Area Agency on Aging and Bay County (Division on Aging) and authorizes the Chairman of the Board to execute said MOA and all related documents on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That budget adjustments required and related to the MOA for the PATH Diabetes Program are approved.

KIM COONAN, CHAIR AND COMMITTEE

DOA - PATH Diabetes Program

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

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

Table with 3 columns: COMMISSIONER, and 4 rows of names: MICHAEL J. DURANCZYK, ERNIE KRYGIER, VAUGHN J. BEGICK, KIM J. COONAN, THOMAS M. HEREK, DONALD J. TILLEY, MICHAEL E. LUTZ.

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

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

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Thomas L. Hickner  
Bay County Executive

Tammy Roehrs  
Director



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

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)

**To:** Kim Coonan, Chairman, Ways & Means Committee  
**From:** Tammy Roehrs, Division on Aging Director  
**Date:** October 17, 2016  
**CC:** Tom Hickner, Joel Strasz, Amber Johnson, Jan Histed  
**RE:** Memorandum of Agreement for the Personal Action Towards Health (PATH) Diabetes Program

**BACKGROUND:**

The Memorandum of Agreement is between Region VII Area Agency on Aging and the Bay County Division on Aging in developing, implementing and assessing PATH (Personal Action Towards Health) Diabetes programs. The contract will cover the period of October 1, 2016 through September 30, 2016. .

**FINANCIAL IMPLICATIONS:**

The Division on Aging is required that all Title IIID funding be used for programs and activities which have been demonstrated to be evidenced-based. Region VII Area Agency on Aging will provide \$100.66 per hour of training conducted. The grant funds require matching funds and the (11.5) percent match per unit would come from in-kind services.

**RECOMMENDATION:**

It is recommended that the Memorandum of Agreement between Region VII Area on Aging and the Bay County Division on Aging be approved, subject to Corporation Counsel review, and further that any subsequent addendums or amendments that may become necessary in the course of the next fiscal year be approved. All budget adjustments related to this action are approved.

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**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY:** WAYS AND MEANS COMMITTEE (11/1/16)  
**WHEREAS,** Region VII Area Agency on Aging has submitted a Memorandum of Agreement for implementing and assessing Matter of Balance Program for the period October 1, 2016 through September 30, 2017; and  
**WHEREAS,** The Matter of Balance Program is designed to manage concerns about falls and is designed to reduce the fear of falling and increase activity levels among older adults; and  
**WHEREAS,** Region VII Area Agency on Aging will provide \$100.66 per hour of training in federal funding for provision of the evidenced-based program for the period of the grant and the Division on Aging must provide up to a maximum of three (3) sessions of training at 16 hours per session; and  
**WHEREAS,** The grant funds require matching funds and the 11.5 percent match per unit would come from in-kind services; Therefore, Be It  
**RESOLVED** That the Bay County Board of Commissioners approves the Memorandum of Agreement between Region VII AAA and Bay County (Division on Aging) and authorizes the Chairman of the Board to execute said MOA and related documents on behalf of Bay County following legal review/approval; Be It Finally  
**RESOLVED** That required budget adjustments related to the Matter of Balance Program for FY2016-2017 are approved.

**KIM COONAN, CHAIR  
 AND COMMITTEE**

**DOA - Matter of Balance Program**

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



Bay County Building 2nd Floor, Suite 202  
615 Center Avenue  
Bay City, MI 48708-5123  
(989) 895-4100  
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Web Site: [www.baycounty-mi.gov/aging](http://www.baycounty-mi.gov/aging)  
E-mail: [divonaging@baycounty.net](mailto:divonaging@baycounty.net)

**To:** Kim Coonan, Chairman, Ways & Means Committee  
**From:** Tammy Roehrs, Division on Aging Director  
**Date:** October 17, 2016  
**CC:** Tom Hickner, Joel Strasz, Amber Johnson, Jan Histed  
**RE:** Memorandum of Agreement for the Matter of Balance Program

**BACKGROUND:**

The Memorandum of Agreement is between Region VII Area Agency on Aging and the Bay County Division on Aging in developing, implementing and assessing Matter of Balance programs. The contract will cover the period of October 1, 2016 through September 30, 2017.

**FINANCIAL IMPLICATIONS:**

The Division on Aging is required that all Title IIID funding be used for programs and activities which have been demonstrated to be evidenced-based. Region VII Area Agency on Aging will provide \$100.66 per hour of training conducted up to a maximum of three sessions of training. The grant funds require matching funds and the (11.5) percent match per unit would come from in-kind services.

**RECOMMENDATION:**

It is recommended that the Memorandum of Agreement between Region VII Area on Aging and the Bay County Division on Aging be approved, subject to Corporation Counsel review, and further that any subsequent addendums or amendments that may become necessary in the course of the next fiscal year be approved. All budget adjustments related to this action are approved.

**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY:** WAYS AND MEANS COMMITTEE (11/1/16)

**WHEREAS,** Specialty drugs are the fastest growing class of medications in the pharmacy industry and the most costly prescription drugs as well; and

**WHEREAS,** One of the most effective managed care programs our PBM provides is the EHIMCares Program, a program that searches for ways to completely defer the cost of these medications to other sources saving groups tens of thousands of dollars per year (in 2015, EHIM saved Bay County \$28,000 on one medication that was successfully deferred and paid by other programs); and

**WHEREAS,** The cost for this service for the upcoming plan year (2017) is \$1.00 PEPM fee and 10% of any successfully deferred medications; the 10% will only be charged should the medication be paid 100% by another source rather than by Bay County; and

**WHEREAS,** The funds are paid for out of the Health Insurance Fund and no General Fund dollars are required for this amendment; and

**WHEREAS,** The approximate annual cost of the service is \$6,360, however, the savings realized from deferred prescriptions can be substantially higher; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners approves the EHIM Cares Program and authorizes the Chairman of the Board to execute the EHIMCares Program Group Wide Change Form as well as the Amendment to Administrative Services Agreement which updates HIPAA language on behalf of Bay County following legal review/approval.

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Personnel - EHIMCares Program**

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  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

**Tiffany Jerry, Director**  
[jerryt@baycounty.net](mailto:jerryt@baycounty.net)  
(989) 895-4096 (T)  
(989) 895-2076 (F)

To: Kim Coonan, Chairman, Ways and Means Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations TJ

Date: October 25, 2016

RE: Ways & Means Committee Agenda  
EHIM Cares Program

Please consider the following for the agenda of your committee meeting scheduled for November 1, 2016.

**Request:**

Upon review of Corporation Counsel, EHIM (prescription benefit manager) has provided a change form for the EHIMCares Program and the Amendment to the Administrative Services Agreement to update the HIPAA language.

**Background:**

Specialty drugs are the fastest growing class of medications in the pharmacy industry and the most costly prescription drugs as well. One of the most effective managed care programs our PBM provides is the EHIMCares program. This program searches for ways to completely defer the cost of these medications to other sources saving groups tens of thousands of dollars per year. In 2015, EHIM saved Bay County \$28,000 on one medication that was successfully deferred and paid by other programs. The cost for this service for the upcoming plan year (2017) is \$1.00 PEPM fee and 10% of any successfully deferred medications. The 10% will only be charged should the medication be paid 100% by another source rather than by Bay County.

**Finance/Economics:**

The funds are paid for out of the Health Insurance Fund and no General Fund dollars are required for this amendment. The approximate annual cost of the service is \$6,360, however, the savings realized from deferred prescriptions can be substantially higher.

**Recommendation:**

Please refer to the full board for approval (upon review of Corporation Counsel).

cc: Tom Hickner  
Debra Russell  
Shawna Walraven  
Amber Johnson  
Rebecca Marsters  
Jan Histed  
Kim Priessnitz

g:\board\ways&mea\2016\november\ehim amendment and change form.docx

**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (11/1/16)**  
**WHEREAS,** Historically, retirees have been covered under the BCBS Medicare supplemental plan or the Blue Care Network HMO plan; and  
**WHEREAS,** The BCN HMO plan has been a closed plan for many years and currently has 27 retirees on it while the BCBS plan is the current plan offered to new retirees and has 175 Medicare eligible retirees; and  
**WHEREAS,** The renewal rates for the BCN plan have come in at a rate that is not sustainable for the County to continue and, over the last two years, the renewal rates have increased 97.56% and are expected to continue increasing in future years; and  
**WHEREAS,** Due to the timing of the contract and the deadlines necessary, the plan change will be effective March 1, 2017 and this change in plans is estimated to save the County approximately \$251,000 in 2017; and  
**WHEREAS,** The Medicare Advantage plan is an enhanced plan when compared to the BCBS Medicare Supplemental plan and County personnel are working with Brown & Brown to schedule informational meetings for retirees who will be affected by the plan change; and  
**WHEREAS,** No additional funds are required; Therefore, Be It  
**RESOLVED** That the Bay County Board of Commissioners authorizes the change moving Medicare eligible retirees from the supplemental and HMO plans to the Medicare Advantage fully insured plan; Be It Further  
**RESOLVED** That the Chairman of the Board is authorized to execute all documents required for the changes to the Medicare Advantage full insured plan on behalf of Bay County following legal review/ approval.

**KIM COONAN, CHAIR  
 AND COMMITTEE**

**Personnel - Medicare Advantage Plan**

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  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

**Tiffany Jerry, Director**  
[jerylt@baycounty.net](mailto:jerylt@baycounty.net)  
(989) 895-4096 (T)  
(989) 895-2076 (F)

To: Kim Coonan, Chairman, Ways and Means Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations TJ

Date: October 26, 2016

RE: Ways & Means Committee Agenda  
Medicare Advantage Plan

Please consider the following for the agenda of your committee meeting scheduled for November 1, 2016.

**Request:**

Upon review of Corporation Counsel, approve the contract to move Medicare eligible retirees from the supplemental and HMO plans to the Medicare Advantage fully insured plan.

**Background:**

Historically, retirees have been covered under the BCBS Medicare supplemental plan or the Blue Care Network HMO plan. The BCN HMO plan has been a closed plan for many years and currently has 27 retirees on it whereas the BCBS plan is the current plan offered to new retirees and has 175 Medicare eligible retirees. The renewal rates for the BCN plan have come in at a rate that is not sustainable for the County to continue. Over the last two years the renewal rates have increased 97.56% and are expected to continue increasing in future years. Due to the timing of the contract and the deadlines necessary, the plan change will be effective March 1, 2017. This change is estimated to save approximately \$251,000 in 2017. The Medicare Advantage plan is an enhanced plan when compared to the BCBS Medicare Supplemental plan. Personnel are working with Brown & Brown to schedule informational meetings for retirees that will be affected by the plan change.

**Finance/Economics:**

No additional funds are required.

**Recommendation:**

Please refer to the full board for approval (upon review of Corporation Counsel).

cc: Tom Hickner  
Debra Russell  
Shawna Walraven  
Amber Johnson  
Rebecca Marsters  
Jan Histed  
Kim Priessnitz

**Medicare PLUS Blue Group PPO<sup>SM</sup>**



**Blue Cross  
Blue Shield  
of Michigan**

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association. Medicare Plus Blue Group PPO is a health plan with a Medicare contract.

**GROUP BENEFIT and RATE SUMMARY**

**Bay County**

**Rx=\$10/30/50**

**March 1, 2017 To December 31, 2017**

**10 Months**

Option1  
Active

**Medicare PLUS Blue Group PPO™**



**Blue Cross  
Blue Shield  
of Michigan**

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association. Medicare Plus Blue Group PPO is a health plan with a Medicare contract.

Bay County

October 12, 2016

	<b>2017 MAPD PPO</b>
Effective Date of Coverage:	March 1, 2017
Month's of Coverage:	10
Plan Type:	MAPD
Estimated Membership:	201
Option:	1
Option Description :	Rx=\$10/30/50

**MEDICARE ADVANTAGE GROUP RATE:**

Medical Rate:		
	<b>2017 MA Rate PMPM:</b>	<b>\$247.08</b>
Pharmacy Rate:		
	<b>2017 PD Rate PMPM:</b>	<b>\$233.78</b>
Combined Rate:		
	<b>2017 MAPD Rate PMPM:</b>	<b>\$480.86</b>

**Notes and Conditions:**

- 1) The quoted rates are effective from March 1, 2017 through December 31, 2017, for 10-months.
- 2) For the year of 2017 ONLY, there are no taxes and fees charged in the premium rate.
- 3) The premiums shown here include MA (medical services) and PDP (pharmacy services). Other lines of coverage such as dental and vision are not included.
- 4) BCBSM reserves the right to modify this quote if there are changes to the:
  - benefit design included in the proposal,
  - effective date,
  - covered population (+/- 10%),
  - subsequent changes in CMS funding levels, or
  - regulatory changes or if the above conditions are not met.
- 5) Rate calculations were made based upon CMS funding projections known at this time. If significant changes are made to funding levels, BCBSM reserves the right to alter the rates appropriately.
- 6) To meet the expected implementation date of March 1, 2017, this benefit rate schedule must be signed by the group and returned to BCBSM by December 2, 2016.

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**Medicare PLUS Blue Group PPO™**



Blue Cross  
Blue Shield  
of Michigan

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association. Medicare Plus Blue Group PPO is a health plan with a Medicare contract.

Bay County

October 12, 2016

	2017/MAPD/PPO
Effective Date of Coverage:	March 1, 2017
Month's of Coverage:	10
Plan Type:	MAPD
Estimated Membership:	201
Option:	1
Option Description :	Rx=\$10/30/50

**MEDICARE ADVANTAGE GROUP BENEFITS:**

MED/SURG	Schedule B	
IN-NETWORK OUT-OF-POCKET MAXIMUM:	\$800	
COMBINED OUT-OF-POCKET MAXIMUM:	\$1,000	
OUT-OF-POCKET COST SHARE OPTIONS:	Coinsurance, Deductible and Copays	
SINGLE DEDUCTIBLE (APPLIES TO NETWORK & OUT OF NETWORK SERVICES)	\$50	
PPO BENEFIT STRUCTURE (ACTIVE or PASSIVE)	COST SHARE	
	In-Network	Out-of-Network
COINSURANCE:	0%	0%

**CORE BENEFITS**

Inpatient Facility Svcs (Home Health Care - No Member Cost Share)	No member cost-share	No member cost-share
Outpatient Facility Svcs	No member cost-share	No member cost-share
<b>Physician / Practitioner Services</b>		
Office Visits / Consultations	\$10	\$20
Chiropractic Services	\$15	\$20
Specialist Services	\$20	\$30
Urgent Care	\$20	\$20
Facility Evaluation & Management Services	No member cost-share	No member cost-share
Psychiatric - Psychotherapy Services	\$10	\$20
Surgical Services / Anesthesia Services / Cardiac Catheterization / Cardiovascular - Therapeutic Services	No member cost-share	No member cost-share
Other Physician Services (Clinical Labs - No Member Cost Share)	No member cost-share	No member cost-share
Preventive Services	No member cost-share	No member cost-share
Emergency Department (ER Care)	\$25	\$25
Ambulance Services	\$25	\$25
DME, P&O and Supplies	Ded,Coins,OOPM Will Apply	Ded,Coins,OOPM Will Apply

**Medicare PLUS Blue Group PPO™**



**Blue Cross  
Blue Shield  
of Michigan**

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association. Medicare Plus Blue Group PPO is a health plan with a Medicare contract.

Bay County

October 12, 2016

Effective Date of Coverage:  
Month's of Coverage:  
Plan Type:  
Estimated Membership:  
Option:  
Option Description :

2017 MAPD PPO	
Effective Date of Coverage:	March 1, 2017
Month's of Coverage:	10
Plan Type:	MAPD
Estimated Membership:	201
Option:	1
Option Description :	Rx=\$10/30/50

A la Carte Medical / Surgical Benefits:		
Skilled Nursing Facility - 120 Days	Included	Cost Share Same As Inpatient Facility Services above
HOTP - No lifetime max for non-Medicare covered organs per organ type	Included	Cost Share Same As Surgical Services above
Removal of Caps for Outpatient Physical Therapy	Included	Cost Share Same As Other Physician/Practitioner Services above
Foreign Travel (Not Restricted to Emergency & Urgent Care Only)	Included	Cost Share Same As If Services Was Provided in the U.S.
Determination of Refractive State	Included	Ded, Co's, OOPM Will Apply
Home Infusion Therapy	Included	No Member Cost Share for these Services
Hospice Care (Cost Share Associated with Respite & Drugs)	Included	No Member Cost Share for these Services
Private Duty Nursing	Included	50% Coinsurance Applies (Does Not Accumulate Towards Deductible / OOP Maximums)
Travel & Lodging associated with HOTP benefits	Included	No Member Cost-Share \$10,000 limit Must be at least 100 miles from home
Silver Sneakers Fitness Program	Included	No Member Cost Share for these Services

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**Medicare PLUS Blue Group PPO™**



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Blue Shield  
of Michigan**

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**Bay County**

**October 12, 2016**

<b>Effective Date of Coverage:</b>	<b>2017/MAPD/PPO</b>
<b>Month's of Coverage:</b>	March 1, 2017
<b>Plan Type:</b>	10
<b>Estimated Membership:</b>	MAPD
<b>Option:</b>	201
<b>Option Description :</b>	1
	Rx=\$10/30/50

Pharmacy		Schedule B	
Formulary Option: (Comprehensive, Enhanced, Comprehensive Plus, Standard, Enhanced or Standard)		Comprehensive/Enhanced/Formulary	
<b>Clinical Edits/Step Therapy:</b>		Yes	
<b>Deductible:</b>		\$0	
<b>Cost Share:</b>		\$10	
<b>32:90:Day:Supply:Mail:Order:Copay:Multiplier:</b>		1:0:Preferred/1:0:Standard	
<b>Minimum / Maximum Charged per Claim:</b>		Not Applicable	Not Applicable
<b>TIER 1 (Preferred Generic)</b>	<b>Cost Share:</b>	\$10	
<b>32:90:Day:Supply:Mail:Order:Copay:Multiplier:</b>		1:0:Preferred/1:0:Standard	
<b>Minimum / Maximum Charged per Claim:</b>		Not Applicable	Not Applicable
<b>TIER 2 (Generic)</b>	<b>Cost Share:</b>	\$10	
<b>32:90:Day:Supply:Mail:Order:Copay:Multiplier:</b>		1:0:Preferred/1:0:Standard	
<b>Minimum / Maximum Charged per Claim:</b>		Not Applicable	Not Applicable
<b>TIER 3 (Preferred Brand)</b>	<b>Cost Share:</b>	\$30	
<b>32:90:Day:Supply:Mail:Order:Copay:Multiplier:</b>		1:0:Preferred/1:0:Standard	
<b>Minimum / Maximum Charged per Claim:</b>		Not Applicable	Not Applicable
<b>TIER 4 (Non-Preferred Drug)</b>	<b>Cost Share:</b>	\$30	
<b>32:90:Day:Supply:Mail:Order:Copay:Multiplier:</b>		1:0:Preferred/1:0:Standard	
<b>Minimum / Maximum Charged per Claim:</b>		Not Applicable	Not Applicable
<b>[NOTE: Tier 5: Not available at 90-day or Mail Order]</b>			
<b>TIER 5 (Specialty)</b>	<b>Cost Share:</b>	\$50	
<b>32:90:Day:Supply:Mail:Order:Copay:Multiplier:</b>		Not Applicable	
<b>Minimum / Maximum Charged per Claim:</b>		Not Applicable	Not Applicable

**Medicare PLUS Blue Group PPO™**



**Blue Cross  
Blue Shield  
of Michigan**

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**MEDICARE ADVANTAGE GROUP CONTRACT  
2017 SCHEDULE A**

<b>GROUP NAME:</b>	Bay County
<b>Option</b>	1
<b>Option Description</b>	Rx=\$10/30/50
<b>CONTRACT EFFECTIVE DATE:</b>	March 1, 2017
<b>CONTRACT COVERAGE PERIOD:</b>	December 31, 2017
<b>FUNDING TYPE:</b>	FULLY INSURED
<b>2017 MA Rate PMPM:</b>	\$247.08
<b>2017 PD Rate PMPM:</b>	\$233.78
<b>2017 MAPD Rate PMPM:</b>	\$480.86

"Your signature below serves as approval to begin implementation of the PPO Medicare Advantage with accepting of rates and benefit plan as shown in this document."

**SIGNATURES**

**GROUP REPRESENTATIVE(S):**

**BCBSM REPRESENTATIVE(S):**

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**SIGNATURES**

**GROUP REPRESENTATIVE(S):**

**BCBSM REPRESENTATIVE(S):**

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (11/1/16)**

**WHEREAS,** For several years, Bay County's represented and non-represented employees have borne a 15% cost contribution to their health care coverage, long before most counties; and

**WHEREAS,** A decrease in tax revenues has impacted the County's ability to offer raises which are in line with inflationary trends and health care costs, thereby placing a burden on employees and their families; and

**WHEREAS,** On September 27, 2011, Public Act 152 became effective and provided, among other items, that the employer shall bear no more than 80% of the total health care costs (Section 3 of the Act) unless "Sec. 8.(1) by a 2/3 vote of its governing body each year, a local unit of government exempt itself from the requirements of this act for the succeeding year." MCL 15.568(1); Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners hereby opts out of the requirements of P.A. 152 continues the allocation of health care costs of 85% to the County and 15% to employees.

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Personnel - 85/15 Split for Health Care - 2017**

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  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

**Tiffany Jerry, Director**  
[jerryt@baycounty.net](mailto:jerryt@baycounty.net)  
(989) 895-4096 (T)  
(989) 895-2076 (F)

To: Kim Coonan, Chairman, Ways and Means Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: October 25, 2016

Re: Employees' Health Care Contribution Rates

Please consider the following for the agenda of your committee meeting scheduled for November 1, 2016.

**REQUEST:**

We are requesting to continue the allocation of health care costs of 85% to the County and 15% to employees.

**BACKGROUND:**

For several years, County's represented and non-represented employees have borne a 15% cost contribution to their health care coverage, long before most counties. Additionally, a decrease in tax revenues has impacted the County's ability to offer raises which are in line with inflationary trends and health care costs, thereby placing a burden on employees and their families.

On September 27, 2011, Public Act 152 became effective and provided, among other items, that the employer shall bear no more than 80% of the total health care costs (Section 3 of the Act) unless "Sec. 8.(1) by a 2/3 vote of its governing body each year, a local unit of government exempt itself from the requirements of this act for the succeeding year."

**FINANCE/ECONOMICS:**

Bay County has entered into tentative collective bargaining agreements which do not contemplate an increase from the 15% currently allocated; moreover, the 85/15% is included in the Executive's proposed budget for 2017.

**RECOMMENDATION:**

Please forward to the Board of Commissioners for approval.

Thank you for your consideration.

cc: Tom Hickner  
Debra Russell  
Amber Johnson  
Shawna Walraven  
Rebecca Marsters  
Jan Histéd  
Kim Priessnitz

**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (11/1/16)**

**WHEREAS, Employees pay 15% of actual claims costs of the health care claims and the rates they pay are 15% of the total cost of health care for the previous calendar year. Therefore, the rates that will be effective on July 1, 2017 will be for the period January 1, 2016 through December 31, 2016. The total cost of health care will include the cost of the Wellness Center beginning on January 1, 2016; and**

**WHEREAS, The total cost of health care is anticipated to be about \$5.3 million for 2016, although the books are not yet closed for that period. It is also anticipated that the cost of the wellness center will be about 8% or so of the \$5.3M. Therefore, the employees' share of that portion of the health care costs for the Wellness Center will be about \$63,000 or so; and**

**WHEREAS, Bay County has undertaken a series of wellness initiatives in order to keep health care costs in line; and**

**WHEREAS, County Administration is recommending extension of the time period of the original resolution to continue through the health insurance claim period ending December 31, 2019; and**

**WHEREAS, In the long run, greater use of the Wellness Center will reduce the costs of chronic and catastrophic illness, as well as to reduce our overall claim costs to BCBS; and**

**WHEREAS, This recommendation will have no effect on the General Fund, as no transfers to the self-insurance fund will be required. The self-insurance fund may or may not be impacted by this, although the effect on that fund will probably be minimal. Given the size of the fund, it should not materially affect the fund over this time period; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners waives the provision that employees covered by health insurance contribute 15% toward the Wellness Center during the period from January 1, 2016 through December 31, 2019; Be It Further**

**RESOLVED That the Chairman of the Board is authorized to execute any documents required to facilitate extension of the time period for health insurance claims on behalf of Bay County following legal review/approval.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Personnel - Waiver of Employee Cost to Wellness Center - 12-31-19**

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  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

**Tiffany Jerry, Director**  
[jeryl@baycounty.net](mailto:jeryl@baycounty.net)  
(989) 895-4096 (T)  
(989) 895-2076 (F)

To: Kim Coonan, Chairman, Ways and Means

From: Tiffany Jerry, Director of Personnel and Employee Relations 

Date: October 25, 2016

Re: Ways and Means Agenda Item  
Waive Employee Cost to Wellness Center

Please consider the following for the agenda of your committee meeting scheduled for November 1, 2016.

**Request:**

Waive the provision that employees covered by health insurance contribute 15% toward the Wellness Center during the period from January 1, 2016 through December 31, 2019.

**Background:**

Employees pay 15% of actual claims costs of the health care claims and the rates they pay are 15% of the total cost of health care for the previous calendar year. Therefore, the rates that will be effective on July 1, 2017 will be for the period January 1, 2016 through December 31, 2016. The total cost of health care will include the cost of the Wellness Center beginning on January 1, 2016.

The total cost of health care is anticipated to be about \$5.3 million for 2016, although the books are not yet closed for that period. We also anticipate that the cost of the wellness center will be about 8% or so of the \$5.3M. Therefore, the employees' share of that portion of the health care costs for the Wellness Center will be about \$63,000 or so.

We have undertaken a series of wellness initiatives in order to keep health care costs in line. The reason for this request is to extend the time period of the original resolution to continue through the health insurance claim period ending December 31, 2019. In the long run, greater use of the Wellness Center will reduce the costs of chronic and catastrophic illness, as well as to reduce our overall claim costs to BCBS.

**Finance/Economics:**

This recommendation will have no effect on the General Fund, as no transfers to the self-insurance fund will be required. The self-insurance fund may or may not be impacted by this, although the effect on that fund will probably be minimal. Given the size of the fund, it should not materially affect the fund over this time period.

**Recommendation:**

Move this to the Board of Commissioners meeting for approval.

Thank you for your consideration.

cc: Tom Hickner  
Debra Russell  
Amber Johnson  
Kim Priessnitz

Shawna Walraven  
Jan Hlsted

g:\board\ways&mea\2016\ways and means resolution - waive the 15% wellness center costs.docx

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**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (11/1/16)**

**WHEREAS, The current contract with Midwest Employers Casualty Company for Workers' Compensation expires on January 1, 2017 and it is necessary to go out for bid; and**

**WHEREAS, The annual workers' comp premium currently is \$52,596; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners authorizes issuance of an RFP for an Excess Workers' Compensation Policy.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Personnel - RFP - Excess Workers' Compensation Policy**

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  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

**Tiffany Jerry, Director**  
[jerylt@baycounty.net](mailto:jerylt@baycounty.net)  
(989) 895-4096 (T)  
(989) 895-2076 (F)

To: Kim Coonan, Chair, Ways and Means

From: Tiffany Jerry, Director, Personnel and Employee Relations TJ

Date: October 26, 2016

Re: Ways and Means Agenda Item  
Request to issue an RFP re: Excess Workers' Compensation Policy

Please consider the following item for the next agenda of the Ways and Means Committee.

**REQUEST:**

Request approval to issue an RFP for an Excess Workers' Compensation Policy.

**BACKGROUND/ECONOMICS:**

The current annual premium is \$52,596 and the contract with Midwest Employers Casualty Company expires on January 1, 2017. Therefore, it is necessary to go out for bid.

**RECOMMENDATION:**

Please refer to the full board for approval.

Thank you for consideration. If you have any questions, I will be available at the meeting.

cc: Tom Hickner  
Deb Russell  
Amber Johnson  
Shawna Walraven  
Rebecca Marsters  
Jan Histed  
Frances Moore  
Kim Prlessnitz

G:\Board\WAYS&MEA\2016\Excess WC Policy.vpd

BAY COUNTY BOARD OF COMMISSIONERS

NOVEMBER 1, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (11/1/16)

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

ACCOUNTS PAYABLE:

10/12/16	\$	363,123.58
10/19/16	\$	375,721.11
10/27/16	\$	202,041.22

HOUSING (Center Ridge Arms):

10/11/16	\$	31,781.66
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KIM COONAN, CHAIR AND COMMITTEE

Payables-November

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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**RESOLUTION**

NO. 2016-276

BY:                   WAYS AND MEANS COMMITTEE                   **11/01/2016**

RESOLVED:           By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on **11/01/2016** 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
<b>2016-11-002</b>	<b>GENERAL FUND</b> SWIMMING POOL Total GENERAL FUND			X
	TO RECOGNIZE ADDITIONAL REVENUE AT THE SWIMMING POOL FOR THE 2016 YEAR.			
<b>2016-11-003</b>	<b>COMMUNITY CORRECTIONS FUND</b> COMM. CORRECTION PLAN, OCT-DEC Total COMMUNITY CORRECTIONS FUND		\$1,500	
	BUDGET FOR COMMUNITY CORECTIONS ACTIVITY 27436481 TO USE \$1,500 OF THE RESTRICTED FUND BALANCE. THE RESERVE MONEY WILL BE USED TO PURCHASED COMPUTER SUPPLIES FOR THE GED PROGRAM FOR INMATES.			
<b>2016-11-004</b>	<b>GENERAL FUND</b> BOARD OF COMMISSIONERS ACCOUNTING DEPARTMENT Total GENERAL FUND		\$4,000	
	BUDGET FOR A STATE FORMATTED COURT INDIRECT COST PLAN. FUNDING SOURCE IS THE GENERAL FUND, FUND BALANCE.			
<b>2016-11-005</b>	<b>GENERAL FUND</b> BOARD OF COMMISSIONERS CHILD CARE-PROBATE (CHILD IN C Total GENERAL FUND		\$212,500	
	<b>CHILD CARE FUND</b> CHILD CARE-PROBATE (CHILD IN C Total CHILD CARE FUND			X
	TO INCREASE THE BUDGET FOR CHILD CARE FUND 29266200 CHILD IN CARE ACTIVITY WHICH INVOLVES PLACEMENT OF NEGLECT AND ABUSED CHILDREN IN CHILD PLACEMENT AGENCIES. THE STATE OF MICHIGAN WILL REIMBURSE 50% OF THESE COSTS AND BAY COUNTY GENERAL FUND, FUND BALANCE WILL PAY THE OTHER 50%.			
<b>2016-11-006</b>	<b>GENERAL FUND</b> BOARD OF COMMISSIONERS CORPORATION COUNSEL			

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Journal  
Request Number

Fund Involved  
Department Involved

Favorable  
Impact

Unfavorable  
Impact

No  
Impact

Total GENERAL FUND

\$25,000

INCREASE OUTSIDE LEGAL FEES FOR CORPORATION  
COUNSEL BUDGET.

KIM COONAN, CHAIR

AND COMMITTEE

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 \_\_\_\_\_

# Budget Adjustment Detail

Journal Request Number **2016-11-002**

Ref: SWIMM

Desc: SWIMMING

Eff Date: 11/01/2016

Org / Object	Description	I/D	Amount
<b>GENERAL FUND</b>			
<b>SWIMMING POOL</b>			
10175800 65100	REGISTRATIONS,USE & ADMISS FEE	I	2,197
10175800 74600	UNIFORM PURCHASES	I	100
10175800 92000	PUBLIC UTILITIES	I	2,097
			Favorable      Unfavorable
<b>Total GENERAL FUND</b>			<b>\$0                      \$0</b>

**Explanation**

TO RECOGNIZE ADDITIONAL REVENUE AT THE SWIMMING POOL FOR THE 2016 YEAR.

## Budget Adjustment Detail

Journal Request Number **2016-11-003**

Ref: COMMUN

Desc: C CORRECTI

Eff Date: 11/01/2016

Org / Object	Description	I/D	Amount
<b>COMMUNITY CORRECTIONS FUND</b>			
<b>COMM.CORRECTION PLAN,OCT-DEC</b>			
27436481 40003	FUND BALANCE-RESRVS/DSGNATIONS	I	1,500
27436481 75100	COMPUTER SUPPLIES	I	1,500
			Favorable      Unfavorable
<b>Total COMMUNITY CORRECTIONS FUND</b>			<b>\$0                      \$1,500</b>

**Explanation**

BUDGET FOR COMMUNITY CORECTIONS ACTIVITY 27436481 TO USE \$1,500 OF THE RESTRICED FUND BALANCE. THE RESERVE MONEY WILL BE USED TO PURCHASED COMPUTER SUPPLIES FOR THE GED PROGRAM FOR INMATES.

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# Budget Adjustment Detail

Journal Request Number **2016-11-004**

Ref: COURT

Desc: COURT INDI

Eff Date: 11/01/2016

Org / Object	Description	I/D	Amount
<b>GENERAL FUND</b>			
<b>BOARD OF COMMISSIONERS</b>			
10110100 40001	FUND BALANCE	I	4,000
<b>ACCOUNTING DEPARTMENT</b>			
10119100 80200	CONTRACTUAL SERVICES	I	4,000
<b>Total GENERAL FUND</b>		Favorable \$0	Unfavorable \$4,000

**Explanation**

BUDGET FOR A STATE FORMATTED COURT INDIRECT COST PLAN. FUNDING SOURCE IS THE GENERAL FUND, FUND BALANCE.

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# Budget Adjustment Detail

Journal Request Number **2016-11-005**

Ref: CHILD

Desc: CHILD CARE

Eff Date: 11/01/2016

Org / Object	Description	I/D	Amount				
<b>GENERAL FUND</b>							
<b>BOARD OF COMMISSIONERS</b>							
10110100 40001	FUND BALANCE	I	212,500				
<b>CHILD CARE-PROBATE (CHILD IN C</b>							
10166200 99900	TRANSFERS OUT TO OTHER FUNDS	I	212,500				
			<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: right;">Favorable</td> <td style="width: 50%; text-align: right;">Unfavorable</td> </tr> <tr> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$212,500</td> </tr> </table>	Favorable	Unfavorable	\$0	\$212,500
Favorable	Unfavorable						
\$0	\$212,500						
<b>Total GENERAL FUND</b>							
<b>CHILD CARE FUND</b>							
<b>CHILD CARE-PROBATE (CHILD IN C</b>							
29266200 68300	REIMBURSEMENTS-STATE	I	212,500				
29266200 69901	TRANSFERS IN FROM GENERAL FUND	I	212,500				
29266200 84604	AGENCY PLACEMENT-RM & BD	I	425,000				
			<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: right;">Favorable</td> <td style="width: 50%; text-align: right;">Unfavorable</td> </tr> <tr> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> </table>	Favorable	Unfavorable	\$0	\$0
Favorable	Unfavorable						
\$0	\$0						
<b>Total CHILD CARE FUND</b>							

**Explanation**

TO INCREASE THE BUDGET FOR CHILD CARE FUND 29266200 CHILD IN CARE ACTIVITY WHICH INVOLVES PLACEMENT OF NEGLECT AND ABUSED CHILDREN IN CHILD PLACEMENT AGENCIES. THE STATE OF MICHIGAN WILL REIMBURSE 50% OF THESE COSTS AND BAY COUNTY GENERAL FUND, FUND BALANCE WILL PAY THE OTHER 50%.

## Budget Adjustment Detail

Journal Request Number **2016-11-006**

Ref: LEGAL

Desc: LEGAL FEES

Eff Date: 11/01/2016

Org / Object	Description	I/D	Amount
GENERAL FUND			
BOARD OF COMMISSIONERS			
10110100 40001	FUND BALANCE	I	25,000
CORPORATION COUNSEL			
10126600 81700	LEGAL FEES	I	25,000
<b>Total GENERAL FUND</b>		Favorable \$0	Unfavorable \$25,000

Explanation

INCREASE OUTSIDE LEGAL FEES FOR CORPORATION COUNSEL BUDGET.

**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (11/1/16)**

**WHEREAS, On February 7, 1995, Resolution No. 95-048 was adopted outlining the original grant approval process for specifically referenced grants; and**

**WHEREAS, On April 14, 1998, Resolution H 98-103 was adopted to authorize the Board Chairman to execute any and all grant and service agreements and required all grant applications to be reviewed by Corporation Counsel; and**

**WHEREAS, Revisions to this policy are necessary to comply with the Office of Management and Budgets (OMB) new Uniform Guidance 2 CFR Part 200; and**

**WHEREAS, This new Grant Processing Policy will supersede Resolution No. 95048 and Resolution No. 98-103; and**

**WHEREAS, Implementation of the new Grant Processing Policy will make the Board of Commissioners aware of any General Fund match dollars that would need to be committed at the grant application phase and, in addition, will provide the Finance Department with the required grant information needed to complete Bay County's Financial Audit, Single Audit and the SEFA; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners approves the attached Uniform Grant Policy which supercedes Resolutions no. 95048 and 98-103, said Uniform Grant Policy to take immediate effect.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Finance - Uniform Grant Policy**

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 \_\_\_\_\_

Category: 240 – FINANCIAL  
Number: 242  
Subject: GRANTS APPLICATIONS, APPROVALS AND ADMINISTRATION  
Purpose: The purpose of this policy is to replace resolution 94-048 and 98-103 and:  

1. Outline the general steps and responsibilities in the application for and approval of grant dollars received by the Departments of the County.
2. Serve as a general planning tool and time-line for Departments prior to application for grants and processing grant awards.
3. Communicate to County Elected Officials, Department Heads, and Employees the formal grant policy of the Board of Commissioners.
4. The purpose of this policy is to stay in compliance with 2 CFR Part 200 of the Uniform Guidance.

Authority/  
Responsibility: Bay County Board of Commissioners

Application: This policy applies to all County Elected Officials, Department Heads, and Employees.

Definitions: Grants are awards of funds from an outside source to be expended for a particular program or project for a specified period of time. The grant funds include the revenue from all outside sources and the County, as well as in-kind match if allowable or required. Grants are generally received from Federal, State, local or private sources.

Policy: Any County Elected Official, Department Head, and Employee seeking a grant shall complete the:

**UNIFORM GRANT APPLICATION/PROPOSAL PROCESSING FORM**

**ATTACH THE COMPLETED GRANT APPLICATION AND/OR AWARD NOTICE to the Uniform Grant Application/Proposal Processing Form and**

Submit the documents to the Finance Officer and Corporation Counsel for review prior to seeking Board of Commission approval.

The Chairperson of the Board of Commissioners is the only authorized signatories of the County for grant approval or acceptance purposes.

All grants received by the County will be administrated by a responsible person(s) in the recipient Department. All grant reporting deadlines are the responsibility of the grant administrator. The accounting for and financial reporting of grant monies will be coordinated by the Finance and Accounting Division. All financial reports not created or generated by the Finance Department must be sent upon completion to the Finance Department for audit and retention purposes.

This policy is in effect for both the Application and Award of each grant.

**UNIFORM GRANT APPLICATION/PROPOSAL PROCESSING FORM**

**Section 1: General Information**

Date Prepared: \_\_\_\_\_

Grant Start Date: \_\_\_\_\_

Grant End Date: \_\_\_\_\_

Grant Amount: \_\_\_\_\_

Grant Type:     \_\_\_ Competitive (award on the basis of competitions among eligible grantees)  
                  \_\_\_ Entitlement (a set of money or an amount determined under a formula grant)  
                  \_\_\_ Continuation (continued funding for existing grant from funding agency)

If continuation of an existing grant, Munis Org# \_\_\_\_\_ Will a new Org be necessary? \_\_\_\_\_

Funding Source:     \_\_\_ Federal \_\_\_ State \_\_\_ Foundation \_\_\_ Corporate

If Federal Grant, CFDA#: \_\_\_\_\_ Funding Agency/Contact: \_\_\_\_\_

Official Grant Title: \_\_\_\_\_ Phone Number/Ext of Contact: \_\_\_\_\_

Does this grant include pass-through dollars? \_\_\_ YES \_\_\_ NO If YES, amount: \_\_\_\_\_

Does this grant require matching funds? \_\_\_ YES \_\_\_ NO If YES, amount: \_\_\_\_\_

Type of Matching Funds: \_\_\_\_\_ Cash \_\_\_\_\_ In-Kind

If In-Kind, how will the matching funds be tracked? \_\_\_\_\_

---

**Section 2: Grant Description**

Briefly summarize the overall purpose/objective of the grant and indicate how this grant will contribute to the needs and goals of the County. (Not Grant Activities)

Briefly list the grant program activities (what is going to be done with the grant funds):

Please provide a brief explanation of pertinent budget items that will be funded through this grant. (indicate if funds will be used for new/old staff positions, contracted services, travel, material/supplies, equipment/furniture, facilities, and other applicable items.)

How will the grant activities be continued after the end of the grant period?

---

**Section 3: Grant Application Review /Approval**

**\*\*Your signature indicates a full understanding of the program information provided and intent to implement the project according to all program guidelines, assurances and certifications.**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Corporation Counsel: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Officer: \_\_\_\_\_ Date: \_\_\_\_\_

County Executive: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson Bd of Commissioners: \_\_\_\_\_ Date: \_\_\_\_\_

REFERENCE POLICY NUMBER 242



**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 *JH*  
Finance Officer / Information Systems Director

**RE:** Finance Policy, Category 240, No. 242 - Grant Processing Policy

**DATE:** October 25, 2016

**REQUEST:**

To gain approval of the new proposed Grant Processing Policy by the Board of Commissioners. The revisions to this policy are necessary to comply with the Office of Management and Budgets (OMB) new Uniform Guidance 2 CFR Part 200. This new Grant Processing Policy would supersede Resolution No. 95-048 and Resolution No. 98-103. Please place this memo on the November 1, 2016, agenda for your committee's review.

**BACKGROUND:**

On February 7, 1995, Resolution No. 95-048 was the original grant approval process for specifically referenced grants. On April 14, 1998, Resolution # 98-103 was adopted to authorize the Board Chairman to execute any and all grant and service agreements. Also, it approved that all grant applications must be reviewed by Corporation Counsel.

**ECONOMICS:**

By implementing this new Grant Processing Policy, it would make the Board of Commissioners aware of any General Fund match dollars that would need to be committed at the grant application phase. In addition, it would provide the Finance Department with the required grant information needed to complete Bay County's Financial Audit, Single Audit and the SEFA.

**RECOMMENDATION:**

Request the Board approve the new proposed Grant Processing Policy in order to be compliant with the new Uniform Guidance 2 CFR Part 200.

**Cc:** Tom Hickner  
Kim Priessnitz  
Robert Redmond

**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (11/1/16)**

**WHEREAS, On April 13, 1993, Resolution No. 93-113 was adopted approving the original travel process for all Employees/Elected Officials traveling on behalf of Bay County and submitting travel expense requests and vouchers; and**

**WHEREAS, On June 8, 2004, Resolution No. 04-115 was adopted to exclude the need to submit a travel authorization if an Employee/Elected Official were to travel contiguous counties; and**

**WHEREAS, Revisions to the current Travel Policy are necessary in order to comply with the Office of Management and Budgets (OMB) new Uniform Guidance 2 CFR Part 200; and**

**WHEREAS, This new Travel Policy would supersede Resolution No. 04-115 and Resolution No. 93-113; Therefore, Be It**

**RESOLVED That, in an effort to be compliant with the new Uniform Guidance 2 CFR Part 200, the Bay County Board of Commissioners approves the attached revised Category 350, No. 351 Travel Policy, effective immediately.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Finance - Revised Travel Policy**

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 \_\_\_\_\_

Category: 350

Number: 351

## **TRAVEL POLICY**

1. PURPOSE: This policy shall govern all employees and elected officials submitting Bay County travel expense vouchers to Bay County for reimbursement.
2. AUTHORITY: Bay County Board of Commissioners
3. APPLICATION: All Bay County employees, department heads and elected officials.

## STANDARD TRAVEL POLICY

Adopted: 4/13/93, Resolution #93-113

Amended: 6/8/04, Resolution #04-115

### 1. Section I - General

These policies shall govern all Employees/Elected Officials submitting Bay County Travel Expense Vouchers to Bay County for reimbursement.

Compliance with the Standard Travel Policy is the responsibility of each Department Head/Elected Official. The Bay County Finance Department shall question and appropriately adjust Travel Expense Vouchers which violate the intent of these policies. Only the Bay County Board of Commissioners may waive any policy when it is in the best interest of Bay County.

Employees/Elected Officials traveling on behalf of Bay County are expected to exercise the same care in incurring travel expenses that a reasonable and prudent person would if traveling on personal business.

Legitimate travel expenses incurred incidental to the efficient and effective transacting of Bay County business shall be held to a minimum.

Personal credit card receipts will be acceptable as evidence of payment if supported by a vendor statement/receipt.

No employee/Elected Official is authorized to apply for and possess a credit card, telephone calling card or gasoline charge card in the name of Bay County or a Bay County Department or Agency.

Bay County shall not reimburse any individual for travel expenses who has not complied with these standard travel policies.

The Department Head/Elected Official shall be responsible for compliance with this Standard Travel Policy and for the accuracy and appropriateness of the Travel Request Form and Travel Expense Voucher.

The Department/Director or designees approving the travel request shall be held responsible for all approved expenses as being necessary and reasonable.

Any Employee/Elected Official who shall fraudulently misrepresent travel expenses submitted for reimbursement shall be subject to disciplinary action and/or prosecution.

All forms referenced within this document may be found on the Bay County Intranet.

## **2. Section II - Non-County Personnel**

Travel expenses of non-county personnel, as identified in Section V, Paragraph 2, exclusive of meal costs, are not allowed and shall not be reimbursed unless otherwise contractually obligated.

The cost of meals for non-county personnel shall be reimbursed only when it is incidental and necessary to the transacting of Bay County business. Receipts must be furnished with a complete explanation and justification, along with the name of the non-county personnel, his/her affiliation and place of meeting must be identified on the Bay County Travel Expense Voucher.

Travel expenses incurred by the immediate family member of an employee/Elected Official shall not be reimbursed under any circumstances.

## **3. Section III - Request for Travel**

Travel requests shall be submitted at least five (5) work days prior to departure. Unexpected travel may cause the five (5) work day period to be waived by Bay County Executive, the Chair of the Bay County Board of Commissioners or other Bay County elected official as applicable. Travel outside the County's boundary, *exclusive of routine business travel to contiguous counties<sup>1</sup>* must be approved prior to departure by filing a Bay County Travel Request Form, regardless of whether expenses will be incurred, with the County Executive's Office or the Finance Department, whichever is applicable.

Travel requests shall be authorized and approved by the Division Head/Department Head/Elected Official, reviewed for appropriateness by the County Executive's Office or the Finance Department, whichever is applicable.

For unbudgeted trips exceeding three hundred (300) air miles from Bay City or for trips for which funds do not exist, approval must be granted prior to departure by two (2) of the three (3) following officials: Chair of the Board of Commissioners, Vice-Chair of the Board of Commissioners, or the Chair of the Ways and Means Committee. Such request shall be accompanied with the appropriate Budget Adjustment Request Form (if applicable) identifying the justification and the proposed source of funding for formal approval at the next meeting of the Ways and Means Committee and the Board of Commissioners.

The Bay County Travel Request form shall be completed in its entirety.

#### **4. Section IV -Cash Advances**

Cash advances may be provided for approved travel by completing the related section of the Travel Request Form. An approved request for an advance shall be submitted by the Division Head/Department Head/Elected official to the Bay County Finance Department. The Finance Department will determine if the request is reasonable and process a check no-sooner than two (2) work days prior to departure. In no event shall the cash advance be in an amount less than the total daily meal allowance as identified in Section VII, Paragraph 2.

Advances spent shall be accounted for by filing a Bay County Travel Expense Voucher. Cash advances must be requested through Accounts Payable AFTER receipt of the Bay County Travel Authorization.

Unspent cash advances shall be remitted to the Bay County Treasurer's Office within five (5) work days from return date. Unspent advances which are not remitted to the Bay County Treasurer within the five (5) work days shall be deducted from the Employee's/Elected Official's payroll check.

#### **5. Section V - Travel Expense Voucher**

The Bay County Travel Expense Voucher shall be completed in its entirety and shall be used for reimbursement of all actual travel expenses incurred while attending conventions, conferences, seminars, training programs and meetings.

Not all travel expenses are reimbursable. The Finance Department shall review all travel expenses and determine whether they are reimbursable. Reimbursable travel expenses may include, for example: meals, lodging, and mileage, parking fees, air fare, cab fare, telephone charges, fax charges and gratuities.

The expense of only one traveler shall be included on a single Travel Expense Voucher, EXCEPT when an employee/Elected Official is in a custodial capacity, and is responsible for and pays the travel expenses of others who accompany him/her. Names of others shall be shown.

A Travel Expense Voucher shall not cover more than one trip and shall be submitted by the fifth (5<sup>th</sup>) work day after the employee/Elected Official returns from travel.

Travel expenses incurred for routine daily business travel within Bay County, the employee/Elected Official shall submit a monthly Travel Expense Voucher, detailing the travel expenses from the first day to the last day of the month, by the fifth (5<sup>th</sup>) work day of the subsequent month.

Supporting receipts shall be attached for all travel expenses being submitted for reimbursement. Travel expenses not supported by receipts shall not be reimbursed. EXCEPTION: Whenever a flat rate reimbursement allowance is used, as allowed by Section VII, no receipts are required.

## **6. Section VI - Transportation**

All Bay County business transportation expenses shall be incurred by the most economical route and means available. Additional meals, lodging and time shall not be reimbursed if a more expensive route and/or method of travel is used.

Travel utilizing a personal vehicle or any Bay County vehicle shall be by the most direct route. If an employee/Elected Official travels by an indirect route for his/her own convenience, any extra costs shall be borne by the employee/Elected Official and reimbursement shall be based only on charges that would have been incurred by using the most direct route.

Arrangements for transportation by utilizing a Bay County vehicle may be made through the County Executive's Office. No mileage reimbursement shall be paid to employees/Elected Officials traveling in Bay County vehicles. Travel utilizing a Bay County vehicle shall commence from and end at a Bay County parking lot located at the Bay County Building.

The employee/Elected Official is responsible for refueling any Bay County owned vehicle immediately upon return from the trip. Expenses incurred for refueling a County owned vehicle while out of town on County business, shall be reimbursed, provided that a supporting receipt identifying the name and address of the commercial filling station, date and total charge is submitted with the Travel Expense Voucher.

County owned vehicles shall only be used for purposes within the scope of County employment and shall not be used for personal or social activities. Travel utilizing a privately owned vehicle is discouraged but will be allowed only when a Bay County vehicle is unavailable or when it is in Bay County's best interest.

When an employee/Elected Official uses a privately owned vehicle, reimbursement for actual miles driven shall be made at the standard mileage rate as identified annually by the Internal Revenue Service. The Finance Department shall notify all

Department Heads/Elected Officials of the rate and its effective date soon after notification is received. No reimbursement shall be made for gasoline, repairs or other incurred vehicle expenses. When two or more employees/Elected Officials travel in the same privately owned vehicle, mileage reimbursement shall be paid only to the owner of the vehicle.

If the employee is permitted to begin business travel from his/her residence, the amount of mileage claimed should be calculated from the employees work site to the place of travel. The employee will be reimbursed at the lesser amount of miles between his/her residence and the place of travel or the worksite and the place of travel.

The employee/Elected official shall possess a valid driver's license and have insurance coverage at the minimum levels required by the State of Michigan. Bay County assumes no liability for employee's/Elected Official's vehicles used while on Bay County business.

The expense of traveling by public carrier shall be based on actual cost. All public carrier travel shall be purchased at the lowest available economy fare. If an employee/Elected Official chooses to travel first-class, the cost differential shall be at the employee's/Elected Official's own expense. If an employee/Elected Official has to purchase a first-class ticket because of the unavailability of an economy seat, prior written approval shall be obtained from the employee's Department Head/Elected Official and a full written explanation shall be attached to the Travel Request Form.

Mileage reimbursement shall be allowed for travel in a privately owned vehicle from home to a public carrier terminal and return.

The Employee/Elected Official shall not be reimbursed for parking violation or traffic violation tickets.

Employees/Elected Officials may be reimbursed for taxi fares, parking fees, highway toll charges and, when it is in the economic best interest of Bay County, car rental. All car rental arrangements shall be made at the most economical rate.

For employees/Elected Officials whose workday commences with travel to a work site other than their office, mileage shall be paid for actual miles traveled in excess of the distance from the employee's/Elected Official's residence to their office.

For employees/Elected Officials whose workday terminates with travel from a work site other than their office, mileage shall be paid for actual miles traveled in excess of the distance from the employee's/Elected Official's office to their residence.

## **7. Section VII - Meals**

Meals will be reimbursed up to the current annual GSA meal and incidental expense (M&IE) rates found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem), as applicable for the destination city for out-of-county travel. The rates include tips and taxes. The first and last day of travel is reimbursed at 75 percent of the allowed daily expense. Where meals are covered by a conference registrations fee, provided via a group meal, etc., they should be deducted from the daily allowed rate indicated per meal (e.g. for breakfast, lunch, dinner) amounts.

The employee/Elected Official shall be reimbursed only for those meal expenses incurred, whether actual or standard allowed, associated with his/her travel, during the time encompassing the actual travel to and from point of destination and time at destination. If an employee/Elected Official leaves earlier than necessary to reach his/her destination or later than necessary to return home with no benefit accruing to Bay County, the additional expenses incurred shall not be reimbursed.

An employee/Elected Official submitting a Travel Expense Voucher for reimbursement of all meal expenses shall attach detailed (detail receipt consists of: restaurant name, date and time of visit, items purchased with prices, tax and if applicable a tip) supporting restaurant receipts to confirm the expense. The Finance Department shall inform all Department Heads/Elected Officials of the rates and their effective date soon after notification is received from the State of Michigan.

Bay County shall reimburse an employee/Elected Official for meals associated with out-of-town travel beyond twenty-five (25) miles from the city limits of Bay City under the following circumstances:

- i. The breakfast will be reimbursed when travel is documented and starts prior to 6:00 a.m.
- ii. Dinner will be reimbursed when travel extends beyond 7:00 p.m.

Expenses for alcoholic beverages shall not be reimbursed. When the meal is identified as a "hot breakfast", "deluxe" or "super" continental breakfast that could include hot entrees, wide variety of Danish, muffins, rolls, cereals, fruits, juices, etc. there will be no additional reimbursement provided.

When a provider offers a limited selection such as a continental breakfast with a small selection of rolls, or is found to be inadequate, reimbursement can be sought with sufficient justification (i.e., receipts, explanation) for reimbursement.

Altered receipts shall not be reimbursed.

Employees/Elected Officials required to attend pre-arranged business meetings held in Bay County may be reimbursed for meal expenses associated with such meetings. The employee/Elected Official shall be representing Bay County at these meetings and it shall be established that it was not practical for the employee/Elected Official to return to his/her residence/office for the meal.

### **8. Section VIII - Lodging**

The employee/Elected Official shall only be reimbursed for lodging expenses incurred at a commercial lodging establishment. An employee/Elected Official submitting a Travel Expense Voucher for reimbursement of lodging expenses shall attach a supporting receipt identifying the name and address of the commercial lodging establishment, the date(s) and rate of lodging, and total charge.

Any charge in the daily lodging rate on the commercial lodging receipt shall be explained on the Travel Expense Voucher.

As a Michigan Municipal Corporation, Bay County is exempt from Michigan State sales tax. The employee/Elected Official shall not pay Michigan State sales tax and is required to obtain from the Finance Department a Michigan State Tax Exemption Certificate Letter prior to traveling which is to be provided to the commercial lodging establishment.

The employee/Elected Official shall stay at the commercial lodging establishment designated by the conference/training, if the employee chooses to stay at a different lodging establishment and pay a higher rate the employee/Elected Official shall pay the difference.

### **9. Section IX - Miscellaneous**

Gratuities to valets, charges for cleaning and pressing garments, and other personal expenses shall not be reimbursed.

Other expenses that are not reimbursable include, but are not limited to, the following:

- Books and publications
- Stationery and small tools
- Gifts
- Laundry
- Fitness center fees
- Room Service Fees
- In-room movies/videos

County related business telephone calls/fax charges are permissible. In order to be reimbursed, the name, affiliation, and telephone/fax number, including area code, shall be identified on the Travel Expense Voucher.

Enrollment or registration fees, which were not prepaid for conventions, conferences, seminars, training programs and meetings, shall be reimbursed provided supporting receipts are submitted with the Travel Expense Voucher.

Under no circumstances shall an employee be reimbursed for expenses reported on a Travel Expense Voucher which has not been authorized and signed by his/her Department Head/Elected Official.



**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 *JH*  
Finance Officer / Information Systems Director

**RE:** Finance Policy, Category 350, No. 351 Travel Policy

**DATE:** October 25, 2016

**REQUEST:**

Too gain the Board of Commissioners approval of the revisions to the Travel Policy. The revisions to this policy are necessary to comply with the Office of Management and Budgets (OMB) new Uniform Guidance 2 CFR Part 200. This new Travel Policy would supersede Resolution No. 04-115 and Resolution No. 93-113. Please place this memo on the November 1, 2016, agenda for your committee's review.

**BACKGROUND:**

On April 13, 1993, Resolution No. 93-113 was the original travel process for all Employees/Elected Officials submitting travel expense requests and vouchers. On June 8, 2004, Resolution No. 04-115 was adopted to exclude the need to submit a travel authorization if an Employee/Elected Official were to travel contiguous counties.

**ECONOMICS:**

No known impact.

**RECOMMENDATION:**

Request the Board approve the new proposed Travel Policy in order to be compliant with the new Uniform Guidance 2 CFR Part 200.

**Cc:** Tom Hickner  
Kim Priessnitz  
Robert Redmond

## SUMMARY OF PROPOSED CHANGES TO THE BAY COUNTY TRAVEL POLICY

### Page 2 under "General"

Addition: "The Department/Director or designees approving the travel request shall be held responsible for all approved expenses as being necessary and reasonable."

### Page 3 under "General"

Addition: "All forms referenced within this document may be found on the Bay County Intranet"

### Page 4 under "Section III – Request for Travel"

Removal of (Exhibit B or C) and replacing with (if applicable).

### Page 4 under "Section IV - Cash Advances"

Addition: "Cash advances must be requested through Accounts Payable AFTER receipt of the Bay County Travel Authorization."

### Page 5:

Updated language.

### Page 6 under "Section VI – Transportation"

Addition: "If the employee is permitted to begin business travel from his/her residence, the amount of mileage claimed should be calculated from the employees work site to the place of travel. The employee will be reimbursed at the lesser amount of miles between his/her residence and the place of travel or the worksite and the place of travel."

### Page 7 under "Section VII – Meals"

Addition: "Meals will be reimbursed up to the current annual GSA meal and incidental expense (M&IE) rates found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem), as applicable for the destination city for out-of-county travel. The rates include tips and taxes. The first and last day of travel is reimbursed at 75 percent of the allowed daily expense. Where meals are covered by a conference registration fee, provided via a group meal, etc., they should be deducted from the daily allowed rate indicated per meal (e.g. for breakfast, lunch, dinner) amounts."

Third (3<sup>rd</sup>) paragraph addition: "...all meal expenses shall attach detailed (detail receipt consists of: restaurant name, date and time of visit, items purchased with prices, tax and if applicable tip) supporting restaurant receipts to confirm the expense."

**Page 8 under "Section VII – Meals"**

Removal of the meal reimbursement times, addition of new reimbursed meal times. "The breakfast will be reimbursed when travel is documented and starts prior to 6:00 a.m. Dinner will be reimbursed when travel extends beyond 7:00 p.m.

Clarification/addition: "Expenses for alcoholic beverages shall not be reimbursed. When the meal is identified as a "hot breakfast", "deluxe" or "super" continental breakfast that could include hot entrees, wide variety of Danish, muffins, rolls, cereals, fruits, juices, etc. there will be no additional reimbursement provided.

When a provider offers a limited selection such as a continental breakfast with a small selection of rolls, or is found to be inadequate, reimbursement can be sought with sufficient justification (i.e., receipts, explanation) for reimbursement.

**Page 9 under "Section VIII - Lodging"**

Addition: "The employee/Elected Official shall stay at the commercial lodging establishment designated by the conference/training, if the employee chooses to stay at a different lodging establishment and pay a higher rate the employee/Elected Official shall pay the difference."

**Page 9 under "Section IX – Miscellaneous"**

Addition: "Other expenses that are not reimbursable include, but are not limited to, the following:

- Books and publications
- Stationery and small tools
- Gifts
- Laundry
- Fitness center fees
- Room Service Fees
- In-room movies/videos

**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (11/1/16)**

**WHEREAS, Due to the Federal Regulations, purchasing process, nomenclature updates and internal needs, the Finance Department was asked to update the Purchasing Policy to reflect these necessary updates; and**

**WHEREAS, The revisions to this policy are necessary to comply with the Office of Management and Budget's (OMB) new Uniform Guidance 2 CFR Part 200, nomenclature updates, clarification of and amendments to the methods of purchasing goods or services, removal of items that have been deemed redundant; and**

**WHEREAS, This new Purchasing Policy would supersede Resolution Nos. 99-014, 99-050, 00-340, 01-016, 06-023 and by Motion No 131 from August 10, 2004; and**

**WHEREAS, The changes will also apply to the Purchasing Policy for the Bay County Building Authority and Bay County Housing Department Center Ridge Arms; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners, in an effort to be compliant with the new Uniform Guidance 2 CFR Part 200, nomenclature updates, clarification of and amendments to the methods of purchasing goods or services and the removal of items that have been deem redundant, hereby approves the attached Bay County Purchasing Policy; Be It Further**

**RESOLVED That the attached Bay County Purchasing Policy which supercedes Resolution Nos. 99-014, 99-050- 00-340, 01-016, 06-023 and Motion No. 131 (8/10/2004) shall take immediate effect.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Finance - Revised Purchasing Policy**

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 \_\_\_\_\_

Category: 230

Number: 231

Subject: **PURCHASING POLICY**

1. PURPOSE: To provide for the fair and equitable treatment of all persons involved in public purchasing by Bay County, to maximize the purchasing value of public funds in procurement, to provide safeguards for maintaining a procurement system of quality and integrity, to inform and provide guidance to all individuals involved in public purchasing regarding the application of the policies and procedures to be adhered to in the procurement of products and services, and to ensure that expenditures are incurred and recorded timely in compliance with the annual budget.
2. AUTHORITY: Bay County Board of Commissioners
3. APPLICATION: All Bay County employees, department heads and elected officials.

**BAY COUNTY, MICHIGAN**

**PURCHASING POLICY**

**ADOPTED APRIL 14, 1998**

AMENDED FEBRUARY 9, 1999, BY RESOLUTION NO. 99-014  
AMENDED MARCH 9, 1999, BY RESOLUTION NO. 99-050  
AMENDED DECEMBER 12, 2000, BY RESOLUTION NO. 00-340  
AMENDED FEBRUARY 6, 2001, BY RESOLUTION NO. 01-016  
AMENDED AUGUST 10, 2004, BY MOTION NO. 131  
AMENDED FEBRUARY 21, 2006 BY RESOLUTION NO. 06-023

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**BAY COUNTY  
PURCHASING POLICY**

**PART I**

**PREFACE**

The most common and simplistic definition of purchasing is buying and everyone knows what buying involves. However, governmental purchasing, whether at the local, state, or federal level, is very different and far more complex than buying that occurs in the private sector. Unlike everyday consumer buying, governmental purchasing involves the expenditure of taxpayers' money to obtain products and services that the government will use to deliver public services. The legal requirements of governmental purchasing complicate the seemingly simple task of procuring needed products and services. As a result, this critical support function has evolved into a highly controlled and accountable process that is governed by a myriad of laws and ordinances, rules and regulations, judicial and administrative decisions, and procedures and practices.

The following Purchasing Policy ("policy") identifies the various policies and procedures generally accepted throughout government and tailored to Bay County's ("the County") specific needs in the procurement of its products and services.

**PURPOSE**

The purpose of this Policy is; (1)to provide for the fair and equitable treatment of all persons involved in public purchasing by Bay County ("the County"); (2), to maximize the purchasing value of public funds in procurement; (3) to provide safeguards for maintaining a procurement system of quality and integrity; (4)to inform and provide guidance to all individuals involved in public purchasing regarding the application of the policies and procedures to be adhered to in the procurement of products and services; (5) to ensure that expenditures are incurred and recorded timely in compliance with the annual budget as adopted by the Bay County Board of Commissioners via their General Appropriation Budget Act Resolution and any amendments to the annual budget as approved by the Bay County Board of Commissioners; and (6)assure that the County complies with the federal laws, regulations and grant terms under OMB circular 2 CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.....

### **APPLICATION**

This Policy applies to contracts for the procurement of supplies, services, and construction entered into by the County after the effective date of this Policy. It shall apply to every expenditure of public funds by a public agency for purchasing irrespective of its source. When the procurement involves the expenditure of Federal or State assistance or contract funds, the procurement shall be conducted in accordance with any applicable mandatory Federal or State law and regulations which are not reflected in this Policy. Nothing in this Policy shall prevent any public agency from complying with the terms and conditions of any grant, gift, or bequest which are otherwise consistent with law.

### **PUBLIC ACCESS TO PROCUREMENT INFORMATION**

Procurement information shall be a public record to the extent provided in Act 442 of the Public Acts of 1976 (Michigan Compiled Law (MCL) 15.231 *et seq.*), as amended, and shall be available to the public as provided in said statute.

### **REPEAL AND AMENDMENT OF INCONSISTENT ORDINANCES AND RESOLUTIONS**

All ordinance or parts of ordinances in conflict with this Policy, or inconsistent with its provisions, are hereby repealed or superseded to the extent necessary to give this Policy full force and effect.

### **VALIDITY OF WHOLE IF PART IS HELD INVALID**

If any provision of the Policy or any application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or application of this Policy which can be given effect without the invalid provision or application.

### **CENTRALIZED PURCHASING**

Purchasing shall be centralized within the Finance Department as per the resolve of the Board of Commissioners in compliance with the Optional Unified Form of County Government Act, 1973 PA 139, Article 5.302(63), Section 13(b) which states:

"THE DEPARTMENT OF FINANCE SHALL supervise the execution of the annual county budget and maintain expenditure control; perform all central accounting functions; collect monies owing to the county not particularly within the jurisdiction of the county treasurer; PURCHASE SUPPLIES AND EQUIPMENT REQUIRED BY COUNTY DEPARTMENTS; and

perform all investment, borrowing, and debt management functions except as done by the county treasurer.”

In accordance with this Policy and under the direct supervision of the Finance Officer, the Purchasing Agent or his/her designee shall serve as the County’s principal public purchasing official for the procurement of supplies, services, equipment, and construction needed by Bay County, as well as the disposal, by way of selling via competitive bids, trading, auctioning, or scrapping of surplus supplies and equipment belonging to the County.

Consistent with this Policy and with the approval of the Finance Officer, the Purchasing Agent may adopt operational procedures relating to the execution of his/her duties and may delegate authority to purchase certain supplies, services, equipment, or construction items to other County officials, if such delegation is deemed necessary for the effective and efficient procurement of those items.

**ETHICS IN PUBLIC PROCUREMENT**

All County employees and officers (public servants) shall conduct themselves in conformity with 1968 PA 317, MCL 15.321 *et seq.*; MSA 4.1700 (51) (“Act 317”). Act 317 establishes standards in respect to governmental decisions and conflicts of interest arising out of the solicitation, negotiation, or approval of contracts between public servants and public entities such as the County.

I. ETHICAL STANDARDS OF CONDUCT

A. CONFLICT OF INTEREST

1. It shall be unethical for any employee or officer of the County to participate directly or indirectly in a procurement, without disclosure where the employee or officer knows that:
  - a. The employee or officer or any member of the employee’s or officer’s family member has a financial interest pertaining to the procurement; or
  - b. Any other person, business, or organization with whom the employee or officer, or any member of an employee’s or officer’s family member is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

2. It shall be unethical for, and this Policy prohibits, employees or officers of the County from acting as a vendor of Bay County. This prohibition shall not apply to part-time County employees who are paid for working an average of twenty-five (25) hours or less per week pursuant to Public Act 317 of 1968, as amended (MCL 15.321, et seq).
3. It shall be unethical for any current employee or officer of the County who is participating directly or indirectly in the procurement process to be or become employed by any person or firm contracting with the County.
4. It shall be unethical for any current employee or officer of the County to use a County Purchase Order or their County influence to obtain goods or services for themselves or others at County prices or at a discount which could not otherwise be obtained.

B. CONFIDENTIAL INFORMATION AND COLLUSION

1. Confidential Information. It shall be unethical for any employee, officer, former employee, or former officer to knowingly use confidential information for actual or anticipated personal gain or for the actual or anticipated personal gain of any other person.
2. Collusion. It shall be unethical for two (2) or more vendors, suppliers or bidders to collude with the intent to defraud the County by submitting prices, quotes, or bids that are identical or nearly identical or submitting prices, quotes, or bids that will favor one or more vendors, suppliers, or bidders.
  - a. When for any reason collusion or other anti-competitive practices are suspected among any bidders or offers, a notice of the relevant facts shall be transmitted to the State Attorney General.

C. DISCLOSURE

1. All bidders must disclose any pecuniary interest held by County employees or officers in their request for proposal or request for information packet.
2. Any employee or officer of the County participating directly or indirectly in procurement must disclose any pecuniary interest in the contract to the official body that has power to approve the

contract which disclosure shall be made a matter of record in its official proceedings.

3. If the employee or officer of the County will directly benefit from the contract in an amount less than \$250.00 or less than 5% of the public cost of the contract, then the employee or officer must file a sworn affidavit to that effect with the official body or the contract is for emergency repairs or services, the disclosure shall be made in either of the following manners:
  - a. The employee or officer must promptly disclose, in writing, to the presiding officer, or to the clerk if the presiding officer is making the disclosure, the pecuniary interest in the contract at least 7 days prior to the meeting at which a vote will be taken. The disclosure shall be made public in the same manner as a public meeting notice.
  - b. The employee or officer discloses the pecuniary interest at a public meeting of the official body. The vote shall be taken at a meeting of the official body held at least 7 days after the meeting at which the disclosure is made. If the amount of the direct benefit to the public servant is more than \$5,000.00 disclosure must be made as provided under the subparagraph.
4. The contract is approved by a vote of not less than 2/3 of the full membership of the approving body in open session without the vote of the public servant making the disclosure.
5. The official body discloses the following summary information in its official minutes:
  - a. The name of each party involved in the contract.
  - b. The terms of the contract, including duration, financial consideration between parties, facilities or services of the public entity included in the contract, and the nature and degree of assignment of employees of the public entity for fulfillment of the contract.
  - c. The nature of any pecuniary interest.

6. This disclosure does not prevent an employee or officer from making or participating in making a governmental decision to the extent that the public servant's participation is required by law. If 2/3 of the members are not eligible under this Section to vote on a contract or to constitute a quorum, a member may be counted for purposes of a quorum and may vote on the contract if the member will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the member files a sworn affidavit to that effect with the official body. The affidavit shall be made a part of the public record of the official proceedings. As used in this subsection, "governmental decision" means a determination, action, vote or disposition upon a motion, proposal, recommendation, resolution, ordinance, order or formulates public policy.

## II. ADMINISTRATIVE SANCTIONS

### A. EMPLOYEES/OFFICERS

1. The Board of Commissioners or County Executive may impose on a County employee or officer, for any violations of the ethical standards of conduct set forth in this section, any one or more of the following administrative sanctions as allowed for in any applicable labor agreement, personnel policy, or State statute.
  - a. Oral or written warnings or reprimands;
  - b. Suspension from work, with or without pay, for specified periods of time; or
  - c. Termination of employment.
2. Disallowed Expenditures. Michigan law prohibit officers or employees from using funds under the officer's or employee's official care for personal gain or benefit. Therefore, Bay County officials and employees are prohibited from expending County Funds for flowers, plants, fruit baskets, expressions of sympathy, etc. except as authorized specifically by statute. The Finance Department will disallow expenditures made in violation of this policy. Please see the sections relating to "Public Celebrations and Events" and "Food and Beverage Purchases" for further details.

B. NON-EMPLOYEES

1. The Board of Commissioners or County Executive may impose on a non-employee for any violation of the ethical standards of conduct set forth in this section, any one or more of the following administrative sanctions:

- a. Written warnings or reprimands;
- b. Termination of contracts, or;
- c. Debarment or suspension from conducting business with the County for specified periods of time.

III. CRIMINAL PENALTIES

To the extent that violations of the ethical standards of conduct set forth in this section constitute violations of the State Criminal Code they shall be punishable as provided therein. Such penalties shall be in addition to the administrative sanctions set forth in this section and/or any civil sanctions. Criminal, civil, and administrative sanctions against employees or non-employees which are in existence on the effective date of this Policy shall not be impaired.

IV. RECOVERY OF VALUE

The value of anything transferred or received as the result of a violation of any of the ethical standards of conduct set forth in this section by any employee or non-employee shall be recovered from said employee or non-employee.

**DEBARMENT OR SUSPENSION**

**AUTHORITY TO DEBAR OR SUSPEND.** After reasonable notice to the person(s)/vendor(s) involved and reasonable opportunity for that person/vendor to be heard, the Finance Officer, after consulting with the County's Corporation Counsel and Purchasing Agent, is authorized to debar a person/vendor, for cause, from consideration for award of contracts. The debarment shall not be for a period of more than three (3) years. After consultation with the County's Corporation Counsel and Purchasing Agent, the Finance Officer is authorized to suspend the person(s)/vendor(s) from consideration for award of contracts if there is a probable cause to believe that the person(s)/vendor(s) has engaged in any activity which might lead to debarment. The suspension shall not be for a period exceeding three (3) months. The causes for debarment include:

1. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
2. Conviction under state and federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects his/her responsibility as a County contractor;
3. Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
4. Violation of contract provisions, as set forth below, of a character which is regarded by the Finance Officer to be so serious as to justify debarment action:
  - a. Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contracts; or
  - b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment.
5. Any other cause the Finance Officer determines to be so serious and compelling as to affect his/her responsibility as a County contractor, including debarment by another governmental entity for any cause listed in this policy; and
6. For violation of the ethical standards set forth in the ETHICS IN PUBLIC PROCUREMENT section of this policy.

The Finance Officer shall issue a written decision to debar or suspend. The decision shall state the reasons for the action taken and inform the debarred or suspended person(s)/vendors(s) involved of their rights concerning judicial or administrative review. A copy of the decision shall be mailed or otherwise furnished immediately to the debarred or suspended person(s)/vendors(s), the Bay County Board of Commissioners, and the Bay County Executive.

A decision to debar or suspend shall be final and conclusive unless the debarred or suspended person(s)/vendors(s), within ten (10) days after receipt of the decision, makes an appeal to the Bay County Board of Commissioners or commences a timely action in court in accordance with applicable law.

### **DISCRIMINATION**

Any individual or business entity providing goods and/or services to Bay County shall be required to comply with current provisions of the Americans with Disabilities Act (ADA) (the Equal Opportunity Act for Individuals with Disabilities 42 USC 12101 *et seq.*), Equal Employment Opportunities (42 USC 2000e), Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794), the Elliot-Larsen Civil Rights Act (MCL 37.1201 *et seq.*), and the Michigan Person with Disabilities Civil Rights Act (MCL 37.1101 *et seq.*). Such individual or business entity shall not discriminate against any individual with respect to hire, tenure, terms, conditions or privileges of employment because of a handicap that is unrelated to the individual's ability to perform the duties of a particular job position, or because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant shall be regarded as a material breach of any transaction or agreement between the County and the individual or business entity. The County shall vigorously enforce this covenant through use of sanctions available within this Policy or other available legal action.

### **QUALIFICATIONS-BASED SELECTION**

Qualifications-Based Selection (QBS) has received national and state attention in the public sector through legislation for many years. In 1972, the federal government enacted Public Law 92-582 (The Brooks Selection Bill) covering the selection of architects and engineers based on qualifications. In 1987, the Michigan Legislature passed House Concurrent Resolution #206 which provided a documented understanding of the process.

Qualifications-Based Selection is a fair and rational procedure that facilitates the selection of a design professional on a basis of qualifications and competence in relation to the scope and needs of a particular project shall be used for obtaining architectural, engineering, land surveying, and other related professional design services on Bay County public projects. The QBS process, as outlined in the publication, Qualifications-Based Selection of Design Professionals by Qualifications-Based Selections, Inc., or a modified version thereof suitable to the project being undertaken will include all or some of the following steps:

1. The Bay County Board of Commissioners identifies the general scope of the work.
2. A selection schedule is established.
3. A list of firms is developed.
4. Qualification documents are requested.

5. Qualification documents are evaluated.
6. A short list of firms to be interviewed is composed.
7. A briefing is held
8. Interviews are conducted.
9. Firms are ranked for selection.
10. Detailed scope of work negotiated with the top ranked firm.
11. A contract is negotiated with the top ranked firm.
  - a. If an agreement cannot be reached, those negotiations are ended and negotiations are begun with the second ranked firm, and so on down the line, until agreement is reached and a firm selected.
12. All firms involved receive post-selection communications.

Qualifications-Based Selection may be used for the selection of other, non-federally funded, professional services as deemed appropriate by the Purchasing Agent or his/her designee and the Department/Division Head, Elected Official or their designee from the requesting department. These other, non-federally funded, professional services shall include, but are not limited to, the following:

1. Architects
2. Professional Engineers
3. Professional Surveyors
4. Other Professional Services

When deemed appropriate to utilize the QBS process in the selection of professional services, this process shall be carried out through the establishment of a QBS Committee. QBS shall be used in every instance where the Qualifications-Based Selection Committee determines that attorney services needed for a proposed project are likely to exceed \$20,000. This Committee will be charged with the responsibility of implementing the QBS process at a level commensurate to the project at hand and to provide a recommendation to the Bay County Board of Commissioners.

The composition of the QBS Committee shall consist of the following individuals or their designee:

1. Chair of the Board of Commissioners (or designee)
2. Board of Commissioner's Financial Analyst
3. The Purchasing Agent.
4. The Elected Official (or designee), Department/Division Head.
5. \_\_\_\_\_
6. Finance Officer.
7. For all QBS involving the procurement of information technology related products and/or services a representative of the Information Systems Dept.
8. Any other individual who could provide valuable input and be beneficial to the selection process as identified by the three (3) previous named individuals, such as the Director of Administrative Services, etc.

**Comment [JH1]:** We feel we (Corporation Counsel) should remain on the QBS Committee, because we are an important part of the review process and have to review the contracts and assist with legal matters

#### **SALES TAX EXEMPTION**

The County shall not be charged or pay sales tax. Bay County, as a Michigan municipal corporation, is exempt from sales tax per Act 167 of Public Acts established in 1933. Per Section 4 of the General Sales Tax Act, MCL 205.54(5); MSA 7.524(5), and Michigan Sales and Use Tax Rule, 1979 AC, R205.79 provides that sales to the United States government, the State of Michigan, and their political subdivisions, departments and institutions are not taxable when ordered on a Purchase Order and paid for by warrant on government funds. In the alternative, the government may claim exemption at the time of purchase by providing the seller with a signed Certificate of Exemption stating that the purchaser is a governmental entity. This position was affirmed by the Michigan Department of Treasury through its Revenue Administrative Bulletin 2002-15, approved on June 10, 2002.

Under above referenced documents, the State of Michigan maintains that Bay County is not required to have a sales tax exemption number and that unless a purchase is paid for by warrant on governmental funds (with a Bay County check), the seller does not have to exempt the sale. The issuance of a Bay County Purchase Order or a Michigan Sales Tax Exemption Certificate does not, by itself, mandate the seller to exempt the sale. Therefore, all departments, divisions, and elected officials shall utilize Bay County's Purchase Order and accounts payable system to the fullest extent possible

when purchasing and paying for tangible personal property while still adhering to the other provisions within this Purchasing Policy.

### **VENDOR MASTER FILE AND LOG BOOK**

#### **VENDOR MASTER FILE**

A Vendor Master File shall be maintained by the Finance Department that will serve as its source document to be used by all responsible employees and officials in the procurement process.

This file will be contained in the electronic financial management system currently in use by the County. This database will be maintained and developed by the Finance Department and including use of the on-line vendor registration process currently in use by the County.

#### **LOCAL VENDORS**

The County does not advocate providing local vendors preferential treatment in the awarding of bids, contracts, or Purchase Orders. In order to preserve the integrity of the County's procurement system, and to promote fair and pure competition for the County's business, local vendors shall not be provided a preferential status in the procurement of goods or services for the County; however, when vendor submissions are equal, supplies offered by vendors who have an established local business in the County shall have preference.

#### **MINORITY/WOMEN BUSINESSES**

When required, pursuant to the federal Office of Management and Budget Circular 102, Grants and Cooperative Agreements with State and Local Government, the Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments and State of Michigan, Public Act 428 of 1980, affirmative steps will be implemented to seek out, solicit and use minority-owned firms and/or women's business enterprises when purchasing goods or services with federal funds.

#### **SOLE SOURCE PROCUREMENTS**

A contract may be awarded without competition when the Purchasing Agent or his or her designee determines, in writing, after conducting a good faith review of available resources, and upon the concurrence of the Finance Officer, that there is only one appropriate source for the requested product or service. The Purchasing Agent will conduct negotiations, as appropriate, as to price, delivery, and terms. A record of sole source procurements will be maintained in the electronic financial system as a public

record that lists each vendor's name, the amount and type of each purchase, and a listing of the item(s) procured from each vendor.

### **EMERGENCY PROCUREMENTS**

Notwithstanding any other provision of this Policy, when there exists a threat to the public's health, welfare, safety, or a threat of deterioration of a critical departmental service the Purchasing Agent or his/her designee, upon the concurrence of the Finance Officer, may make emergency procurements of products or services; or in a circumstance when an emergency condition arises during a time, e.g., after regular business hours, when the procedures outlined in the exemption section under "Large Purchases" are not practicable, the Department/Division Head, Elected Official, or their designee may procure only those products or services minimally required to alleviate the emergency condition provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of a particular vendor shall be included in/on the procurement file/paperwork. As soon as it is practicable, a record of each emergency procurement shall be made and it shall set forth the vendor's name, the amount and type of each purchase, a listing of the item(s) procured from each vendor.

### **FLEETING BUSINESS OPPORTUNITY**

The Finance Officer may, in his or her discretion, authorize a department to accept a fleeting business opportunity that is presented to the County that would become unavailable through ordinary competitive bidding opportunities. A fleeting business opportunity may include the acquisition of goods or services at significantly reduced prices for a narrow time period, the pursuit of grants under time constraints, taking advantage of a substantial benefit that becomes available for County employees and other similar situation. Under these circumstances, the County should make and document any reasonable efforts to ensure that the County received fair and reasonable value for the service rendered or goods received under the time constraints involved and taking into account the significance of the fleeting opportunity.

### **REVERSE ON-LINE AUCTIONS**

When the Finance Officer determines that the use of an RFP will not result in the best value for the County, the Finance Officer may use an alternative form of competitive selection known as the "Reverse Auction." A Reverse Auction is a real-time purchasing event that is conducted over the internet. Interested bidders submit responses in a manner similar to those in a standard Invitation for Bid (IFB), with the exception that no prices are included. Those bidders whose products or services meet the specifications are invited to the reverse auction event. These bidders will then be provided with instructions for the reverse on-line auction event. These bidders will then

be provided with instructions for the reverse on-line auction event. During the event, bidders may submit multiple prices electronically over a short time period, with the lowest cost winning. Reverse Auctions are often advantageous for items of definite quantity and definite delivery. Price is a primary factor in the award.

#### **CAPITAL ASSET TAGS**

It shall be the responsibility of the Finance Department to assign a permanent, prenumbered Bay County asset tag to any item purchased deemed by them to be an item necessary to be inventoried and controlled. The asset tag shall be assigned at the time the purchase is made and shall be noted on the Purchase Order. The asset tag shall be sent to the applicable department and it shall be the department's responsibility to attach the asset tag to the asset.

#### **LABOR-MANAGEMENT COOPERATION AGREEMENTS/PREVAILING WAGES**

Unless prohibited by law, the Board of Commissioners may designate projects for which a prevailing wage standard or labor-management cooperation agreement shall be advantageous to the County and shall be employed.

The County will ensure that construction or repair contracts that utilize Federal funds in excess of \$2,000.00 (or any amount as required by law) will comply with all requirements of the Davis-Bacon Act, 40 U.S.C. 3141 *et seq.*

The County will ensure that construction or repair contracts utilizing of State funds will comply with all requirements of Michigan's Prevailing Wage Law, 1965 PA 166; MCL 408.551 *et seq.*

#### **METHODS OF CONSTRUCTION MANAGEMENT**

The selection of an appropriate method to manage a construction project should depend on factors such as: the method of the construction to be procured, the uncertainties which may be involved in the construction; and the extent to which the County or the Contractor is to assume the risk of the cost of performance of the construction contract. The various methods differ in the degree of responsibility assumed by the contractor.

The objective when selecting an appropriate method to manage a construction project is to obtain the best value in the needed construction, in the time required, and at the lowest cost to the County. In order to achieve this objective, the County, before choosing a construction method, should review those elements of each alternative method which directly affect the cost, time, risk, and profit incentives bearing on the performance.

Among the factors to be considered are:

1. The type and complexity of the construction;
2. The difficulty of estimating performance costs such as the inability of the County to develop definite specifications, to identify the risks to the contractor inherent in the nature of the work to be performed, or to establish clearly the requirements of the project;
3. The amount and type of financing available;
4. The administrative costs to both parties;
5. The degree to which the County must provide technical coordination during the construction project and a realistic appraisal of the availability, qualifications, and experience that County personnel can bring to the project;
6. The availability of outside consultants;
7. The effect of the choice of the method of management of the construction project on the amount of competition to be expected;
8. The stability of material prices or wage levels;
9. The urgency of the construction;
10. The length of construction;
11. The size, scope, complexity, and economics of the project;
12. The location of the project and whether a contractor's site may be used;
13. The results achieved on similar projects in the past and the methods used; and
14. The extent to which the County's requirements and the ways in which they are to be met are known.

The following are the most common methods of construction management which are not all mutually exclusive and may be combined on one project:

1. SINGLE PRIME CONTRACTOR. The single prime contractor method of contracting is typified by one business, a general contractor, contracting

with the County to timely complete an entire construction project in accordance with plans and specifications provided by the County. Often these plans and specifications are prepared by a private architectural firm under contract to the County. Further, while the general contractor may take responsibility for successful completion of the project, much of the work may be performed by specialty contractors with whom the prime contractor has entered into contracts.

2. MULTIPLE PRIME CONTRACTORS. Under the multiple prime contractor method, the County or County's Agent contracts directly with a number of specialty contractors to complete portions of the project in accordance with the County's plans and specifications. The County or its agent may have the primary responsibility for successful completion of the entire project, or the contracts may provide that one of the multiple prime contractors has this responsibility.
3. DESIGN-BUILD OR TURNKEY. In a design-build or turnkey project, a business contracts directly with the County to meet the County's requirements as described in a set of performance specifications by constructing a facility to its own plans and specifications. Design responsibility and construction responsibility both rest with the design-build contractor. This method can include instances where the design-build contractor supplies the site as part of the package.
4. CONSTRUCTION MANAGER. A Construction Manager is a person experienced in construction that has the ability to evaluate and to implement plans and specifications as they affect time, cost, and quality of construction; and the ability to coordinate the design and construction of the project, including the administration of change orders. The County contracts with a qualified Construction Manager to act for the County in the construction project as specified in the Construction Management Contract. At times the Construction Manager may become a single prime contractor, or may guarantee that the project will be completed on time and will not exceed a specified maximum price (Guaranteed Maximum Price - GMP). At such times the Construction Manager will become responsible, just as any single prime contractor, to complete the project at or below the specified price.
5. CONSTRUCTION CONSULTANT. The Construction Consultant is a person that shall serve as agent of the County, providing pre-construction and construction administration services by assisting and providing administrative support to the County in connection with a construction project. The Construction Consultant accepts the relationship of trust and confidence established between it and the County. The Construction

Consultant agrees to furnish its best skill and judgment to perform its services in the most expeditious economical manner consistent with the stated interests of the County and with the staff organization of the Construction Consultant.

6. **SEQUENTIAL DESIGN AND CONSTRUCTION.** Sequential design and construction denotes a method in which design of substantially the entire structure is completed prior to beginning the construction process.
7. **PHASED DESIGN AND CONSTRUCTION OR FAST-TRACK CONSTRUCTION.** Phased design and construction denotes a method in which construction is begun when appropriate portions have been designed, but before substantial design of the entire structure has been completed.

#### **CONSTRUCTION CONTRACT CHANGE ORDERS**

During the course of a construction project it may become necessary to modify the scope of the project in varying degrees depending on each individual circumstance. By modifying the scope of the project it will necessitate amending the construction contract via a change order. Construction contract change orders may be approved by the Bay County Board of Commissioners after consultation with the architect, engineer, consultant, or a qualified individual involved with and has knowledge of the project and the requested modification, and that the Bay County Board of Commissioners is satisfied with the rationale provided for the requested change. Any change order must be in writing and signed by both parties to the contract.

#### **BID AND PERFORMANCE BONDS**

All contracts for equipment, supplies and services may require bid security and performance bonds at the discretion of the Finance Officer in consultation with the applicable department head. Bid security, when required, shall be in an amount equal to at least five percent (5%) of the amount of the bid. Performance bonds, when required, will normally be equal to 100% of the contract. A determination regarding bids received for equipment, supplies and services without requiring bid security will be made by the Finance Officer. A cashier's check/official bank check made payable to the County may be submitted in lieu of a bond. All construction contracts in excess of \$50,000.00 shall require both a bid and performance bond.

#### **BLANKET PURCHASE ORDERS**

Blanket purchase orders are those Purchase Orders that are issued in response to ongoing purchases made during a specific twelve (12) month period of time to a single vendor and will expire at the end of the fiscal year. Blanket purchase orders may be issued when the Purchasing Agent or his/her designee determines, after consultation

with the requesting department, that the issuance of a blanket purchase order will result in procurement efficiencies or in a financial benefit to the County.

Items such as food services, household goods storage, equipment maintenance or leases, printing services and the like, use permits, software licenses, etc. fall into this category. Blanket purchase orders shall not be used for the purchase of equipment.

### **COMPUTER HARDWARE/SOFTWARE**

The County has recognized the need to review and control the purchasing of computer hardware and software. All County departments requesting computer hardware and/or software shall submit their requests to the Information Systems Division (ISD).

The Information Systems Division must review all requests regardless of funding source. If the requesting department requirements are budgeted within ISD's budget, ISD will initiate the necessary procurement documents. In order to produce efficiencies in the procurement of computer hardware and/or software, to enhance employee productivity, and to receive financial benefits from excellent pricing, the Information Systems Division shall purchase computer hardware and/or software at or below the prices that have been negotiated for federal Government Service Administration (GSA) contract pricing or the State of Michigan, Department of Management and Budget, Extended Purchasing Program, when applicable.

### **VENDING MACHINES**

The County has recognized the need to control the placement of vending machines in or at all County facilities. The placement of vending machines in or at a County facility is a contractual relationship between the vendor and the County. It shall be the responsibility of the Purchasing Agent or his/her designee to solicit, through Competitive Sealed Bids, potential vendor(s) who would be interested in contracting with the County to place vending machines of the type requested and in/at the facilities designated by the County.

### **MAINTENANCE CONTRACTS**

Generally, no full, preventative, or time and material maintenance contracts shall be purchased on equipment that has a replacement value of less than one thousand dollars (\$1,000) unless deemed financially beneficial by the Department/Division Head, Elected Official or their designees, and the Purchasing Agent.

Equipment having a replacement value in excess of one thousand dollars (\$1,000) shall be eligible for coverage under a full, preventative, or time and material maintenance contract as deemed appropriate by the Purchasing Agent or his/her designee, and the

Department/Division Head, Elected Official, or his/her designee of the benefiting department.

#### **INSUFFICIENT FUNDS**

If the balance in an identified budget account number or budget category (as required in the annual General Appropriation Budget Act Resolution) is insufficient to accommodate the purchase, the department shall be required to submit to the Finance Department/Budget Division an appropriate budget adjustment form. No Purchase Order shall be assigned or placed until a budget adjustment in a sufficient amount to accommodate the order has been entered into the system or has been approved by the Bay County Board of Commissioners.

#### **PROCUREMENT RECORDS**

All determinations and other written records, such as purchase requisitions/orders and bid files, pertaining to the solicitation and/or award of County business shall be maintained for the County by the Purchasing Agent within the Finance Department.

All procurement records shall be retained and disposed of by the County in accordance with the records retention schedules and guidelines as determined by the County Finance Officer.

#### **TRAVEL EXPENDITURES**

For all County Employees and Elected/Appointed Officials who will be traveling on County business and who will be incurring business related expenses associated with their travels should refer to the County of Bay, Standard Travel Policy, for guidance.

#### **PUBLIC CELEBRATIONS AND EVENTS**

MCL 46.11a specifically allows counties to appropriate money for the purpose of a public celebration of Armistice (Veterans) Day.

It is improper for a unit of government to expend public money for an annual picnic or their celebration that is not specifically authorized by law and does not serve a public purpose. The Michigan Supreme Court in *Wayne County v Hathcock*, 471 Mich 445; 684 NW2nd 765 (2004), defined "public purpose" as having "for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity and contentment of all the inhabitants or residents with the municipal corporation, the sovereign powers of which are used to promote such public purpose.

### **FOOD AND BEVERAGE PURCHASES**

The purchase of coffee, food, etc., must be for a public, not an individual or private group or purpose. These expenditures for use at a regular or special meeting where the public is also participating in the coffee, food, etc., for volunteer or full-time employees, when working an extended period of time or when dedicating public buildings are normally considered expenditures for a public purpose.

Coffee, food, etc., for employees use during normal working hours is considered personal, not for a public purpose and improper unless specifically provided for in a collective bargaining agreement or duly adopted employment policy of the governmental unit (fringe benefit). See the definition of "public purpose" in "PUBLIC CELEBRATIONS AND EVENTS" section above.

### **PETTY (IMPREST) CASH PURCHASES**

#### **(PURCHASES COSTING \$100 OR LESS)**

All items of expense with a value of one hundred dollars (\$100) or less may be purchased with cash. These cash acquisitions can be advanced and/or reimbursed to the employee or official through the petty (imprest) cash fund maintained by the County Treasurer or their department upon submission of a Bay County Petty Cash Voucher.

The Petty Cash Voucher must be completed in its entirety before it can be honored by the Bay County Treasurer or the individual department. The Petty Cash Voucher requires the following information to be supplied in addition to a sales slip, invoice, or some other document that can support the purchase and be attached to the Petty Cash Voucher, if applicable.

1. Date purchased/advanced.
2. Amount advanced.
3. Vendor.
4. Item(s) purchased.
5. Cost per item purchased.
6. Total price paid.
7. Department name.

8. Thirteen (13) digit budget account number(s) and related amount to be charged.
9. Employee/Official who made the purchase/received advance.
10. Department/Division Head or Elected Official or their designee authorization for reimbursement.

The Bay County Treasurer or individual department may advance up to one hundred dollars (\$100) from petty cash to any employee/official to facilitate the purchasing needs of the procuring department upon receipt of a Petty Cash Voucher authorizing an advance to be granted. Such advance must be expended within the working day the advance was granted. By the end of the working day the employee/official shall return to the custodian of the petty cash fund any unspent cash remaining after the procurement, along with a completed Petty Cash Voucher and any support documents as identified above. The total of the remaining cash returned and the Petty Cash Voucher must equal the total amount advanced.

The Bay County Treasurer or any department which maintains a petty (imprest) cash fund shall not honor a Petty Cash Voucher unless all the required information requested on the Petty Cash Voucher is supplied. Periodically, when their funds are nearly depleted, and by utilizing the Petty Cash Vouchers they have honored, the County Treasurer and other departments shall replenish their petty cash funds by completing, and forwarding to the Finance Department/Accounts Payable, a Master Bay County Accounts Payable Voucher for processing identifying the various departmental budgets and amounts to be charged.

#### **MINUTE PURCHASES**

##### **(PURCHASES COSTING LESS THAN \$1,000)**

Providing for the adequate and proper controls over the procurement of products or services to ensure that County dollars are being expended in compliance with adopted budgets and to detect or to prevent irregularities in the procurement functions would necessarily require Purchase Orders to be produced for all procurements. However, a determination needs to be made regarding the efficiency and cost effectiveness of controlling every purchase made by the County through the issuing of Purchase Orders. The question needs to be asked as to whether the value of the benefit received is greater than the cost incurred in controlling every purchase. It is the opinion of the Board of Commissioners that the cost of issuing Purchase Orders on purchases, whether for products or services, costing less than \$1,000 is greater than the benefit the County will receive. Therefore, for the procurement of products or services costing less than \$1,000 the following shall apply:

1. Purchase Orders shall not be required.
2. Departments can place the order or purchase the product(s) or service(s) directly, or utilize the Purchasing Agent or his/her assistant in the Finance Department for purchasing assistance.
3. Three (3) phone quotations shall not be required prior to procurement.

However, all departments are encouraged to implement the prudent person philosophy when placing an order. This philosophy dictates that a department shall carry out this function with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character with like aims.

Whenever possible user departments are encouraged to utilize existing contracts for the procurement of goods and/or services regardless of the dollar amount. These contracts have been established to increase efficiency by streamlining the procurement process for both the Purchasing Division and user departments. Other benefits include pricing discounts resulting from volume purchasing. Since there will not be a County Purchase Order number assigned to these purchases, it is essential that the department placing the order informs the vendor that it is critical that the following information be clearly and accurately identified on the face of the invoice:

1. Name of the person who placed the order.
2. County Department that placed the order.
3. Proper mailing address where the invoice should be mailed.

If the vendor is not willing to identify items one (1) and two (2) above on the face of the invoice, the proper mailing address should be that of the ordering department; otherwise, the invoice can be sent to the Finance Department/Accounts Payable.

#### **MINIMAL PURCHASES**

**(PURCHASES COSTING \$1,000 BUT LESS THAN \$5,000)**

Any acquisition of products or services costing \$1,000 but less than \$5,000 shall obtain quotes and place the order directly.

- A. The requesting department shall enter a requisition into the computerized financial system with the required information and attach any supporting documentation. The requisition shall be released and forwarded to the Department/Division head for approval. The requisition is then forwarded to the Purchasing Agent in the Finance Department for processing.

The Purchase Requisition shall contain the following information:

1. Requesting department name.
2. Date of requisition.
3. Date the product or service is needed.
4. To whom or where the product or service is to be delivered.
5. The proper Thirteen (13) digit budget account number(s) to be charged and their current budget balance(s).

Indicate if a budget adjustment is in process to accommodate the purchase.

6. Name of requesting individual.
7. The product item number.
8. Quantity.
9. Description of products or services, as detailed as possible.
10. Freight/shipping charges, if applicable.

B. When a department decides to place an order, the department shall do so according to the following:

1. Purchase all office supplies from the Board of Commissioners designated contract vendor, subject to availability.
2. One phone or written quote is sufficient for purchases costing \$1,000 but less than \$5,000 dollars or when it is determined that there is an emergency condition or there is only a sole source provider to purchase the products and/or services. In the event a department is claiming an emergency or sole source condition, the procedures identified in the exemptions section under "Large Purchases" must be adhered to. Phone quotes must be documented as to the name of company and salesperson contacted, unit price of the product and/or service requested, quantity ordered, time and date of the call and any other pertinent information.
  - a. Quotes shall be net of freight charges and exclusive of sales tax. When obtaining quotes, the vendor must be questioned concerning

any freight or additional charges and these items should be identified separately on the Purchase Requisition.

3. Obtain a Purchase Order number and Terms and Conditions from the Purchasing Agent or his/her assistant and provide it to the selected vendor for inclusion on the vendor's invoice.
    - a. Vendors shall not fill an order for \$1,000 or greater unless they are provided a Purchase Order number.
  4. Confirm delivery mode and inquiry about and any special delivery instructions such as a lift truck or other equipment.
- C. Orders may be phoned, emailed or faxed to vendors.
- D. The Purchasing Agent or his/her assistant in the Finance Department will be available to answer questions and/or provide direction regarding these purchases.

#### **SMALL PURCHASES**

##### **(PURCHASES COSTING \$5,000 BUT LESS THAN \$20,000)**

Although Competitive Sealed Bidding is the procedure universally preferred in governmental procurement, consideration of the time and cost involved dictates that a less formal procedure be used for small purchases.

This Purchasing Policy provides that purchases, including professional services, not exceeding \$20,000 may be made in the open market without a formal written bid, and further provides that these purchases, when practicable, shall utilize competitive written requests for quotations. All such purchases shall be made cooperatively by the Purchasing Agent in the Finance Department and the Department/Division Head, Elected Official or their designees.

The requesting department shall prepare and forward via the electronic financial system a Purchase Requisition attaching any supporting documentation and release for approval. The Purchase Requisition shall contain the same information as outlined for "Minimal Purchases", Section A, Items 1 through 11.

In utilizing the small purchases procedures, the following shall apply:

1. Award shall be made to the vendor providing the greatest value for the cost while meeting the minimum needs of the County.

2. Requisitions shall not be artificially divided so as to constitute small purchases.
3. If any Department foresees a need for products or services of a like or similar nature, costing more than \$20,000 in aggregate within a fiscal year, it shall arrange for Competitive Sealed Bidding, even though the products and services individually may be under the \$20,000 bid-threshold.
4. Departments or Divisions with County-wide responsibility for products or services, such as the Buildings and Grounds Department for hand towels and tissues, shall combine requirements for like or similar commodities expected to be needed in the foreseeable future (usually a fiscal year) and arrange for Competitive Sealed Bidding.
5. When previous experience indicates a reasonable expectation that combined requirements from all Departments and/or Divisions, for a product or service, will exceed the bid threshold within a fiscal year, the Purchasing Agent shall solicit requirements from all users of this product or service, and cause specifications and bid documents to be developed, and shall arrange for Competitive Sealed Bidding.
6. The Purchasing Agent shall be responsible for obtaining the quotations required by this procedure. In instances where it is more practicable, the Purchasing Agent may delegate the obtaining of quotes to his/her designee or to the requesting/user department. This shall not absolve the Purchasing Agent from the responsibility of having proper quotes on file prior to issuing a Purchase Order, as required by this procedure, or from assuring that acceptable value is being obtained.
7. At least three (3) written quotes are required, with the exception of an emergency condition or sole source provider. In the event a department is claiming an emergency or sole source condition, the procedures identified in the exemption section under "Large Purchases" must be adhered to. Quotations received via photo facsimile (FAX) machines or email shall be accepted as written quotes required by this procedure. The Purchase Order shall be placed after the receipt of the quotes.
8. On occasion, good business judgment or common sense may dictate deviations from the requirements outlined in Item 7 of this section. In this instance, the reason(s) for the deviation shall be documented by the Purchasing Agent on the Purchase Requisition and such deviations shall not violate any other requirement of the Purchasing Policy.

9. Emergency purchases shall be exempt from some of the provisions of this policy. A request and explanation of the reasons for the declaration of an emergency shall be documented by the department requesting such declaration and forwarded to the Purchasing Agent who in turn will forward the request to the Finance Officer. The Finance Officer shall decide whether or not the request is warranted and instruct the Purchasing Agent to act accordingly. The request and explanation shall be attached to the requisition. This provision shall be used only if there is imminent danger to the health or welfare of the citizens of the County, or threat of deterioration of a critical departmental service.
10. Documentation of a sole source provided for a required product and/or service shall be attached to the requisition.
11. The Purchasing Agent, assisted by the Department/Division Head, Elected Official or their designee from the requesting department shall have the responsibility for selection of the vendor.
12. The Purchasing Agent after consultation with the Department/Division Head may elect to seek pricing using a more formal method. A use of a Request for Quotation (RFQ) will be used to secure pricing.

Request for Quotation (RFQ) is a small order amount purchasing method. Generally used for small orders under a certain dollar threshold. A request is sent to suppliers along with a description of the commodity or services needed and the supplier is asked to respond with price and other information by a pre-determined date. Evaluation and recommendation for award should be based on the quotation that best meets, price, quality, delivery, service, past performance and reliability.

### **LARGE PURCHASES**

#### **COMPETITIVE SEALED BIDS**

#### **(PURCHASES COSTING \$20,000 OR MORE)**

Competitive Sealed Bids shall be solicited for products or services that meet one of the following requirements:

- The product or service being procured has an individual cost of twenty thousand dollars (\$20,000) or more.
- When the requirements of a Department and/or Division, or the combined requirements of all Departments and/or Divisions, for products or services of a

like or similar nature has an aggregate cost of twenty thousand dollars (\$20,000) or more within a fiscal year.

- Determination of solicitation method (Invitation for Bid or Request for Proposal) shall be made after discussions between the Purchasing Agent and requesting department.
- An Request for Information will be utilized if assistance is needed in order to development the scope of a RFP. Request for Information (RFI) is a non-binding method whereby a jurisdiction publishes via newspaper, internet or direct mail its need for input from interested parties for an upcoming solicitation. It is a procurement practice used to obtain comments, feedback or reactions from potential suppliers (contractors) prior to the issuing of a solicitation. Generally price or cost is not required. Feedback may include best practices, industry standards, technology issues, etc.

The following section outlines the exemptions, elements, processes, and procedures for competitive sealed bids.

#### **A. EXEMPTIONS**

The Bay County Purchasing Policy provides that no procurement of products or services equal to or over twenty thousand dollars (\$20,000) shall be made without soliciting competitive sealed bids, except:

1. When cooperative purchases with other public entities are made.
2. When contracts of other local units of government or other public entities are used, if the Contractor extends the identical terms and conditions to the County, provided that the contract has been awarded through procedures substantially similar to those required by the Bay County Purchasing Policy.
3. When there is only a sole source for the required products or services.
4. In the event of the existence of an emergency procurement condition.
5. In the procurement of architectural, engineering, legal, landscape architectural, or land surveying services, when QBS is to be used.
6. In the procurement of services of an independent Certified Public Accountant selected to audit the County's books/operations, when QBS is to be used.

7. In the procurement of consultant, advisor, or other professional services as identified by the Bay County Board of Commissioners, when QBS is to be used.

By exempting the procurement of products or services in an emergency (Item No. 4) and entering into contracts for professional services (Items No.5, No.6, and No.7) allows the County to remain in compliance with Public Act 167 and 168 of 1993.

In the event when a Department requests an exemption from soliciting competitive sealed bids for the procurement of products or services for reasons of a sole source supplier or an emergency condition, the following shall occur:

1. The requesting department shall submit, to the Purchasing Agent, in the Finance Department, a Purchase Requisition which shall contain, in addition to the same information as outlined for "Minimal Purchases" Section A, Items 1 through 10, an attestation signed by the authorizing department official that the named vendor on the Purchase Requisition is the sole supplier of the requested product or service or; in the case of an emergency procurement condition, that the condition existing within the requesting department is causing an emergency situation and identify the consequences that will occur if the product or service is not purchased posthaste.
2. The Purchasing Agent, after discussion with the requesting Department, shall indicate approval or rejection and forward the requisition to the Finance Officer for consideration and final decision.
3. In a situation that required a Department/Division Head, Elected Official or their designee to make an emergency procurement(s), the above items one (1) and two (2) shall still occur, although after the fact, within two (2) business days of the emergency condition.

**B. REQUEST FOR COMPETITIVE SEALED BID**

The Department requesting the products or services that require competitive sealed bids be solicited shall present the request to the Purchasing Agent, which includes the following:

1. A brief description of the goods and/or services to be bid.
2. Source of funding for the expenditure (budget, grant, etc.) and budgeted amount

3. The Organization and object code to which the expenditure is to be charged.
4. Specifications for the equipment and/or service.
5. Specific requirements that shall be adhered to by each bidder.
6. Other pertinent information.

**C. REVIEW OF BID PRIOR TO PUBLIC RELEASE**

The Purchasing Agent shall request any additional information from the Department requesting the products and/or services and shall submit a draft of the Competitive Sealed Bid to Corporation Counsel and then the Finance Officer for their review and final approval.

**D. BID PACKAGE PREPARATION**

After the draft of the Competitive Sealed Bid is approved by Corporation Counsel and the Finance Officer, a final formal Competitive Sealed Bid shall be prepared by the Purchasing Agent, in conjunction with the Department/Division Head, Elected Official or his/her designee. The Competitive Sealed Bid shall include:

1. Invitation to Bid or Request for Proposal description
2. Specifications
3. Requirements of Bidders
4. General Conditions
5. ADA Assistance
6. Applicable Bid Forms

**E. BID PACKAGE DISTRIBUTION AND PUBLIC NOTICE**

The Purchasing Agent will distribute the Competitive Sealed Bid to all applicable vendors who are included on the County's Vendor Master File. The Purchasing Agent will advertise in one or all of the following: The Bay City Times, on Bay 3TV, cooperative purchasing websites, the County's website and Facebook page or any other pertinent publication, a notice inviting sealed competitive bids, for at least two days, preferably the Sunday publication for one or two weekends. There shall be an interval of at least five (5) days between the date of the final

notice and the bid opening. The notice shall include the following, when applicable:

1. Brief description of the product(s) or service(s) to be bid.
2. Place where bid documents, including specifications are available.
3. Competitive Sealed Bid Identification Number.
4. Cost, if any, of bid documents.
5. Date and time the bids are due.
6. All walk through(s) and/or pre-bid/proposal conference(s) as determined by the Purchasing Agent and the Department/Division Head, Elected Official or his/her designee of the requesting department.
7. Telecommunication Device for the Deaf (TDD) information and an Americans with Disabilities Act (ADA) statement that auxiliary aids and services are available upon request.

In addition to the public notice, the Purchasing Agent shall notify all vendors who have indicated an interest in furnishing the requested products and/or services to the County.

In the event that the original Competitive Sealed Bid needs to be amended, an addendum will be emailed to all known vendors who previously received a copy of the original Competitive Sealed Bid by the Purchasing Agent and the addendum will also be placed on the County's website and on cooperative purchasing websites.

**F. WALK THROUGH AND PRE-BID/PROPOSAL CONFERENCES**

When it has been determined that a walk through or pre-bid/proposal conference is necessary, the Purchasing Agent or his/her designee shall include language within the Competitive Sealed Bid identifying the following:

1. The date, time, and location of the walk through or pre-bid/proposal conference.
2. Whether or not potential bidders/offerors attendance is mandatory.
3. That potential bidders/offerors will not be compensated for their attendance.

4. That written and verbal questions will be accepted and addressed, with the County's preference that as many questions as possible be in writing in advance of the date of the walk through or pre-bidders/offerors conference.

If attendance by potential bidders/offerors is mandatory and a prospective bidder or offeror does not attend but does submit a bid or proposal, said bid or proposal shall be disqualified and returned unopened accompanied by a memo explaining why the bid or proposal was returned and not considered for the award.

All potential bidders or offerors shall sign-in at the location of either the walk through or pre-bidders/offerors conference and provide all the information requested on the sign-in form provided by the Purchasing Agent, or his/her designee.

#### **G. BID SUBMISSION AND OPENING**

Sealed bids are to be received and retained by the Purchasing Agent in the Finance Department until the date and time for the bid opening, as specified in the Public Notice/Competitive Sealed Bid. The sealed bid envelope shall be marked with a date stamp identifying the date (month/day/year) the bid was received in the Finance Department. The time of the day the sealed bid envelope arrived, if not automatically imprinted, will be manually written on the lines provided by the date stamp and initialed by the employee of the Finance Department who received the bid. Sealed bids are also accepted in person at the location of the bid opening up until the time specified by the Public Notice/Competitive Sealed Bid.

Bids received after the date and time specified in the Public Notice/Request for Proposal shall be disqualified and returned unopened accompanied by a memo explaining why the Request for Proposal was returned and not considered for the award. After receipt in the Finance Department, bids may be withdrawn up to the scheduled time for opening upon presentation of proper identification, as determined by the Purchasing Agent, or his/her designee. A formal written request for withdrawal must be made to the Purchasing Agent, who shall file the request in the Competitive Sealed Bid file. Bids shall be opened promptly at the time designated in the Public Notice/Competitive Sealed Bid by the Purchasing Agent or any other individual as designated by the Finance Officer, County Executive or County Board of Commissioners. The Purchasing Agent or his/her designee shall open and review the bid(s) and reads aloud the name of the bidder(s), the amount of the bid(s), and any other pertinent information contained in or omitted from the bid(s). The Purchasing Agent or his/her designee shall initial and date each bid after he/she has reviewed it and proceed to forward it to all individuals present at the bid opening for them to review,

initial, and date. The proceedings are recorded by the Purchasing Agent or some other designated individual.

Bidders/offerors and the public are encouraged to attend bid openings, and may examine the bid documents after all bids have been opened.

#### **H. EVALUATION OF BIDS AND RECOMMENDATION OF SUCCESSFUL BIDDER**

Following the bid opening, the Purchasing Agent presents the results of the bid opening to the Finance Officer with an analysis identifying the most responsible bidder/offeror and a recommendation as to which bidder/offeror to award the bid. The term "most responsible bidder" means a bidder whose bid conforms in all material respects to the Competitive Sealed Bid, who has the capability in all respects to perform the requirements, and who by its integrity and reliability gives reasonable assurance of good faith performance for the financial benefit of the County.

In determining the most responsible bidder, the Purchasing Agent or his/her designee may, after the bid opening, enter into discussions with any responsible bidder who submitted a proposal which is determined to be reasonably susceptible of being awarded the bid, to obtain additional information regarding the bidders ability to perform or to clarify a bidders proposal to assure the Purchasing Agent or his/her designee that the bidder(s) has a full understanding of and can conform to the requirements of the Competitive Sealed Bid. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. Such revisions may be permitted, after the bid opening and prior to awarding, for the purpose of obtaining best and final offers. In conducting the discussions, there shall be no disclosure of any information derived from proposals submitted by competing bidders.

No bidder is permitted to alter the dollars bid after the opening.

A voluntary or negotiated reduction/increase in price from most responsible bidder can be accepted after the opening of the bid, provided such reduction/increase does not result in the modification or deletion of any conditions or specifications contained in the bid documents.

#### **I. BID AWARD**

1. The bid shall be awarded directly to the most responsible bidder/offeror by the Purchasing Agent upon concurrence of the Bay County Finance Officer upon the following criteria being met:

- a. The product or service for which the Competitive Sealed Bid was written is included and funded in the current years adopted/amended budget.
  - b. The most responsible bid received by the County, for which the bid will be awarded, is either equal to or less/greater than the amount budgeted for this procurement/sale in the current year adopted/amended budget.
  - c. Utilizing the Notice of Intent to Award form, the Purchasing Agent upon concurrence of the Finance Officer shall notify the Bay County Board of Commissioners, the Bay County Executive, and all bidders of his/her intent to award the bid to the most responsible bidder/offeror on the eleventh (11th) working day from the date of notice. Said notice shall include the names and addresses of all bidders/offerors, their respective bid(s), reason(s) for disqualifying certain bidders/offerors and for awarding the bid to a bidder other than the best responsible bidder.
  - d. If concerns or opposition from the Board of Commissioners and/or County Executive, inclusive of an unresolved bid protest being filed by a bidder in accordance with the procedures outlined in Section I, to the Intent to Award arise within ten (10) working days from the date of the Notice of Intent to Award, said concerns or opposition shall be communicated to the Finance Officer in writing and the Finance Officer shall be precluded from awarding the bid and shall follow the procedures outlined in Subsection (2) immediately below.
2. If the bid cannot be directly awarded to the successful bidder/offeror by the Bay County Finance Officer because the criteria in Subsection (1) immediately above could not be met, then:
- a. The recommendation to the Finance Officer from the Purchasing Agent is forwarded by the Finance Officer to the Ways and Means Committee of the County Board of Commissioners for their consideration and action who in turn will forward their recommendation to the full County Board of Commissioners for awarding.
  - b. Utilizing the Notice of Recommendation, the Finance Officer shall notify all bidders/offerors, as soon as it is practical, of his recommendation to the Ways and Means Committee of the Board of Commissioners.

- c. If a Bid Protest form has been filed by a bidder/offeror in accordance with the procedures outlined in Section L relative to the Notice of Recommendation within the time allotted for such filing, the Finance Officer shall communicate such protest to the Ways and Means Committee prior to their action on his/her recommendation. The Ways and Means Committee must then decide, after reviewing the Bid Protest and listening to the testimony of the Finance Officer and the protesting bidders/offerors, whether:
  1. To accept the recommendation of the Finance Officer and follow Subsection 2. (a) above and Section L. (4), or
  2. To take no action on the Finance Officer's recommendation and follow Section L. (4).
3. The Purchasing Agent or his/her designee shall notify all bidders/offerors of the final action taken, either by the Finance Officer or the Board of Commissioners, by preparing and mailing to them a Notice of Bid Action. For informational purposes only, a copy of the Notice of Bid Action shall be placed on the agenda of the next Ways and Means Committee meeting of the Board of Commissioners. In addition to the Notice of Bid Action being mailed, the Purchasing Agent shall also execute or facilitate the execution of the documents described below in Subsection 4.
4. The execution of the Notice of Bid Action is made by the Purchasing Agent or his/her designee to the most responsible bidder through one of two procedures:
  - a. By facilitating the execution of a formal contract between Bay County and the successful bidder/offeror, supported by a performance and payment bond, if required, when periodic payments are made for work performed pursuant to a Contract and prior to completion of all the work, (e.g., construction work), or
  - b. By issuing a Bay County Purchase Order.

**J. LOW TIE BIDS**

At the discretion of the Board of Commissioners, award shall be made in any permissible manner that will discourage tie bids. If no permissible method will be effective in discouraging tie bids, then the award shall be made by drawing lots.

**K. EXTENSION OF DATES**

As a result of extenuating circumstances, it may be necessary for the County to either extend the date which competitive sealed bids are due to be received by the County or the date to which all bids are to be valid. In either case, it shall be the responsibility of the Purchasing Agent or his/her designee to inform all parties concerned, via written communications, of the County's intent on extending the relevant date, inclusive of any other pertinent date(s) that will change, along with the reasons for the extension.

If the date which the competitive sealed bids were to be received has been extended, along with all the other pertinent dates, the dates identified in Subsection G of this section, "Bid Submission and Opening," shall be those identified in the above stated communication.

If the date to which all competitive sealed bids were to be valid needs to be extended, all bidders will have the right to withdraw their bid from consideration. A formal written request for withdrawal must be made to the Purchasing Agent, who shall file said request in the Competitive Sealed Bid file.

**L. BID PROTEST PROCEDURE**

The following process will be used to allow bidders to officially lodge a protest regarding any phase of the bid process including but not limited to specification preparation, competitive sealed bid solicitation, award, or disclosure of information marked confidential in the bid or offer:

1. Bidders/offerors must obtain and complete a Bid Protest form identifying the substance and reason for the protest. The Bid Protest form can be obtained from the Purchasing Agent in the Bay County Finance Department or his/her designee.
2. The bidder/offeror must file the protest within ten (10) working days from the date of the Notice of Intent by submitting the completed form to the Purchasing Agent or his/her designee.
3. The bidder must file the protest the earlier of the day prior to the County's Ways and Means Committee meeting, or within ten (10) working days from the date of the Notice of Recommendation by submitting the completed form to the Purchasing Agent or his/her designee. The protesting bidder(s) may address the Ways and Means Committee at the meeting where the Committee will consider the recommendation of the Finance Officer.

4. Within seven (7) working days of the filing of the bid protest form, the Finance Officer, after consultation with the Purchasing Agent, shall prepare and send, via certified mail through the U.S. Postal Service, a response to the bid protest filed under either Subsection (2) or (3) of this section.
5. If not satisfied with the response of the Finance Officer regarding the bid protest filed under Subsection (2) of this section, the bidder(s)/offeror(s) may address the Ways and Means Committee of the Board of Commissioners by requesting the Finance Officer place their protest on the agenda of their next scheduled meeting. Said request must be in writing and received in the Finance Department or postmarked within seven (7) working days from the date of response to the protestor. The protestor must clearly identify on the envelope "**BID PROTEST.**"

The Purchasing Agent shall upon written request make available to any interested party information submitted that bears on the substance of the protest except where information is proprietary, confidential, or otherwise permitted or required to be withheld by law or regulation.

The Board of Commissioners or the Finance Officer shall not award any bid until the protest has been settled, unless the Board of Commissioners or the Finance Officer makes a written determination after consulting with Corporation Counsel that the award of the bid without delay is necessary to protect substantial interests of the County.

**M. CANCELLATION OF INVITATIONS/REQUESTS FOR OR REJECTION OF QUOTES/BIDS/PROPOSALS**

An Invitation for Quotes/Bids, a Request for Proposal, or any other solicitation may be canceled, or any or all bids, quotes, or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is for a good cause and in the best interest of the County. The reason(s) for the cancellation or rejection shall be made part of the specific procurement file. Each solicitation issued by the County shall state that the solicitation may be canceled and that any quote, bid, or proposal may be rejected in whole or part for good cause when in the best interests of the County. A Notice of Cancellation shall be sent to all vendors solicited. The notice shall identify the solicitation, provide the reason(s) for cancellation, and, when appropriate, identify that an opportunity will be given to all vendors to resubmit a quote, bid, or proposal, on any resolicitations or any future solicitations of similar items. A Notice of Rejection shall be sent to all bidders whose bids(s), quotes(s), or proposal(s) were rejected enumerating the reasons for rejection.

## **SELECTION PROCESS FOR SUPPLEMENTAL PRIVATE ATTORNEYS**

The Purchasing Policy hereby adopts all relevant portions of the Bay County Civil Counsel Guidelines adopted on June 17, 2014 by Resolution 2014-113.

### **DEFINITIONS**

*County procurement.* Any transaction by which the County acquires, trades, or rents goods, equipment, land, services, or construction for County use; enters into concession agreements or rents, sells, or disposes of County property. The judicial appointment of assigned counsel for indigent defendants, mental incompetency cases, and public administrator for estates is deemed to be a County procurement.

*County business.* Any business which or person who has taken part in a County procurement as a contractor or as a County-approved sub-contractor within the previous 24 months, or which is expected to take part within the next 12 months. "Expected to take part" means that some specific action has taken place which manifests an intent to compete for a County procurement, such as the active solicitation of County work, a response to a bid or request for proposals, or a written request to be included on the bidders mailing list.

*County employee.* An individual drawing a salary or wages from the County, including, for the purposes of this Policy only, County elected and appointed officers, or any non-compensated individual who is performing contract management services for the County, such as a volunteer, or a member of an appointed board or commission. Judges of the 74<sup>th</sup> District Court, 18<sup>th</sup> Circuit Court and Probate Court are not contained within this definitional provision, but are subject to the Canons of Ethics of the Michigan Judicial Tenure Commission. (Note: County employees who manage or are party to contracts with or for the benefit of the courts remain subject to this article.)

#### *Pecuniary interest.*

- (1) Ownership of any interest or involvement in any relationship from which, or as a result of which, a person within the past year has received, or is presently or in the future entitled to receive, more than \$500.00 per year, or its equivalent; except:
  - (a) That a person who deposits personal funds in a financial institution and earns interest on these funds, or who has a loan, at a rate and on terms available to the general public is not deemed to have a financial interest in that institution; and
  - (b) That ownership of stocks and bonds which are listed and traded on the American or New York Stock Exchanges, NASDAQ, or foreign stock exchanges, which have a current value of less than \$10,000.00, and which constitute less than one percent of the total outstanding shares of any specific ventures, or ownership of any amount of a publicly-traded mutual fund, is not deemed to be a substantial financial interest;

(2) Ownership of five percent or more of any property or business; or

(3) Holding a key position in a business such as an officer, director, trustee, partner, sales manager, or the like, or holding any position of management, but not including persons who serve without compensation on the board of directors of a charitable organization, which has recognized status under section 501(c)(3) of the Internal Revenue Code.

*Family Member.* People related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the grandfather or grandmother of an individual's spouse. It shall also include a former spouse or an individual with whom the County employee or public servant has had a child in common as well as domestic partner and parents thereof, including domestic partners of any individual listed above. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

*Best Interests of the County* shall mean advantageous to Bay County.

*Business* shall mean any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.

*Change order* shall mean an agreed-upon written order to a contractor executed by the County and the contractor after execution of the base contract, directing a change in the work which may include a change in the contract price, the time for the contractor's performance, or any combination thereof.

*Construction* shall mean the process of building, altering, repairing, improving or demolishing any public structure, or building, or other public improvements of any kind to any public real property.

*County* shall mean all agencies, boards, commissions, departments, and offices of the County of Bay.

*Days* shall mean a calendar day.

*Designee* shall mean a duly authorized representative of a person with formal responsibilities under this Policy.

*Emergency procurement* shall mean the procurement of goods, services, supplies or construction:

- (1) Necessary for the imminent protection of or to mitigate an imminent threat to public health, welfare or safety, including, but not limited to, widespread or severe damage, injury, or loss of life or property;
- (2) To avert a catastrophe from a natural or human-made cause, including, but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination,

- blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders;
- (3) For emergency repair or construction caused by unforeseen circumstances when the repair or construction is necessary to protect life or property;
  - (4) In response to a declared state of emergency or state of disaster under Michigan Public Acts 1976 of 390; 1945 of 302; or 1982 of 191;

*Invitation for Bid (IFB)* shall be used when a competitive sealed bid is required for solicitations where price is the determining factor.

*Public notice* means the distribution or dissemination of information using methods that are reasonably available to interested parties. Such methods will often include publication in newspapers of general circulation, electronic or paper mailing lists, and web site(s) designated by the Finance Officer and maintained for that purpose.

*Procurement* shall mean the buying, purchasing, renting, leasing, or otherwise acquiring of any supplies, services, or construction services. It also includes all functions that pertain to the obtaining of any supply, service, or construction, including description of requirements, selection, and solicitation of sources, preparation and award of contracts, and all phases of contract administration.

*Public agency* shall mean a public entity subject to or created by the County.

*Real property* shall mean any land, all things growing on or attached thereto, and all improvements made thereto including buildings and structures located thereon.

"Request for Information (RFI): A non-binding method whereby a jurisdiction publishes via newspaper, internet or direct mail its need for input from interested parties for an upcoming solicitation. A procurement practice used to obtain comments, feedback or reactions from potential suppliers (contractors) prior to the issuing of a solicitation. Generally price or cost is not required. Feedback may include best practices, industry standards, technology issues, etc. *Request for Proposals (RFP)*: shall mean the submission of proposals to provide supplies, services, or construction services based on a generalized scope of work which ordinarily results in the award of the contract to the responsible person(s) submitting the most advantageous and responsive proposal. The award of the contract must be made on the basis of evaluation factors which must be stated in the RFP, and must include, but not be controlled alone by the factor of price proposed to be charged.

*Request for Qualifications (RFQu)*: A document which is issued by a procurement entity to obtain statement of the qualifications of potential development teams or individuals (i.e. consultants) to gauge potential competition in the marketplace, prior to issuing the solicitation.

*Request for Quotation (RFQ)*: A small order amount purchasing method. Generally used for small orders under a certain dollar threshold. A request is sent to suppliers

along with a description of the commodity or services needed and the supplier is asked to respond with price and other information by a pre-determined date. Evaluation and recommendation for award should be based on the quotation that best meets, price, quality, delivery, service, past performance and reliability.

*Responsible bidder/offeror*: A contractor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.

*Responsive bidder/offeror* shall mean a person who has submitted a bid which conforms in all material respects to the minimum requirements set forth in the solicitation.

*Service(s)* shall mean the furnishing of labor, time, or effort by a contractor not required to deliver specific end product, other than reports which are merely incidental to required performance. This term does not include employment agreements or collective bargaining agreements.

*Shall* denotes mandatory.

*Subcontractor* shall mean any business having a contract to perform work or render service to a prime contractor as a part of the prime contractor's agreement with the County.

*Specification* shall mean any description of the physical or functional characteristics or of the nature of a supply, service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, or construction item for delivery.

*Supplies* shall mean all personal property, including but not limited to equipment, materials, printing and insurance but excluding real property or an interest in real property.

*Written or in writing* shall mean the product of any method of forming characters on paper, other materials, or viewable screen, which can be read, retrieved, and reproduced, including information that is electronically transmitted and stored.

*Written determination* shall mean a written decision resolving a question or controversy, or finalizing a position within the limits of authority under this chapter.



**BAY COUNTY  
FINANCE/INFORMATION SYSTEMS**

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County Executive

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

**FROM:** Jan Histed *JH*  
Finance Officer / Information Systems Director

**RE:** Finance Policy, Category 230, No. 231 Purchasing Policy

**DATE:** October 25, 2016

**REQUEST:**

Too gain approval of revisions to the Purchasing Policy by the Board of Commissioners. The revisions to this policy are necessary to comply with the Office of Management and Budgets (OMB) new Uniform Guidance 2 CFR Part 200, nomenclature updates, clarification of and amendments to the methods of purchasing goods or services, removal of items that have been deemed redundant. This new Purchasing Policy would supersede Resolution Nos. 99-014, 99-050, 00-340, 01-016, 06-023 and by Motion No 131 from August 10, 2004. The changes will also apply to the Purchasing Policy for the Bay County Building Authority and Bay County Housing Department Center Ridge Arms. Please place this memo on the November 1, 2016, agenda for your committee's review.

**BACKGROUND:**

Due to the Federal Regulations, purchasing process, nomenclature updates and internal needs the Finance Department was asked to update the Purchasing Policy to reflect these necessary updates.

**ECONOMICS:**

No known impact.

**RECOMMENDATION:**

Request the Board approve the new proposed Purchasing Policy in order to be compliant with the new Uniform Guidance 2 CFR Part 200, nomenclature updates, clarification of and amendments to the methods of purchasing goods or services, removal of items that have been deemed redundant.

**Cc:** Tom Hickner  
Kim Priessnitz  
Robert Redmond

## SUMMARY OF PROPOSED CHANGES TO THE BAY COUNTY PURCHASING POLICY

### Page 6 addition under "PURPOSE":

"Assure the County complies with the federal laws. Regulations and grant terms under OMB circular 2 CFR 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Award.*" Added to establish internal control objective specific to each compliance requirement area as it applies to each Federal grant and/or award.

### Page 7 addition:

#### REPEAL AND AMENDMENT OF INCONSISTENT ORDINANCES AND RESOLUTIONS

All ordinance or parts of ordinances in conflict with this Policy, or inconsistent with its provisions, are hereby repealed or superseded to the extent necessary to give this Policy full force and effect.

#### VALIDITY OF WHOLE IF PART IS HELD INVALID

If any provision of the Policy or any application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or application of this Policy which can be given effect without the invalid provision or application.

### Page 9-10 addition under "II. ADMINISTRATIVE SANCTIONS,

#### A. EMPLOYEES/OFFICERS, Paragraph #2":

"Please see the sections relation to "Public Celebrations and Events" and "Food and Beverage Purchases" for further details." This line was added to reference new sections relating to allowable reimbursements relating to these activities.

#### C. DISCLOSURE:

1. All bidders must disclose any pecuniary interest held by County employees or officers in their request for proposal or request for information packet.
2. Any employee or officer of the County participating directly or indirectly in procurement must disclose any pecuniary interest in the contract to the official body that has power to approve the contract which disclosure shall be made a matter of record in its official proceedings.
3. If the employee or officer of the County will directly benefit from the contract in an amount less than \$250.00 or less than 5% of the public cost of the contract, then the employee or officer must file a sworn affidavit to that effect with the official body or the contract is for emergency repairs or services, the disclosure shall be made in either of the following manners:

- a. The employee or officer must promptly disclose, in writing, to the presiding office, or to the clerk if the presiding office is making the disclosure, the pecuniary interest in the contract at least 7 days prior to the meeting at which a vote will be taken. The disclosure shall be made public in the same manner as a public meeting notice.
  - b. The employee or officer discloses the pecuniary interest at a public meeting of the official body. The vote shall be taken a meeting of the official body held at least 7 days after the meeting at which the disclosure is made. If the amount of the direct benefit to the public servant is more than \$5,000.00 disclosure must be made as provided under the subparagraph.
4. The contract is approved by a vote of not less than 2/3 of the full membership of the approving body in open session without the vote of the public servant making the disclosure.
5. The official body discloses the following summary information in its official minutes:
  - a. The name of each party involved in the contract.
  - b. The terms of the contact, including duration, financial consideration between parties, facilities or services of the public entity included in the contract, and the nature and degree of assignment of employees of the public entity for fulfillment of the contract.
  - c. The nature of any pecuniary interest.
6. This disclosure does not prevent an employee or officer from making or participating in making a governmental decision to the extent that the public servant's participation is required by law. If 2/3 of the members are not eligible under this Section to vote on a contract or to constitute a quorum, a member may be counted for purposes of a quorum and may vote on the contract if the member will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the member files a sworn affidavit to that effect with the official body. The affidavit shall be made a part of the public record of the official proceedings. As used in this subsection, "governmental decision" means a determination, action, vote or disposition upon a motion, proposal, recommendation, resolution, ordinance, order or formulates public policy.

**Page 14 additions to "QUALIFICATION BASED SELECTION":**

#3 removed "design professional" because we use this selection for more than Architectural/Engineering firms.

#7 added "A briefing is held" this is consistent with the QBS detailed workbook

#10 added "Detailed scope of work negotiated with the top ranked firm."

QBS Committee: #7 For all QBS involving the procurement of information technology related products and/or services a representative of the Information Systems Dept.

See Comment regarding Corporation Counsel involvement.

**Page 15 & 16 revisions "VENDOR MASTER FILE AND LOG BOOK":**

**A. VENDOR MASTER FILE**

Revised paragraph to reflect current process, new paragraph reads:

"A Vendor Master File shall be maintained by the Finance Department that will serve as its source document to be used by all responsible employees and officials in the procurement process.

This file will be contained in the electronic financial management system currently in use by the County. This database will be maintained and developed by the Finance Department and including use of the on-line vendor registration process currently in use by the County"

**B. VENDOR LOG BOOK**

This paragraph has been eliminated as the book is no longer in use.

**Page 16 addition "SOLE SOURCE PROCUREMENTS"**

Addition of the word "appropriate" "...that there is only one *appropriate* source for the requested product or service."

Addition of "in the electronic financial system", "A record of sole source procurements will be maintained *in the electronic financial system* as a public...."

**Page 19 Addition: "FLEETING BUSINESS OPPORTUNITY"**

The Finance Officer may, in his or her discretion, authorize a department to accept a fleeting business opportunity that is presented to the County that would become unavailable through ordinary competitive bidding opportunities. A fleeting business opportunity may include the acquisition of goods or services at significantly reduced prices for a narrow time period, the pursuit of grants under time constraints, taking advantage of a substantial benefit that becomes available for County employees and other similar situation. Under these circumstances, the County should make and document any reasonable efforts to ensure that the County received fair and reasonable

value for the service rendered or goods received under the time constraints involved and taking into account the significance of the fleeting opportunity.

**Page 20 Addition: "REVERSE ON-LINE AUCTIONS"**

When the Finance Officer determines that the use of an RFP will not result in the best value for the County, the Finance Officer may use an alternative form of competitive selection known as the "Reverse Auction." A Reverse Auction is a real-time purchasing event that is conducted over the internet. Interested bidders submit responses in a manner similar to those in a standard Invitation for Bid (IFB), with the exception that no prices are included. Those bidders whose products or services meet the specifications are invited to the reverse auction event. These bidders will then be provided with instructions for the reverse on-line auction event. These bidders will then be provided with instructions for the reverse on-line auction event. During the event, bidders may submit multiple prices electronically over a short time period, with the lowest cost winning. Reverse Auctions are often advantageous for items of definite quantity and definite delivery. Price is a primary factor in the award.

**Page 20 addition under "LABOR-MANAGEMENT COOPERATION AGREEMENTS/PREVAILING WAGE"**

The County will ensure that construction or repair contracts that utilize Federal funds in excess of \$2,000.00 (or any amount as required by law) will comply with all requirements of the Davis-Bacon Act, 40 U.S.C. 3141 *et seq.*

The County will ensure that construction or repair contracts utilizing of State funds will comply with all requirements of Michigan's Prevailing Wage Law, 1965 PA 166; MCL 408.551 *et seq.*

**Page 22 addition under: "CONSTRUCTION CONTRACT CHANGE ORDERS"**

Any change order must be in writing and signed by both parties to the contract.

**Page 23 Addition: "BID AND PERFORMANCE BONDS"**

All contracts for equipment, supplies and services may require bid security and performance bonds at the discretion of the Finance Officer in consultation with the applicable department head. Bid security, when required, shall be in an amount equal to at least five percent (5%) of the amount of the bid. Performance bonds, when required, will normally be equal to 100% of the contract. A determination regarding bids received for equipment, supplies and services without requiring bid security will be made by the Finance Officer. A cashier's check/official bank check made payable to the County may be submitted in lieu of a bond. All construction contracts in excess of \$50,000.00 shall require both a bid and performance bond.

**Page 24 Addition to "BLANKET PURCHASE ORDERS"**

Blanket purchase orders are those Purchase Orders that are issued in response to ongoing purchases made during a specific twelve (12) month period of time to a single vendor and will expire at the end of the fiscal year.

Items such as food services, household goods storage, equipment maintenance or leases, printing services and the like, use permits, software licenses, etc. fall into this category.

**Page 29 addition to: "MINUTE PURCHASES"**

Whenever possible user departments are encouraged to utilize existing contracts for the procurement of goods and/or services regardless of the dollar amount. These contracts have been established to increase efficiency by streamlining the procurement process for both the Purchasing Division and user departments. Other benefits include pricing discounts resulting from volume purchasing.

**OTHER CHANGES:**

I have modified the "Immediate Family" section within "Definitions" and renamed it "Family Member" in order to include domestic partnerships. I found the definition from the attached document.

*Family Member.* People related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the grandfather or grandmother of an individual's spouse. It shall also include a former spouse or an individual with whom the County employee or public servant has had a child in common as well as domestic partner and parents thereof, including domestic partners of any individual listed above. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

My other modification is to add a section in the competitive sealed bid called "Invitation for Bid" which is the process to select only price driven purchases that will not require a proposal. An "Invitation for Bid" is to be used only when price is the determining factor in the decision to award the competitive sealed bid. The definition for IFB will be included in the "Definition" section of the policy.

NIGP states that a Request for Proposal should be used to solicit proposals from potential providers for goods and services. Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award. May include a provision for the negotiation of the Best and Final Offers. May be a single step or multi-step process. Introduces in the Armed Services Procurement Act of 1962 as well as by the Competition in Contracting Act of 1984.

"Request for Information (RFI): A non-binding method whereby a jurisdiction publishes via newspaper, internet or direct mail its need for input from interested parties for an upcoming solicitation. A procurement practice used to obtain comments, feedback or reactions from potential suppliers

(contractors) prior to the issuing of a solicitation. Generally price or cost is not required. Feedback may include best practices, industry standards, technology issues, etc.

Request for Quotation (RFQ): A small order amount purchasing method. Generally used for small orders under a certain dollar threshold. A request is sent to suppliers along with a description of the commodity or services needed and the supplier is asked to respond with price and other information by a pre-determined date. Evaluation and recommendation for award should be based on the quotation that best meets, price, quality, delivery, service, past performance and reliability.

Incorporation of the Request for Quotation would result in the change of Request for Qualifications (current RFQ) to be abbreviated as RFQu; no change in definition or process required.

Eliminate "Qualified Bidder" and define "Responsible" and Responsive" bidder in its place.

Responsible Bidder/Offeror: A contractor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.

Responsive Bidder/Offeror: A contractor, business entity or individual who has submitted a bid or proposal that fully conforms in all material respects to the IFB/RFP and all of its requirements, including all form and substance.



**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

**Tiffany Jerry, Director**

*tjerry@baycounty.net*  
(989) 895-4096 (T)  
(989) 895-2076 (F)

To: Kim Coonan, Chair, Ways and Means  
From: Tiffany Jerry, Director, Personnel and Employee Relations  
Re: Agenda Items  
Date: October 6, 2016



Please consider the following items for the agenda of your committee.

1. **Request (Tuition Reimbursement)**

Evan Griffiths, Deputy Court Clerk and a member of the A.F.S.C.M.E. union in District Court, has submitted a request for tuition reimbursement for an Algebra Course at Delta College.

**Background**

The collective bargaining agreement with A.F.S.C.M.E. provides for the Chief Judge to approve or deny requests for tuition reimbursement, however, the committee prefers to review tuition requests prior to payment. A copy of tuition request form and class description is provided.

**Finance/Economics**

Funds are budgeted. Tuition reimbursement is \$604.95.

**Recommendation**

Receive this item concerning a request for tuition reimbursement submitted by Evan Griffiths, Deputy Court Clerk with District Court.

2. **Request (Tuition Reimbursement)**

Britney Reed, Administrative Assistant, Probate Court (non-represented employee), has submitted a request for tuition reimbursement an Organizational Leadership course (LS 660) at SVSU. A copy of tuition request form and class description is provided.

**Background**

The personnel policy requires the Ways and Means Committee approval prior to being reimbursed.

**Finance/Economics**

Funds are budgeted. Tuition reimbursement is \$1,608.60.

**Recommendation**

Approve tuition reimbursement to Britney Reed in accordance with the Personnel Policy.

Thank you for consideration. If you have any questions regarding the aforementioned items, I will be available at the meeting.

cc: Tom Hickner  
Amber Davis-Johnson  
Shawna Walraven  
Evan Griffiths

Kim Mead  
John Torres  
Britney Reed  
Jan Histed

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PRE-CLASS APPROVAL FORM: TUITION REIMBURSEMENT

Evan G. F. F. H. S.

Applicant's Name

Dist. of Court - Civil  
Department

AFSCME  
Bargaining Unit

School: Delta College

Are you on a degree program? YES  NO

Program

Course Number	Credit Hours	Tuition Per Hour	Fees	Books	Beginning Date	Ending Date	Class Title
1. MTH 97	3	\$99.50	\$91.00	\$215.45	8/30/16	12/13/16	Algebra 1
2.		\$	\$	\$			
Totals		\$298.50 +	\$91.00 +	\$215.45 =	Total		
					\$604.95		

How is this class(es) job related? Prerequisite to the Masters in Public Administration program at SVSU.

CFO's and Deputies

Course Number Approved

All Other Units

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

[Signature] Applicant's Signature Date 8/25/16

Sheriff's Signature \_\_\_\_\_ Date \_\_\_\_\_

[Signature] Department Head's Signature Date 8/26/16

Ways and Means Chairperson's or Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

[Signature] Human Resource Director's or County Executive's Signature Date 9/1/16

PERSONNEL DEPARTMENT

NOTE:

Proof of successful completion of the course is mandatory. Proof of payment of tuition, fees, and books is also mandatory. Contractual language is controlling. Check your contract, first, for specifics before turning in this form!

White: Personnel  
Yellow: Ways and Means  
Pink: Department Head

RECEIVED

AUG 31 2016

6/95

PERSONNEL DEPARTMENT

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**I****Algebra I**

Course Number MTH 097  
 Credits 3  
 Lab Hours 0  
 Lecture Hours 45

Course Description Prerequisite: MATH LEVEL 3. Includes natural numbers, integers, first-degree equations and inequalities, special products, factoring, rational expressions and equations, graphs, and linear systems, exponents, and quadratic equations. May receive credit in only one of the following: MTH 107 or MTH 097 or SKMA 097 or SKMA 102. (Equivalent to first year high school algebra). Does not earn credit toward graduation. (45-0)

**Outcomes and Objectives**

**Students will develop their skills in number patterns, relationships, and computation.**  
 Objectives:

- A. Compute (add, subtract, multiply and divide) with signed numbers without the use of a calculator.
- B. Simplify numerical expressions with multiple operations and grouping symbols using the order of operations.
- C. Simplify rates and ratios.
- D. Compute the opposite, reciprocal, and absolute value of a given real number.
- E. Estimate the value of a numerical expression.
- F. Identify an approximate answer to an application problem prior to working it out.
- G. Identify the appropriate unit of an answer to a word problem.

**Students will develop their skills in the computation and recognition of algebraic expressions.**  
 Objectives:

- A. Add, subtract, and multiply polynomial expressions.
- B. Simplify algebraic expressions with multiple operations and grouping symbols using the order of operations.
- C. Simplify algebraic expressions using the rules of exponents.
- D. Simplify algebraic expressions using the distributive property.
- E. Compare and contrast terms and factors.
- F. Simplify rational expressions.
- G. Factor polynomials by taking out a common factor.
- H. Factor trinomials.
- I. Factor binomials of the form  $x^2 - y^2$
- J. Identify an algebraic expression that cannot be factored.
- K. Compute the opposite and reciprocal of a given algebraic expression.
- L. Identify and give examples of like and unlike terms.
- M. Identify and give examples of linear, quadratic, rational, and radical expressions.
- N. Compare and contrast expressions and equations.

**Student can solve a variety of equations, inequalities, and systems of equations.**

## Objectives:

- A. Solve a variety of linear, quadratic (using the factoring method and the quadratic formula), radical, and rational equations.
- B. Verify the solution of an equation.
- C. Recognize situations in which an equation has no solution or has multiple solutions.
- D. Solve a variety of linear inequalities.
- E. Verify the solution of a linear inequality.
- F. Recognize situations in which a linear inequality has no solution or multiple solutions.
- G. Use interval notation, relational symbols  $<$ ,  $>$ ,  $<=$ ,  $>=$ ) dimensional graph, or a verbal description to describe a set of numbers.
- H. Solve a variety of systems of linear equations.
- I. Verify the solution of a system of linear equations.
- J. Recognize situations in which a system of linear equations has no solution or multiple solutions.

**Student can recognize and understand concepts related to linear functions.**

## Objectives:

- A. Solve linear equations algebraically, graphically, and numerically.
- B. Solve systems of linear equations algebraically, graphically, and numerically.
- C. Compute the slope of a line in a variety of contexts.
- D. Identify the slope of a line as positive, negative, zero, or undefined.
- E. Interpret the slope of a line in context as a rate of change.
- F. Compute the y-intercept of a line in a variety of contexts.
- G. Interpret the y-intercept of a line in context as an initial amount.
- H. Compute the equation of a line in form in a variety of contexts.

**Students will develop their skills in the construction and interpretation of Cartesian graphs.**

## Objectives:

- A. Construct the graph of a line if given the equation of the line.
- B. Identify an appropriate scale for both axes when constructing a graph.
- C. Approximate one coordinate of a point on a graph if given the other.
- D. Identify graphs as linear or non-linear.

**Students will develop their problem-solving skills.**

## Objectives:

- A. Set up an equation or expression if given a word phrase.
- B. Describe in words the meaning of an expression or equation.
- C. Solve a variety of real world problems using the tools of algebra and mathematical modeling.

**Students will communicate effectively about mathematics.**

## Objectives:

- A. Use mathematics terminology effectively in writing and speaking.

PRE-CLASS APPROVAL FORM: TUITION REIMBURSEMENT

Applicant's Name Britney Reed

Department Probate

Bargaining Unit N/A

School: SVSU

Are you on a degree program?  YES  NO

Program MPA

Course Number	Credit Hours	Tuition Per Hour	Fees	Books	Beginning Date	Ending Date	Class Title
1. 15660	3	\$536.20	\$43.80	\$18.75	9-13-16	12-6-16	Organizational Leadership
2.		\$	\$	\$			
Totals		\$1608.60 +	\$43.80 +	\$18.75 =	Total		
							\$1652.40

How is this class(es) job related? Leadership is key for any individual seeking an administrative or management role within the county government.

CFO's and Deputies

Course Number Approved

All Other Units

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature [Signature] Date 8-31-16

Sheriff's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head's Signature \_\_\_\_\_ Date \_\_\_\_\_

Ways and Means Chairperson's or Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resource Director's or County Executive's Signature [Signature] Date 9/12/16

NOTE: Proof of successful completion of the course is mandatory. Proof of payment of tuition, fees, and books is also mandatory. Contractual language is controlling. Check your contract. first, for specifics before turning in this form! **RECEIVED**

White: Personnel  
Yellow: Ways and Means  
Pink: Department Head

SEP - 8 2016

6/95  
PERSONNEL DEPARTMENT

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## Saginaw Valley State 2016-2017 Graduate Academic Catalog University

□

### **LS 660 - Organizational Leadership**

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Examines historical and contemporary theories of leadership in a variety of public and not for profit organizational contexts. Addresses topics such as human motivation, conflict management, organizational culture and climate, networking, and technological influences in changing organizations.

**XLIST:** CMA 620, ETD 515

**Credits:** 3 cr

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□



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

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

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

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

**DATE:** OCTOBER 25, 2016 (updated)

**RE:** PAINTING PROJECTS UPDATES

**PAINTING PROJECTS COMPLETED:**

- **County Building:**
  1. First floor – entire Treasurer’s office.
  2. Second floor – Lobby area & Veteran’s offices.
  3. Third floor – North lobby & offices, including Great Program, exercise & break rooms.
  4. Fourth floor – North lobby, conference rooms, break room & Corporate Counsel office.
  5. Fourth floor – Board Chambers.
  6. Fifth floor – entire floor plus back entrance vestibule & radiators.
  7. Sixth floor – lobby & Drain offices & file rooms.
  8. Seventh floor completed.
  9. Eighth floor – lobby, ISD Directors office, staff offices, conference room & war room.
  10. Both North & South entire stairwells from top to bottom were repaired & painted. This specific project took longer due to the number of floors & ceiling height.
  
- **Juvenile Home:** Approximately 80% of the building is completed which included:
  1. Entire second floor – three offices, classroom, restroom & lobby area.
  2. Gymnasium, classrooms and North Pod areas.
  3. Stairwells front & back are completed.
  4. All residents rooms on both East & West wings.
  5. Exterior doors & trim work completed.
  
- **Fairgrounds:**
  1. Both bathrooms & showers painted inside & outside.
  2. Storage barns used by Fair Board.
  3. All outside bleacher in the Grandstand area completed by work release inmates.

- Courts & Health Department facilities:
  1. Marquee signs on Washington Avenue.
  2. All exterior doors & trim.
  3. Judge Keuvelaar's Chambers & his secretary's office.
  4. Hallway in Probate & Juvenile Courts.
  5. Prosecutor's Victims waiting room.
  6. Prosecutor's conference room.
  
- Pinconning Park:
  1. Staining of the bath house (completed by Park staff).
  2. Gazebo stained by Park staff.
  
- Community Center:
  1. Men's Locker rooms.
  2. Main Lobby.
  3. Rooms 124, 125, 126, 128.
  4. Manager's Office.
  5. Both Exercise/Work-out rooms.
  6. Both Gymnasiums.
  
- Civic Arena:
  1. Pro Rink walls completed.
  2. Scheduling Manager's Office.
  3. Lobby.
  4. Pro Shop.
  5. Men's & Women's Bathrooms.
  
- Courts:
  1. Main hallway/Lobby finished
  
- County Market:
  1. 18 Bases/Columns completed

The painters supply budget and wages budget have adequate funds for the remaining of 2016.

**PAINTING PROJECTS NOT COMPLETED: (not in any specific order)**

- County Building:
  1. Ground floor – MSU Extension offices.
  2. Ground floor public restrooms and mailroom.
  3. Basement – Boiler/Generator rooms.
  4. Second floor – Veteran's offices.
  5. First floor - Register of Deeds – currently in progress.

- Juvenile Home: 20% remaining not completed areas:
  1. North end of building.
  2. Employee Break room & 2 adjoining restrooms.
  3. Library, including Activity rooms.
  4. Kitchen -- finished except for one portion of ceiling.
  
- Health Department:
  1. WIC offices.
  2. Emergency Prep & Health Ed rooms.
  3. Immunization Clinic.
  4. Old RISO room.
  
- Community Center:
  1. Women's Locker rooms.
  2. Guard Shack-Pool area.
  3. Light poles on pool deck.
  
- Civic Arena:
  1. Inside all 9 locker rooms.
  2. Shower areas/floors.
  3. Concessions inside area.
  4. 4 of 5 offices.
  5. Olympic Rink area walls.
  
- Central Dispatch / 911:
  1. Entire kitchen.
  2. Emergency Manager's office.
  3. Director's office.
  4. Men/Women's restrooms.
  
- Animal Control:
  1. Lobby & entrance walls.
  2. Main office.
  
- Fairgrounds:
  1. Outside restrooms -- 2.
  2. Canteen building -- inside & outside.

- Courts:

1. Probate, Juvenile & Hearing rooms.
2. Rear hallways.
3. District Court-Clerk's office.
4. District Court- Probation office.
5. Circuit Court – Main floor Administration offices.
6. Court Facility doors-inside & outside.
7. Gas piping-roof of Court Facility.
8. Circuit / Probate Courts Breakroom.
9. Judges Chambers – 5

Updated 10/25/16

Description	Journal Number	2016 Fund Balance
Estimated Unaudited Unassigned Fund Balance or (Deficit) 12/31/2015		\$6,063,654
Previous years Assigned Fund Balance for P.O.'s *		\$294,207
Previous years Assigned Fund Balance for designation to balance 2016 Budget		\$253,258
Unassigned & Assigned Fund Balance or (Deficit) at 12/31/2015		\$6,611,119
2016 Budgeted Surplus /(Deficit)		-\$253,258

BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH OCTOBER 2016

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 buildi	16-04-0351	-3,500
Budget for a tractor/mower at the Golf Course	16-05-0428	-19,200
Budget for repairs and upgrades to the aging elevator at the Sherff Department	16-06-0006	-61,450
Budget for Emergency repair of water main at Community Center	16-06-0007	-10,290
Increase outside legal fees for Corporation Counsel budget	16-08-0003	-11,200
Budget for the purchase of guns for the Road Patrol	16-08-0002	-2,500
Budget for Enbridge contribution of \$1,000. Year 2015 spent \$207 remaining \$793	16-09-0003	-793
Budget for exterior doors at Community Center on both sides of facility	16-09-0244	-7,500
Budget for purchase of electric or propane ice edger for Civic Arena	16-09-0246	-6,000
Budget for replacement of two tracks for skid steer equipment for 10175112 org	16-09-0247	-4,000
Budget for floor scrubber for Civic Arena	16-09-0248	-6,500
Budget for replacement of water storage tank for Civic Arena	16-09-0252	-12,000
Budget for removal of hazardous tree removal at Pinconning Park	16-09-0416	-3,200
Budget for Juvenile Home energy management system	16-10-0002	-14,000
Budget for a desk and hutch for Environmental Affairs Office	16-10-0006	-1,905
Cor. Clerk budget \$500 eliminated in error should be in budget to pay municipal code	16-10-0007	-500
Increase Personnel budget for the tuition reimbursement benefit usage	16-10-0010	-8,000
Increase Child Care budget for foster parent portion of the Child Care activity	16-10-0053	-50,000
Increase Bldg & Grounds budget for Painters to work on County painting projects	16-10-0167	-41,000

OCTOBER 25, 2016

-616,187

Estimated Unassigned Fund Balance or (Deficit) 10/25/2016

\$5,741,674

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**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 *JH*  
Finance Officer/Information Systems Director

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

**DATE:** October 25, 2016

**REQUEST:**

Please place this memo on the November 1, 2016, agenda for your committee's information.

**BACKGROUND:**

On October 12, 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

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BAY COUNTY BOARD OF COMMISSIONERS

NOVEMBER 1, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (10/18/16)

WHEREAS, The Lease Agreements with the respective providers (Saginaw-Bay Human Services and Michigan Community Services, Inc.) for the group homes on Almont Street (2), Bangor Road, Bay Valley Road, Fisher Road, Grove Street, Ireland Street, Parker Street, and Zielinski Lane all expire November 30, 2016 and all require renewal; and

WHEREAS, The providers for the group homes will remain same, however, the Bangor Road home will have a new provider, Central State Community Services, for this agreement; and

WHEREAS, Rental prices will remain at the current level of \$2,600 a month for the group homes with the exception of the Parker Street Group home which pays \$1,600 a month; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Lease Agreements for the group homes on Almont Street (2), Bangor Road, Bay Valley Road, Fisher Road, Grove Street, Ireland Street, Parker Street, and Zielinski Lane and authorizes the Board Chair to execute said Lease Agreements on behalf of Bay County following legal review/approval.

MICHAEL E. LUTZ, CHAIR AND COMMITTEE

Recreation & Facilities - Lease Agreements for Group Homes

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, Donald J. Tilley, and Michael E. Lutz.

VOTE TOTALS:

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

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

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**BAY COUNTY BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (10/18/16)
- WHEREAS,** The Michigan Department of Community Health, Division for Vital Records and Health Statistics, operates and maintains a computer application that is used to manage birth record information for all registered births in the State of Michigan; and
- WHEREAS,** This system, the Birth Registry System (BRS), allows users to search, view, update, edit, print and generate certified copies of birth record images and birth facts; and
- WHEREAS,** A modification to the BRS has been completed for the express purpose of providing a tool for use by local vital records offices in conducting their official duties with regard to vital records services; and
- WHEREAS,** The BRS System has been renamed Michigan Centralized Birth Certification System (MiCBCS); and
- WHEREAS,** An agreement governing the terms and conditions under which a local vital records registration office may access this system for official uses including the administration of their official duties and to meet the needs of customers requesting vital records services was approved by the Bay County Board of Commissioners on April 22, 2014 (Res. No. 2014-68), said agreement covering the period 4/15/2014 through 9/30/2016; and
- WHEREAS,** Under this agreement the Local Registrar (County Clerk) provides payment of service fees to the Department based on a State provided fee schedule and these payments will be made quarterly; and
- WHEREAS,** State Department of Health and Human Services has submitted a revised Agreement which will be effective through fiscal year 2019 with the option to extend it to 2021; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the 3 year (10/1/16 to 9/30/2019) Agreement between the State of Michigan Department of Health and Human Services and Bay County (County Clerk, Local Registrar) and the Chairman of the Board is authorized to execute said Agreement on behalf of Bay County following legal review/approval; Be It Finally
- RESOLVED** That related, required budget adjustments are approved.

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

**County Clerk - Michigan Centralized Birth Certification System**

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 BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: PERSONNEL/HUMAN SERVICES COMMITTEE (10/18/16)**  
**WHEREAS, The University Clinic has been in operation since January of 2015 and provides a variety of services for Bay County residents including primary care, nursing care, occupational therapy, and social work services; and**  
**WHEREAS, Saginaw Valley State University recently provided additional grant funding to the Health Department to expand the clinic to include mental health and additional social work services; and**  
**WHEREAS, In order to be able to bill and further sustain the social work services, oversight from a Licensed Medical Social Worker with experience in the clinical setting must take place; and**  
**WHEREAS, Sherry LaMere, LMSW currently oversees students with Saginaw Valley, but no contract is in place to have her supervise social work operations for billing purposes and this work is above and beyond her current capacities at the Clinic; and**  
**WHEREAS, The Bay County Health Department wishes to enter into a contract with Sherry LaMere for social work supervision at the University Clinic; and**  
**WHEREAS, The rate of pay for Ms. LaMere is \$50/hour and is limited to available grant funding from Saginaw Valley State University for the purposes stated above; No general funds will be utilized and there is no additional cost to the Health Department; Therefore, Be It**  
**RESOLVED That the Bay County Board of Commissioners approves a contract with Sherry LaMere for social work supervision at the University Clinic at \$50/hour, monies derived from grant funding from Saginaw Valley State University; Be It Further**  
**RESOLVED That the Chairman of the Board is authorized to execute said Contract on behalf of Bay County following legal review/approval.**

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

**Health Dept - Contract with Sherry LaMere**

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 BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

- BY: PERSONNEL/HUMAN SERVICES COMMITTEE (10/18/16)**
- WHEREAS, Since June, the Health Department, and Saginaw Valley State University have reviewed a number of available electronic medical record software providers; and**
- WHEREAS, Data requirements such as meaningful use reporting and federal stipulations regarding the Uniform Data Systems as well as the necessity to provide thorough analysis of revenues, costs and productivity mandate a more robust system; and**
- WHEREAS, eClinicalWorks has met all of the requirements for reporting (UDS, Population Health Measurement, HEDIS, etc) and is an established software provider to numerous clinics and health departments, including several in the state of Michigan; and**
- WHEREAS, The cost of licensing and implementation is \$16,479, roughly half the cost the Health Department currently pays with its current provider and funds are already budgeted and, in addition, recent work to acquire meaningful use incentives with the Michigan Center for Effective IT Adoption average has indicated that the Health Department is initially eligible for at least \$120,000 of incentive funds; and**
- WHEREAS, Additional grant funding from Saginaw Valley State University earmarks an additional \$76,800 over the coming two years for the software; Therefore, Be It**
- RESOLVED That the Bay County Board of Commissioners approves entering into a Contract with eClinicalWorks LLC for electronic medical record software and authorizes the Board Chair to execute said Contract and related documents on behalf of Bay County following legal review/approval; Be It Further**
- RESOLVED That budget adjustments required for the purchase and installation of the specified software are approved.**

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

**Health Dept - eClinicalWorks LLC**

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 BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: PERSONNEL/HUMAN SERVICES COMMITTEE (10/18/16)**

**WHEREAS, The Bay County Community Center has been selected as a shelter by the Red Cross and this requires a Shelter Agreement to be signed by both agencies; and**

**WHEREAS, Shelters are opened by the Red Cross any time there is a need to provide a safe place for people who are evacuated from their homes due to any kind of natural disaster such as a flood, tornado, fire, or freeway closure; and**

**WHEREAS, There are many shelters designated in our area, and County's site could be utilized based on the nature and location of the event and needs of the evacuated people; and**

**WHEREAS, In the event the Community Center is used as a shelter, Bay County is only providing the space; the Red Cross provide the evacuees with all the necessary items, such as a cot and blankets or food and water; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners approves the Shelter Agreement between Bay County and the American Red Cross East Central Bay Chapter and authorizes the Board Chair to execute said Agreement on behalf of Bay County following legal review/approval.**

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

**Recreation & Facilities - Shelter Agreement with Red Cross**

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 BOARD OF COMMISSIONERS**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: PERSONNEL/HUMAN SERVICES COMMITTEE (10/18/16)**

**RESOLVED** By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

1. Mosquito Control - Mosquito Control Manager (full time, \$46,904/year entry)
2. 9-1-1 Central Dispatch - Dispatcher (full time, \$26,936/year entry)
3. Health Department - Clerk (part time, \$12.91/hr. entry) [NOTE: Authorization is granted to fill any vacancies from within that occur as a result of filling this Clerk position.]

**RESOLVED** That budget adjustments, if required, are approved; Be It Further

**RESOLVED** That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

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

**Vacancies - November**

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**

**NOVEMBER 1, 2016**

**RESOLUTION**

**BY: BAY COUNTY BOARD OF COMMISSIONERS (10/11/16)**

**RESOLVED** By the Bay County Board of Commissioners that the following report is received:

**I. Employment Status Report - October 2016**

**ERNIE KRYGIER, CHAIR  
AND BOARD**

**County Executive - Status Reports**

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 \_\_\_\_\_

**CHANGES IN EMPLOYMENT STATUS  
October, 2016**

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>DATE</u>
<b><u>TRANSFERS:</u></b>		
Joseph Habedank		10/01/2016
TO: Zamboni Driver	Civic Arena	
FROM: Parks Maintenance	Building and Grounds	
<b><u>TERMINATIONS (SEASONAL/TEMPORARY):</u></b>		
<b><u>Mosquito Control:</u></b>		
James Hughes	Seasonal Technician	9/30/2016
Anastacio Ramirez	Night Tech. Support Supervisor	9/30/2016
Stephanie Maraskine	Seasonal Technician	9/30/2016
Bradley Bender	Seasonal Technician	9/30/2016
Kaylin Greyerbiehl	Seasonal Technician	9/30/2016
Lance Anderson	Seasonal Technician	9/30/2016
Adam Ramseyer	Seasonal Tech. Night	9/30/2016
Shianne Gutzwiller	Seasonal Technician	9/30/2016
Mark Heiden	Seasonal Technician	9/30/2016
William Mathews-Carter	Seasonal Technician	9/30/2016
Lauren Sebald	Seasonal Technician	9/30/2016
Mallory Stevens	Seasonal Technician	9/30/2016
Wade Lecronier	Seasonal Technician	9/30/2016
Carson Chapman	Seasonal Technician	9/30/2016
Amanda Altergott	Seasonal Technician	9/30/2016
Deborah Waugh	Seasonal Technician	10/07/2016
<b><u>RETIREMENT:</u></b>		
Tom Putt		10/22/2016
Mosquito Control Manager	Mosquito Control	

**BAY COUNTY BOARD OF COMMISSIONERS**

**SEPTEMBER 13, 2016**

THE BAY COUNTY BOARD OF COMMISSIONERS MET FOR A REGULAR SESSION ON TUESDAY, SEPTEMBER 13, 2016, IN THE FOURTH FLOOR COMMISSION CHAMBERS OF THE BAY COUNTY BUILDING. THE MEETING WAS CALLED TO ORDER BY CHAIRMAN ERNIE KRYGIER AT 4:00 P.M. WITH THE FOLLOWING MEMBERS AND GUESTS PRESENT.

ROLL CALL: COMMISSIONERS MICHAEL DURANCZYK, VAUGHN BEGICK, KIM COONAN, THOMAS HEREK, DONALD J. TILLEY, MICHAEL LUTZ AND CHAIRMAN ERNIE KRYGIER

OTHER MEMBERS: CYNTHIA A. LUCZAK, BAY COUNTY CLERK  
DIANE YAWORSKI, SECRETARY TO THE COUNTY CLERK  
ROBERT J. REDMOND, FINANCIAL ANALYST  
DEANNE C. BERGER, BOARD COORDINATOR

ALSO PRESENT: TIFFANY JERRY, PERSONNEL/EMPLOYEE RELATIONS DIR.  
DEBRA RUSSELL, ADMINISTRATIVE SERVICES DIR.  
JAN HISTED, FINANCE OFFICER  
AMBER DAVIS-JOHNSON, CORPORATION COUNSEL  
CRISTEN GIGNAC, RECREATION & FACILITIES DIR.  
JEANIE DECKERT, WELLNESS COORDINATOR  
DIANE SMITH, MSU EXTENSION, DISTRICT 9 COORDINATOR  
JODI WRZESINSKI, MSU EXTENSION  
HOLLY JULIAN, MSU EXTENSION  
JODI SCHULZ, MSU EXTENSION  
JESSICA FOSS, MSU EXTENSION  
KATY HINTZEN, MSU EXTENSION  
FRANK GUBLO, MSU EXTENSION  
KARLIE WITKOP, MSU EXTENSION  
VARIOUS ELECTED OFFICIALS  
VARIOUS DEPARTMENT HEADS  
NEWS MEDIA

INVOCATION: THE INVOCATION WAS GIVEN BY THE BAY COUNTY CLERK, CYNTHIA A. LUCZAK.

PLEDGE OF ALLEGIANCE:

## **MINUTES**

MOTION 83: COMM. DURANCZYK MADE A MOTION TO APPROVE MINUTES FOR 7/12/2016; 7/19/2016 AND 8/19/2016. IT WAS SUPPORTED BY COMM. LUTZ AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

## **CITIZENS INPUT**

MEMBERS OF THE COMMUNITY HAD NOT ATTENDED THIS SESSION WITH ANY CONCERNS.

## **PETITIONS AND COMMUNICATIONS**

MOTION 84: COMM. HEREK MOVED TO RECEIVE THE INFORMATIVE PRESENTATION INCLUDING THE PAST, CURRENT AND FUTURE PROGRAMS AND WORKSHOPS AS OFFERED BY THE MSU EXTENSION. REPORTED BY DIANE SMITH, DISTRICT 9 COORDINATOR AND STAFF MEMBERS. IT WAS SUPPORTED BY COMM. LUTZ AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

DIANE SMITH: MSU EXTENSION, DISTRICT 9 COORDINATOR, DIANE SMITH STATED FOR THE PRESENTATION THIS YEAR AN OVERVIEW OF THE VARIETY OF MSU EXTENSION PROGRAMS THAT RESIDENTS OF BAY COUNTY CAN PARTICIPATE IN, AS DESCRIBED BY VARIOUS MEMBERS OF THE MSU STAFF AS FOLLOWS.

JODI WRZESINSKI: 4-H PROGRAM COORDINATOR FOR BAY COUNTY. HIGHLIGHTS FOR 4-H YOUTH PROGRAMS FOR 2016. TRADITIONAL 4-H CLUBS, CLUBS MEET MONTHLY, PROJECTS CAN BE FROM LIVESTOCK, SEWING TO LEARNING ABOUT HORSEMANSHIP. WE HAVE 14 ACTIVE CLUBS THAT INCLUDE 215 YOUTH AND 50 ACTIVE VOLUNTEERS. WE HAVE AN ADDITIONAL CLUB THAT MEETS TWICE PER YEAR, SPRING AND FALL, ITS CALLED, "PROUD EQUESTRIANS PROGRAM" FOR YOUTH WITH DISABILITIES TO LEARN THERAPEUTIC HORSEBACK RIDING. WE HAVE ABOUT 20 YOUTH THAT PARTICIPATE IN THAT PROGRAM, WITH 30 - 40 VOLUNTEERS. SPIN CLUBS, OFFER SHORT TERM SPECIAL INTEREST PROGRAMS, SEWING CLUB AND ARCHERY PROGRAMS HAVE GROWN FROM A SMALL CLUB TO OVER 40 YOUTH THAT SHOOT, WITH TRAINED INSTRUCTORS. SAGINAW BAY FISHING CAMP, IS A PARTNERSHIP WITH SEA GRANT AND 4-H, TO TEACH KIDS ABOUT AQUATIC ECOLOGY, TACKLE CRAFTING, INVASIVE SPECIES; TO HELP CREATE A FUTURE ANGLER THAT KNOWS THE LAWS, REGULATIONS AND HOW TO SAFELY FISH. WE HAVE 40 YOUTH WHO PARTICIPATED, WE HAD A WAITING LIST OF OVER 20 KIDS ON A WAITING LIST. WE ALSO HELD A FAMILY

NIGHT, WHERE OVER 100 OF THE YOUTH AND THEIR FAMILIES CAME TO LEARN WHAT THE KIDS LEARNED, IN A PARTNERSHIP WITH THE STATE PARK. CLOVER BUD CAMP; YOUTH BETWEEN 5 AND 8 COME TO THE COUNTY BUILDING AND LEARN, IT IS AN INTRODUCTORY CAMP. 4-H TECH WIZARDS, RECEIVED A \$40,000 GRANT, IT IS A YOUTH MENTORING PROGRAM THAT MATCH YOUTH TO CARING ADULTS 4 YOUTH TO 1 ADULT, AND THEY MEET ONCE A WEEK AT A HIGH RISK SCHOOLS, CURRENTLY WASHINGTON ELEMENTARY AND MOVING INTO MACGREGOR. THEY PROVIDE POSITIVE ROLL MODELS TO YOUTH IN OUR COMMUNITY. WE THEN USE "STEAM ACTIVITIES" (SCIENCE, TECHNOLOGY, ENGINEERING, ART AND MATH) PROJECTS.

HOLLY JULIAN: 4-H TECH WIZARDS PROGRAM COORDINATOR. WE HAVE BEEN WORKING TO GET MENTOR RECRUITMENT UP AND HAVE BEEN GOING TO LOCAL BUSINESSES, BANKS, FIRE DEPARTMENTS, AND POLICE STATION. WORKING TO GET 15 MORE MENTOR'S, EACH WOULD NEED TO BE AVAILABLE ONCE A WEEK THROUGHOUT THE SCHOOL YEAR TO MEET WITH YOUTH.

JODI SCHULZ: EXTENSION EDUCATOR, PROVIDE SUPPORT STATEWIDE THROUGH MSU EXTENSION, YOUTH DEVELOPMENT, VOLUNTEER MANAGEMENT, RESOURCE DEVELOPMENT AND YOUTH LIFE SKILL DEVELOPMENT. DEALING WITH FAMILY ENRICHMENT OPPORTUNITIES, VOLUNTEERISM AND LIFE SKILLS DEVELOPMENT. SPIN CLUBS: WE PILOTED THIS PROGRAM BACK IN 2015 AND NOW THE DELIVERY MODEL IS SLOWLY IN DEVELOPMENT THROUGHOUT MICHIGAN. A SEWING SPIN CLUB AND A FOOD PERSEVERATION SPIN CLUB ARE IN BAY COUNTY. FAMILY ENRICHMENT PROGRAMS, IS AN APPROACH TO EDUCATION THAT ENCOMPASSES FAMILIES AND YOUTH LEARNING TOGETHER; BRINGING THE FAMILY TOGETHER TO TRY DIFFERENT THINGS, AROUND SCIENCE, LITERACY OR HEATH AND NUTRITION.

JESSICA FOSS: HEALTH AND NUTRITION PROGRAM ASSOCIATE, FOCUS ON NUTRITION EDUCATION. COOKING MATTERS AT THE SCHOOLS AS AN AFTER SCHOOL CLUB WHERE THEY LEARN HOW TO MAKE HEALTHY MEALS AND SNACKS. A TWO HOUR CLASS WHERE WE PREPARE THE MEAL TOGETHER AND THEN THEY TAKE THE GROCERIES HOME WITH THEM TO PREPARE THE MEAL FOR THEIR FAMILY. PARTNERED WITH TECH WIZARDS THIS SUMMER AND DID COOKING MATTERS WITH THOSE STUDENTS AND THEIR MENTORS. PARTNERED WITH THE JUVENILE HOME, WORKED WITH OVER 800 YOUTH THIS YEAR IN A 6 WEEK SERIES. TEACHING CLASS OVERTIME, IDEAS SEEM TO STICK.

KAREN PARKER: HEALTH AND NUTRITION PROGRAM INSTRUCTOR. WORKS WITH THE SENIORS IN BAY COUNTY.

KATY HINTZEN: GREENING MICHIGAN EDUCATOR, MICHIGAN SEA GRANT, A COLLABORATIVE OF MSU EXTENSION, U OF M, AND THE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION. NATURAL RESOURCE CONSERVATION IN THE SAGINAW BAY AND BAY COUNTY, WITH AN \$80,000 GRANT, TO WORK ON RESILIENCY ACROSS THE ENTIRE BAY WATER SHED, HELPING COMMUNITIES PREPARE FOR EXTREME STORM EVENTS; FLOODING AND ALL OF THE ENVIRONMENTAL IMPACTS OF FLOODING, EROSION, RUNOFF POLLUTION AND WATER CONTAMINATION. THE PROJECT IS THE 1986FLOOD.COM, COMMEMORATING THE 30<sup>TH</sup> ANNIVERSARY OF THE SEPTEMBER, 1986 FLOOD. PARTNERING WITH THE BAY COUNTY HISTORICAL SOCIETY TO HELP GATHER STORIES FROM PEOPLE WHO LIVED THROUGH THAT FLOOD AND HEAR ABOUT THERE EXPERIENCES.

FRANK GUBLO: MSU EXTENSION AGENT, PRODUCT CENTER/COMMUNITY FOOD SYSTEMS. PRODUCT CENTER HELPS PEOPLE TAKE A FOOD CONCEPT AND WORK IT ALL THE WAY THROUGH TO A PRODUCT ON THE SHELF, IN A GROCERY STORE. THE PRODUCT CENTER HAS WORKED WITH 38 CLIENTS IN BAY COUNTY. THE MOST SIGNIFICANT PROJECT, WE HAVE RIGHT NOW. IS THE DEVELOPMENT OF THE CO-OPERATIVE BUSINESS MODEL FOR THE BAY CITY CO-OPERATIVE FOOD STORE. WE ALSO DEAL WITH SOIL SAMPLES; ONE OF THE THINGS WE ARE WORKING ON IS TRYING TO REDUCE THE USE OF PHOSPHOREUS IN LAWN FERTILIZER.

KARLIE WITKOP: OFFICE SUPPORT, HERE IN BAY COUNTY. OFFICE IS OPEN TO THE PUBLIC, TWO DAYS PER WEEK ON THE GROUND LEVEL OF THE BAY COUNTY BUILDING. HER RESPONSIBILITIES INCLUDE DUTIES OF SALES OF PLAT BOOKS, SOIL SAMPLE TESTS AND INSECTS AND PEST PROBLEMS.

DIANE SMITH: DISTRICT 9 COORDINATOR, MSU EXTENSION. GAVE OUT HANDOUT, "MICHIGAN STATE UNIVERSITY EXTENSION - BAY COUNTY 2016 ANNUAL REPORT" THAT LIST COMPLETE PROGRAMS THAT ARE OFFERED OUT OF THE MSU EXTENSION.

**REPORTS/ RESOLUTIONS OF COMMITTEES  
WAYS AND MEANS (KIM J. COONAN, CHAIR; DONALD J. TILLEY, VICE CHAIR)**

- RES. 2016-210: COMM. COONAN MOVED TO ADOPT RES. 2016-210 THE APPLICATION FOR SECONDARY ROAD PATROL (PA 416) AND TRAFFIC ACCIDENT PREVENTION PROGRAM FUNDING FOR 2016-2017. THE BAY COUNTY SHERIFF'S OFFICE HAS PARTICIPATED IN THE SECONDARY ROAD PATROL (PA 416) STATE OFFICE OF HIGHWAY SAFETY GRANT FOR SEVERAL YEARS, SAID GRANT PROVIDING FUNDING FOR THREE (3) OFFICERS AND TWO (2) PATROL VEHICLES AND VARIOUS ITEMS OF SUPPORT EQUIPMENT. GRANT FUNDING IN THE PROJECTED AMOUNT OF \$139,407 IS AVAILABLE FOR FY 2016-2017 AND THE BAY COUNTY SHERIFF AGAIN WISHES TO MAKE APPLICATION FOR P.A. 416 FUNDING WHICH REQUIRES NO LOCAL FUNDING AS A CONDITION OF THE GRANT. IN ORDER TO MAINTAIN GRANT COMPLIANCE, BAY COUNTY MUST CONTINUE MAINTENANCE OF TWENTY-THREE (23) LOCALLY FUNDED ROAD PATROL OFFICERS FOR THE FY 2016 GRANT CYCLE. IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.
- RES. 2016-211: COMM. COONAN MOVED TO ADOPT RES. 2016-211 THE PURCHASE OF A 1978 CHEVROLET DIVE RESCUE VAN FROM THE MIDLAND COUNTY SHERIFF DEPARTMENT AT A COST OF \$500. FUNDS TO COME FROM THE SHERIFF OFFICE 2016 BUDGET. THE BAY COUNTY SHERIFF OFFICE DIVE TEAM HAS AN OLD AMBULANCE IN THEIR FLEET SPECIFICALLY USED FOR THE DIVE TEAM ONLY; THIS VEHICLE IS NOT RELIABLE IN THE EVENT OF AN EMERGENCY AND THE SHERIFF'S OFFICE WISHES TO REPLACE THIS VEHICLE. THERE ARE FUNDS IN THE CURRENT 2016 BUDGET TO PURCHASE THIS VEHICLE. IT WAS SUPPORTED BY COMM. LUTZ AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.
- RES. 2016-212: COMM. COONAN MOVED TO ADOPT RES. 2016-212 FY2017 OFFICE OF HIGHWAY SAFETY PLANNING GRANT. A \$25,000 FUNDING OPPORTUNITY WAS AGAIN BEING OFFERED TO THE BAY COUNTY SHERIFF'S OFFICE FOR 2017 WITH NO ADDITIONAL FUNDS REQUIRED FROM THE COUNTY IN ORDER TO PARTICIPATE. THE GRANT PROVIDES FOR DEPUTIES' WAGES DURING ADDITIONAL SCHEDULED PATROLS THROUGH 2017. FOR THE PAST SEVERAL YEARS, THE BAY COUNTY SHERIFF'S OFFICE HAS BEEN AWARDED TRAFFIC ENFORCEMENT GRANTS OFFERED THROUGH THE MICHIGAN OFFICE OF HIGHWAY SAFETY PLANNING AND SAFETY BELT AND IMPAIRED DRIVING ENFORCEMENT ARE AMONG THE ENFORCEMENT SHELL GRANT PROGRAMS IN WHICH THE SHERIFF'S OFFICE HAS PARTICIPATED AND THE OHSP GRANT FUNDING IS AIMED AT REDUCING THE NUMBER OF SERIOUS AND FATAL

ACCIDENTS IN BAY COUNTY THROUGH ADDITIONAL ENFORCEMENT PATROLS. IT WAS SUPPORTED BY COMM. BEGICK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-213: COMM. COONAN MOVED TO REFER BACK WITHOUT ANY RECOMMENDATION: RES. 2016-213 2016-2017 CHILD CARE FUND BUDGET/BUDGET ADJUSTMENT FOR 2015-2016 CHILD CARE FUND BUDGET (PROBATE COURT). MEETING SET TO REVIEW ON FRIDAY, SEPTEMBER 16 AT 8:30 AM TO REVIEW BY ADMINISTRATION. TO BE REEVALUATED AT A SPECIAL BOARD MEETING ON TUESDAY, SEPTEMBER 20, 2016. IT WAS SUPPORTED BY COMM. HEREK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-214: COMM. COONAN MOVED TO ADOPT RES. 2016-214 FY2017, FY2018, FY2019, FY2020 AND FY2021 TITLE IV-D COOPERATIVE REIMBURSEMENT CONTRACT(S). THE MAJORITY OF THE FRIEND OF THE COURT REVENUE IS DERIVED FROM THE OFFICE OF CHILD SUPPORT, A DIVISION OF THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS). DURING THE MONTH OF SEPTEMBER, THE FRIEND OF THE COURT ANTICIPATES RECEIPT OF THE FY2017 TITLE IV-D COOPERATIVE REIMBURSEMENT PROGRAM CONTRACT IN THE AMOUNT OF \$1,406,525.12 FY 2016'S COOPERATIVE REIMBURSEMENT PROGRAM CONTRACT ALLOCATION WAS \$1,335,432.25, WHICH DEMONSTRATES AN INCREASE IN THE CONTRACT AMOUNT OF \$71,092.87 FOR FY 2017. THE STATE WILL REIMBURSE THE COUNTY FOR COSTS ASSOCIATED WITH ESTABLISHING, COLLECTING, AND ENFORCING CHILD SUPPORT OBLIGATIONS IN IV-D CASES. THE CRP GRANT ASSISTS THE FRIEND OF THE COURT IN PERFORMING ITS "IV-D FUNCTIONS" OF COLLECTING, DISTRIBUTING AND ENFORCING COURT ORDERED CHILD SUPPORT WHICH IN TURN, CONTRIBUTES TO THE WELL-BEING OF CHILDREN UNDER THE JURISDICTION OF BAY COUNTY CIRCUIT COURT. BAY COUNTY FRIEND OF THE COURT CURRENTLY HAS APPROXIMATELY 7,5000 ACTIVE CHILD SUPPORT CASES. IT WAS SUPPORTED BY COMM. BEGICK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-215: COMM. COONAN MOVED TO ADOPT RES. 2016-215 THAT THE BAY COUNTY BOARD OF COMMISSIONERS RESPECTFULLY REQUESTS THAT FHWA AND FTA WITHDRAW THE PROPOSED FEDERAL RULE MAKING; BE IT FURTHER THE BAY COUNTY BOARD OF COMMISSIONERS DOES NOT SUPPORT DOCKET NO. FHWA-20160016; FHWA RIN 2125-AF68; FTA RIN 2132-AB28 FOR THE PROPOSED RULE MAKING REGARDING METROPOLITAN PLANNING

ORGANIZATION COORDINATION AND PLANNING AREA REFORM. THE FEDERAL HIGHWAY ADMINISTRATION (FHWA) AND FEDERAL TRANSIT ADMINISTRATION (FTA) ARE PROPOSING A NEW FEDERAL RULE TITLED: METROPOLITAN PLANNING ORGANIZATION COORDINATION AND PLANNING AREA REFORM; WITH THE DESCRIBED INTENT OF THE RULE TO PROMOTE MORE EFFECTIVE REGIONAL PLANNING BY STATES AND METROPOLITAN PLANNING ORGANIZATION'S (MPO) WITH A GOAL TO RESULT IN UNIFIED PLANNING PRODUCTS FOR EACH URBANIZED AREA. CURRENTLY EACH STATE ESTABLISHES ITS OWN COORDINATION PROCESSES RESULTING IN VARIOUS LEVELS OF COORDINATION OF UNIFIED PLANNING PRODUCTS AMONGST URBANIZED AREAS AND MPO'S WITHIN EACH STATE. IT WAS SUPPORTED BY COMM. LUTZ AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-216: COMM. COONAN MOVED TO ADOPT RES. 2016-216 THE BAY COUNTY BOARD OF COMMISSIONERS APPROVES THE MEMORANDUM OF AGREEMENT BETWEEN BAY COUNTY (DIVISION ON AGING) AND THE BAY COUNTY CHILD & SENIOR CITIZEN CENTER INC., GOLDEN HORIZONS ADULT DAY CARE CENTER. THE PURPOSE OF THE MOA IS TO DEVELOP AND MAINTAIN A WORKING RELATIONSHIP BETWEEN AGENCIES TO ASSURE REFERRALS ARE CHanneled TO THE PROGRAM WHICH CAN IDENTIFY AND ACCESS AVAILABLE RESOURCES FOR CLIENTS. IT WAS SUPPORTED BY COMM. HEREK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-217: COMM. COONAN MOVED TO ADOPT RES. 2016-217 AUTHORIZATION WAS GRANTED FOR THE BOARD CHAIRMAN AND COUNTY CLERK TO SIGN THE 2016 TAX RATE REQUEST FORM (L-4029). THE 2016 TAX RATE REQUEST (L-4029) IS A STATE REQUIRED FORM COMPLETED TO CERTIFY THAT THE TAX RATES (MILLAGE) HAVE BEEN REDUCED, IF NECESSARY, TO COMPLY WITH THE STATE CONSTITUTION AND ALSO AUTHORIZES THE LEVY OF THE LISTED TAX RATES ON THE 2016 TAX ROLL. THAT INASMUCH AS THE FORM IS DUE ON SEPTEMBER 30, 2016 AND THERE ARE MILLAGE QUESTIONS ON THE NOVEMBER 8, 2016 GENERAL ELECTION BALLOT, A REVISED L-4029 FORM WILL BE REQUIRED TO BE SUBMITTED AND SIGNED BY THE CHAIRMAN AND THE CLERK. IT WAS SUPPORTED BY COMM. DURANCZYK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-218: COMM. COONAN MOVED TO ADOPT RES. 2016-218 APPROVAL OF THE PURCHASE OF A FLOOR SCRUBBER AT A COST NOT TO EXCEED \$6,500, FOR THE BAY COUNTY CIVIC ARENA, MONIES TO COME FROM FUND BALANCE. THAT THE BUDGET ADJUSTMENT REQUIRED

FOR THIS ACQUISITION WAS APPROVED. THE CURRENT FLOOR SCRUBBER AT THE BAY COUNTY CIVIC ARENA IS OLD AND BREAKS DOWN OFTEN REQUIRING REPAIR 1 - 2 TIMES PER YEAR WHICH USUALLY COSTS UPWARDS OF \$500.00 EACH TIME TO KEEP IT FUNCTIONING, HOWEVER, IT WILL NOT FUNCTION MUCH LONGER. FUNDS FOR THIS EQUIPMENT REPLACEMENT ARE NOT BUDGETED AND THE ANTICIPATED COST OF THE EQUIPMENT IS UP TO \$6,500.00. IT WAS SUPPORTED BY COMM. HEREK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-219: COMM. COONAN MOVED TO ADOPT RES. 2016-219 APPROVAL OF THE PURCHASE OF A WATER STORAGE TANK FOR THE BAY COUNTY CIVIC ARENA AT A COST NOT TO EXCEED \$12,000, MONIES TO COME FROM FUND BALANCE. THE BUDGET ADJUSTMENT(S) REQUIRED FOR THIS ACQUISITION IS APPROVED. THE BAY COUNTY CIVIC ARENA HAS TWO STORAGE TANKS FOR DOMESTIC HOT WATER, ONE OF WHICH HAS ALREADY BEEN REPLACED, THE SECOND WATER STORAGE TANK IS IN NEED OF REPLACEMENT AS IT IS OLD AND LEAKING. FUNDS FOR THIS EQUIPMENT REPLACEMENT ARE NOT BUDGETED AND THE ANTICIPATED COST OF THE EQUIPMENT IS UP TO \$12,000.00 AN APPROPRIATION FROM FUND BALANCE WILL BE REQUIRED. IT WAS SUPPORTED BY COMM. LUTZ AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-220: COMM. COONAN MOVED TO ADOPT RES. 2016-220 APPROVAL OF THE PURCHASE OF A TWO TRACKS FOR THE SKID STEER AT A COST NOT TO EXCEED \$4,000, MONIES TO COME FROM FUND BALANCE. THAT THE BUDGET ADJUSTMENT(S) REQUIRED FOR THIS ACQUISITION IS APPROVED. THE TWO TRACKS OF A SKID STEER, A PIECE OF EQUIPMENT USED OFTEN BY THE COUNTY'S MAINTENANCE STAFF ON VARIOUS PROJECTS, ARE SIGNIFICANTLY BROKEN DOWN WITH HOLES AND OTHER DAMAGE. THE EQUIPMENT IS VITAL TO THE BUILDINGS AND GROUNDS DEPARTMENT. FUNDS FOR THIS EQUIPMENT REPLACEMENT ARE NOT BUDGETED AND THE ANTICIPATED COST OF THE EQUIPMENT IS UP TO \$4,000. IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-221: COMM. COONAN MOVED TO ADOPT RES. 2016-221 APPROVAL OF THE REPLACEMENT OF THE EXTERIOR DOORS AT THE BAY COUNTY COMMUNITY CENTER AT A COST NOT TO EXCEED \$7,500, MONIES TO COME FROM FUND BALANCE. BUDGET ADJUSTMENT(S) REQUIRED FOR THIS ACQUISITION IS APPROVED. DUE TO WEATHER AND OLD AGE, THE EXTERIOR DOORS ON BOTH SIDES AT

THE BAY COUNTY COMMUNITY CENTER ARE BADLY RUSTED AND RAPIDLY DETERIORATING AND ARE CREATING A SECURITY ISSUE AT THE COMMUNITY CENTER. FUNDS FOR THIS EQUIPMENT REPLACEMENT ARE NOT BUDGETED AND THE ANTICIPATED COST OF THE REPLACEMENT DOORS IS UP TO \$7,500. AN APPROPRIATION FROM FUND BALANCE WILL BE REQUIRED. IT WAS SUPPORTED BY COMM. HEREK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-222: COMM. COONAN MOVED TO ADOPT RES. 2016-222 APPROVAL OF A REDUCTION IN WINTER STORAGE RATES FOR THE 2016-2017 SEASON FROM \$250 TO \$200. THE SUPERVISOR OF BUILDINGS AND GROUNDS IS RECOMMENDING A REDUCTION IN WINTER STORAGE RATES FOR THE 2016-2017 SEASON IN AN EFFORT TO ATTRACT FORMER RENTERS AND NEW RENTERS AND ENSURE THEIR RETURN EACH YEAR HEREAFTER. IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-223: COMM. COONAN MOVED TO ADOPT RES. 2016-223 PAYABLES: GENERAL (ACCOUNTS PAYABLE) 08/10/2016 \$577,112.50; 08/17/2016 \$504,813.80; 08/24/2016 \$355,939.72; 08/03/2016 \$232,181.47; 08/31/2016 \$304,385.96; 09/07/2016 \$244,770.30 AND CENTER RIDGE ARMS 08/09/2016 \$41,623.62; 08/24/2016 \$17,730.36. IT WAS SUPPORTED BY COMM. LUTZ AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-224: COMM. COONAN MOVED TO ADOPT RES. 2016-224 BUDGET ADJUSTMENTS ON BEHALF OF BAY COUNTY: 2016-09-002 GENERAL FUND, SHERIFF DEPARTMENT - MARINE SAFETY, BUDGET FOR THE PURCHASE OF A DIVE RESCUE VAN FROM MIDLAND COUNTY. THE ESTIMATED VALUE IS \$4,500 WITH A PURCHASE PRICE OF \$500. 2016-09-003 GENERAL FUND, SECONDARY ROAD PATROL, BUDGET FOR \$1,000 CONTRIBUTION FROM ENBRIDGE RECEIPTED ON JUNE 3, 2014. THE CONTRIBUTION MUST BE SPENT ON FIRE PREVENTION TYPE OF ITEMS FOR OUR FIRE INVESTIGATOR. TIN THE YEAR 2015, \$207 WAS SPENT SO THE BALANCE OF \$793 WILL BE BUDGETED TO BE SPENT IN 2016. 2016-09-006 GENERAL FUND, PINCONNING PARK, TO BUDGET FOR PINCONNING PARK EXTRA REVENUE AND TEMPORARY HELP FOR YEAR END. IT WAS SUPPORTED BY COMM. DURANCZYK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-225: COMM. COONAN MOVED TO ADOPT RES. 2016-225 APPROVAL OF THE USE OF FUNDS FOR THE TESTING OF SOILS DEPOSITED AT THE

BAYSIDE PARK IN BANGOR TOWNSHIP. THAT BUDGET ADJUSTMENTS FOR FUNDS (\$9,000) FROM THE HEALTH DEPARTMENT BUDGET AND FROM THE GENERAL FUND (IN AN AMOUNT TO BE DETERMINED AFTER OTHER FUNDING SOURCES HAVE CONTRIBUTED) ARE APPROVED. THAT ALL AVAILABLE SOURCES OF FUNDING FROM BANGOR TOWNSHIP AND FROM THE MDEQ BE PROCURED FOR THE SOILS TESTING AT BAYSIDE PARK IN BANGOR TOWNSHIP. THAT WAS CLEARLY UNDERSTOOD THAT BAY COUNTY'S FUNDING FROM THE HEALTH DEPARTMENT BUDGET AND FROM THE GENERAL FUND IS CONTINGENT UPON RECEIPT OF FUNDING FROM BANGOR TOWNSHIP AND THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY TO TEST THE SOILS AT BAYSIDE PARK, BANGOR TOWNSHIP. IT WAS SUPPORTED BY COMM. LUTZ AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

**PERSONNEL/HUMAN SERVICES (MICHAEL E. LUTZ, CHAIR;  
DONALD J. TILLEY, VICE CHAIR)**

RES. 2016-226: COMM. LUTZ MOVED TO ADOPT RES. 2016-226 APPROVAL OF THE BAY-ARENAC INTERMEDIATE SCHOOL DISTRICT AGREEMENT FOR STUDENT WORK OPPORTUNITIES FOR A PERIOD OF THE 2016-2017 AND 2017-2018 SCHOOL YEARS. IN COOPERATION WITH BAY ARENAC INTERMEDIATE SCHOOL DISTRICT, THE BAY COUNTY ANIMAL CONTROL MANAGER IS REQUESTING RENEWAL OF AN AGREEMENT FOR STUDENT WORK EXPLORATION OPPORTUNITIES WHICH ENABLES THE BAISD CAREER CENTER VETERINARY SCIENCE PROGRAM TO ENHANCE CAREER EXPLORATION FOR STUDENTS IN ITS VETERINARY SCIENCE PROGRAM. THIS AGREEMENT ALLOWS HIGH SCHOOL STUDENTS TO LEARN ABOUT VETERINARY SCIENCE IN A FULLY FUNCTIONING, OPERATIONAL STATE-OF-THE-ART VETERINARY CLINIC UNDER DIRECT VETERINARIAN SUPERVISION TO PROVIDE NEUTERING/SPAYING SERVICES TO A LIMITED NUMBER OF ADOPTABLE ANIMALS FROM THE ANIMAL CONTROL FACILITY. IT WAS SUPPORTED BY COMM. DURANCZYK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

MIKE HALSTEAD: DIRECTOR, ANIMAL CONTROL; THIS PROGRAM WITH BAY-ARENAC INTERMEDIATE SCHOOLS HAD BEEN IN PLACE FOR THE LAST SEVEN (7) YEARS. IN THOSE SEVEN YEARS BAY ARENAC HAD STERILIZED 150 DOGS AND CATS ON BEHALF OF ANIMAL CONTROL. THESE ARE PRIMARILY ANIMALS THAT FIT INTO THEIR CURRICULUM IN ADDITION TO STERILIZATION THEY COMPLETE PHYSICALS AND CORRECT ABNORMALITIES AND PHYSICAL PROBLEM ON THE ANIMALS. STUDENTS ALSO GROOMED VACCINATED ANIMALS UPON

DEMAND ARE ALSO GROOMED AND VACCINATED. IT HAS WORKED WONDERFULLY FOR US AT ANIMAL CONTROL AND IT ENHANCES THE ADOPTION RATE AND REDUCES THE EUTHANASIA RATE OF THOSE SAME ANIMALS.

MOTION 85: COMM. TILLEY MOTION MADE TO WAIVE ALL ADOPTION FEES ON DOGS THAT WERE ADOPTED DURING "PAWS IN THE PARK" THAT WAS HELD ON SATURDAY, SEPTEMBER 10, 2016. THE EVENT WAS UNABLE TO HAVE THE DOGS PRESENT AT THAT TIME DUE TO A PARVO OUTBREAK AT THE KENNEL. THIS EVENT WAS ORIGINALLY APPROVED BY THE BOARD ON RESOLUTION 2016-136, DATED JUNE 14, 2016. IT WAS SUPPORTED BY COMM. DURANCZYK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-227: COMM. LUTZ MOVED TO ADOPT RES. 2016-227 APPROVAL OF THE NURSE PRACTITIONER AGREEMENTS WITH ADMINISTRATION OF BAY COUNTY HEALTH DEPARTMENT AND THAT BUDGET ADJUSTMENTS RELATING TO THESE SPECIFIC AGREEMENTS, IF REQUIRED, ARE APPROVED. SINCE 2014, THE HEALTH DEPARTMENT HAD PARTNERED WITH SAGINAW VALLEY STATE UNIVERSITY ON THE UNIVERSITY CLINIC. IN JULY, 2016, THE UNIVERSITY OBTAINED TWO GRANTS FROM HRSA (THE HEALTH RESOURCES SERVICES ADMINISTRATION) TO EXPAND SERVICES AND TO ENSURE THAT THESE NEEDS DUE TO EXPANSION ARE MET, THE HEALTH DEPARTMENT WISHES TO ENTER INTO CONTRACTS WITH UP TO FOUR NURSE PRACTITIONERS SO THAT CLINICAL OPERATIONS CAN BE MAINTAINED AND EXPANDED. THERE WERE NO ECONOMIC CONSIDERATIONS AS FUNDING FOR NURSE PRACTITIONER SERVICES HAD ALREADY BEEN BUDGETED VIA THE GRANT AGREEMENT. IT WAS SUPPORTED BY COMM. COONAN AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-228: COMM. LUTZ MOVED TO ADOPT RES. 2016-228 VACANCIES: JUVENILE HOME - THREE (3) YOUTH DEVELOPMENT WORKERS (PART TIME; \$14.18 PER HOUR ENTRY) DIVISION ON AGING - CASE MANAGEMENT WORKER (PART TIME; \$17.92 PER HOUR ENTRY). IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

**BOARD OF COMMISSIONERS (ERNIE KRYGIER, CHAIR,  
DONALD J. TILLEY, VICE CHAIR)**

RES. 2016-229: COMM. TILLEY MOVED TO ADOPT RES. 2016-229 REPORTS OF COUNTY EXECUTIVE - EMPLOYMENT STATUS REPORT - AUGUST

2016. IT WAS SUPPORTED BY COMM. LUTZ AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

**REPORTS OF COUNTY OFFICIALS/DEPARTMENTS**

THERE WAS NO UPDATE.

**UNFINISHED BUSINESS**

THERE WAS NO UNFINISHED BUSINESS.

**NEW BUSINESS**

THERE WAS NO NEW BUSINESS

**MISCELLANEOUS**

COMM. HEREK: FRANKENLUST HAS COMPLETED A NEW PART OF THE RAIL-TRAIL. PLANS ARE TO HAVE IT COMPLETELY PAVED BY MONDAY, SEPTEMBER 19<sup>TH</sup>. IT IS BEAUTIFUL, IT GOES ALMOST ALL THE WAY TO SAGINAW. WHILE IT IS OPEN TO THE PUBLIC RIGHT NOW, THE GRAND OPENING CEREMONY WILL BE IN OCTOBER 13<sup>TH</sup>, 2016.

**ANNOUNCEMENTS: 2016 APPOINTMENTS**

OCTOBER:

- a. LAND BANK AUTHORITY - ONE LOCAL UNIT OF GOVERNMENT REPRESENTATIVE, 3 YEAR TERM - RICHARD L. BYRNE.
- b. DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD OF DIRECTORS (ONE 3 YEAR TERM - THOMAS L. STARKWEATHER).
- c. BAY COUNTY BUILDING AUTHORITY (ONE UNEXPIRED 6 YEAR TERM (CHRIS HENNESSY); TERM EXPIRES 11/30/2019)

DECEMBER:

DIVISION ON AGING ADVISORY COMMITTEE (FOUR 2 YEAR TERMS; DISTRICT 2, 4, 6 AND AT-LARGE).

**CLOSED SESSION**

MOTION 86: COMM. TILLEY MOVED TO GO INTO CLOSED SESSION PURSUANT TO MCL 15.268, SEC. 8 (e): TO CONSULT WITH ITS ATTORNEY REGARDING TRIAL OR SETTLEMENT STRATEGY IN CONNECTION WITH SPECIFIC PENDING LITIGATION, BUT ONLY WHEN AN OPEN MEETING WOULD HAVE A DETRIMENTAL FINANCIAL EFFECT ON THE

LITIGATION OR SETTLEMENT POSITION OF THE PUBLIC BODY. TO DISCUSS THE ISSUES OF: MICHIGAN DEPARTMENT OF CIVIL RIGHTS COMPLAINT #473416 (BONNIE COLE V. CENTER RIDGE ARMS), MICHIGAN DEPARTMENT OF CIVIL RIGHTS COMPLAINT #473275 (JULIE ROTH V. CENTER RIDGE ARMS), OFFICIAL UNION GRIEVANCE #14-123 (FRED WALRAVEN V. BAY COUNTY SHERIFF/BAY COUNTY). IT WAS SUPPORTED BY COMM. COONAN AND PASSED BY A ROLL CALL VOTE:  
7 YEAS: DURANCZYK, BEGICK, COONAN, TILLEY, LUTZ, HEREK, KRYGIER  
0 NAYS.

MOTION 87: COMM. TILLEY MADE A MOTION TO GO BACK TO REGULAR SESSION FOLLOWING CLOSED SESSION TO CONSULT WITH ITS ATTORNEY REGARDING TRIAL OR SETTLEMENT STRATEGY IN CONNECTION WITH SPECIFIC PENDING LITIGATION, BUT ONLY WHEN AN OPEN MEETING WOULD HAVE A DETRIMENTAL FINANCIAL EFFECT ON THE LITIGATION OR SETTLEMENT POSITION OF THE PUBLIC BODY. IT WAS SUPPORTED BY COMM. DURANCZYK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

MOTION 88: COMM. DURANCZYK MADE A MOTION TO APPROVE THE SETTLEMENT OF OFFICIAL UNION GRIEVANCE #14-123 (FRED WALRAVEN V. BAY COUNTY SHERIFF/BAY COUNTY) PURSUANT TO CLOSED SESSION RECOMMENDATION'S OF CORPORATE COUNSEL. IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

MOTION 89: COMM. DURANCZYK MADE A MOTION TO FOLLOW THE RECOMMENDATION OF COUNSEL WITH REGARD TO THE SETTLEMENT OF: MICHIGAN DEPARTMENT OF CIVIL RIGHTS COMPLAINT #473416 (BONNIE COLE V. CENTER RIDGE ARMS) AND MICHIGAN DEPARTMENT OF CIVIL RIGHTS COMPLAINT #473275 (JULIE ROTH V. CENTER RIDGE ARMS), FOLLOWING CLOSED SESSION DISCUSSIONS. IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 6 YEAS, 1 NAY (COMM. COONAN).

**RECESS/ADJOURNMENT**

MOTION 90: COMM. DURANCZYK MOVED TO ADJOURN THE REGULAR BOARD SESSION OF SEPTEMBER 13, 2016 AT 5:45 P.M. IT WAS SUPPORTED BY COMM. TILLEY AND CARRIED BY VOICE VOTE OF: 7 YEAS, 0 NAYS.

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ERNIE KRYGIER, CHAIRMAN  
BOARD OF COMMISSIONERS

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CYNTHIA A. LUCZAK, COUNTY CLERK  
BOARD OF COMMISSIONERS

---

DIANE YAWORSKI  
SECRETARY TO THE CLERK  
BOARD OF COMMISSIONERS

**BAY COUNTY BOARD OF COMMISSIONERS**

**SEPTEMBER 20, 2016**

THE BAY COUNTY BOARD OF COMMISSIONERS MET FOR A SPECIAL SESSION ON TUESDAY, SEPTEMBER 20, 2016, IN THE FOURTH FLOOR COMMISSION CHAMBERS OF THE BAY COUNTY BUILDING. THE MEETING WAS CALLED TO ORDER BY CHAIRMAN ERNIE KRYGIER AT 4:31 P.M. WITH THE FOLLOWING MEMBERS AND GUESTS PRESENT.

ROLL CALL: COMMISSIONERS MICHAEL DURANCZYK, VAUGHN BEGICK, KIM COONAN, THOMAS HEREK, DONALD J. TILLEY, MICHAEL LUTZ AND CHAIRMAN ERNIE KRYGIER

OTHER MEMBERS: CYNTHIA A. LUCZAK, BAY COUNTY CLERK  
DIANE YAWORSKI, SECRETARY TO THE COUNTY CLERK  
ROBERT J. REDMOND, FINANCIAL ANALYST  
DEANNE C. BERGER, BOARD COORDINATOR

ALSO PRESENT: TIFFANY JERRY, PERSONNEL/EMPLOYEE RELATIONS DIR.  
JAN HISTED, FINANCE OFFICER  
AMBER DAVIS-JOHNSON, CORPORATION COUNSEL  
DEBRA RUSSELL, ADMINISTRATIVE SERVICES DIR.  
CRISTEN GIGNAC, RECREATION & FACILITIES DIR.  
FRANK DAVIS, LIONS CLUB MEMBER  
ANN DAVIS, LIONS CLUB MEMBER  
STEVEN VANTOL, LIONS CLUB MEMBER  
JON VANTOL, LIONS CLUB MEMBER  
VARIOUS ELECTED OFFICIALS  
VARIOUS DEPARTMENT HEADS  
NEWS MEDIA

INVOCATION: THE INVOCATION WAS GIVEN BY THE BAY COUNTY CLERK, CYNTHIA A. LUCZAK.

PLEDGE OF ALLEGIANCE:

**CITIZENS INPUT**

MEMBERS OF THE COMMUNITY HAD NOT ATTENDED THIS SESSION WITH ANY CONCERNS.

## ITEMS FOR CONSIDERATION

- RES. 2016-230: COMM. TILLEY MOVED TO ADOPT RES. 2016-230 - IN RECOGNITION OF "LIONS WEEK IN BAY COUNTY", THE BAY COUNTY BOARD OF COMMISSIONERS HEREBY PROCLAIMED OCTOBER 2 - 8, 2016 AS "LIONS WEEK IN BAY COUNTY"; THAT LIONS CLUBS THROUGH MICHIGAN REAFFIRM THEIR MEMBER SERVICE MISSION: "TO EMPOWER VOLUNTEERS TO SERVE THEIR COMMUNITIES, MEET HUMANITARIAN NEEDS, ENCOURAGE PEACE AND PROMOTE INTERNATIONAL UNDERSTANDING THROUGH LIONS CLUBS". IT WAS SUPPORTED BY COMM. BEGICK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.
- COMM BEGICK: COMM BEGICK STATED HE WAS A PROUD LION AND THAT NEXT YEAR WAS THE 100<sup>TH</sup> ANNIVERSARY OF THE LION'S CLUB INTERNATIONAL.
- COMM TILLEY: COMM TILLEY INQUIRED ABOUT DONATIONS OF GLASSES AND HEARING AIDS; HOW CONSTITUENTS WOULD GO ABOUT REQUESTING THESE SERVICES.
- STEVEN VANTOL: LIONS CLUB MEMBER STEVEN VANTOL EXPLAINED: THE LION'S CLUB COLLECTED THE GLASSES AND THEY ARE ALL SHIPPED OVERSEAS AS OUR GOVERNMENT DOES NOT ALLOW THEM TO BE DISTRIBUTED IN THE UNITED STATES, WE DISTRIBUTE THE GLASSES IN OTHER COUNTRIES. HEARING AIDS ARE COLLECTED AND REFURBISHED. THE CLUB THEN RECEIVED A REIMBURSEMENT BACK FROM THE HEARING AID COMPANIES.
- COMM KRYGIER: COMM KRYGIER PRESENTED A FRAMED RESOLUTION ON BEHALF OF THE BAY COUNTY COMMISSIONERS AND THE BAY COUNTY EXECUTIVE, TO THE CLUB IN SUPPORT OF EVERYTHING THAT HAS BEEN DONE FOR OUR COMMUNITY.
- FRANK AND ANN DAVIS: LIONS CLUB MEMBERS, FRANK AND ANN DAVIS, WHO PARTICIPATE IN THE LEADER DOG PROGRAM, THANKED THE COMMISSION AND THE PEOPLE OF BAY COUNTY FOR THEIR SUPPORT OF THIS PROGRAM. BUSINESS AND COMMUNITY EVENTS ALLOW LEADER DOGS TO BE PRESENT WHICH GREATLY ASSISTS IN MANY ASPECTS OF THE TRAINING.
- RES. 2016-231: COMM. TILLEY MOVED TO ADOPT RES. 2016-231 - THE BOARD OF COMMISSIONERS AUTHORIZED THE EXECUTION OF A NEW PHONE CARRIER CONTRACT FOR THE NEXT THREE YEARS WITH 123.NET,

CHARTER, AND BIRCH TO BEGIN THE CONVERSION TO THE NEW PHONE SYSTEM, CONVERTING THE COUNTY'S CURRENT POTS SYSTEM TO A NEW UPDATED PRI SYSTEM. THE NEW AGREEMENTS WILL HAVE AN OVERALL FINANCIAL IMPACT OF \$3,249.62 PER MONTH; \$38,995.44 ANNUAL AND \$116,986.32 SAVINGS OVER THE LIFE OF THE CONTRACT; AND FUNDS FOR THE PHONE PROJECT ARE INCLUDED IN THE 2016 AND 2017 BUDGET AND IF IT IS NECESSARY TO EXIT THE COUNTY'S AT&T CONTRACT THE COUNTY WILL INCUR AN EARLY TERMINATION FEE WHICH WILL BE FAR LESS THAN THE OVERALL IMPACT OF BEING OUT OF CONTRACT WITH AT&T. IT WAS SUPPORTED BY COMM. BEGICK AND PASSED BY A VOICE VOTE OF 7 YEARS, 0 NAYS.

RES. 2016-232: COMM. TILLEY MOVED TO ADOPT RES. 2016-232 - THE BAY COUNTY BOARD OF COMMISSIONERS APPOINTMENT OF JOEL STRASZ AS THE BAY COUNTY HEALTH DEPARTMENT'S LOCAL HEALTH OFFICER AND THAT IN ACCORDANCE WITH SECTION 2428(2) OF THE PUBLIC HEALTH CODE, MR. STRASZ SHALL SERVE AS THE ADMINISTRATIVE HEALTH OFFICER OF THE HEALTH DEPARTMENT AND MAY TAKE ACTIONS AND MAKE DETERMINATIONS AS NECESSARY OR APPROPRIATE TO CARRY OUT THE HEALTH DEPARTMENT'S FUNCTIONS AND TO PROTECT THE PUBLIC HEALTH AND PREVENT DISEASE. BASED UPON THE LEGAL OPINION PROVIDED, IT WAS NECESSARY FOR THE BAY COUNTY BOARD OF COMMISSIONERS TO APPOINT A BAY COUNTY HEALTH OFFICER IN ORDER TO BE COMPLIANT WITH MCL 333.2428(I). THERE WAS NO FINANCIAL IMPACT AS A RESULT OF THIS APPOINTMENT, AS MR. STRASZ WAS CURRENTLY PERFORMING THE REQUIRED FUNCTIONS OF THE LOCAL HEALTH OFFICER AND HAD BEEN PREFORMING THOSE FUNCTIONS AS PART OF HIS RESPONSIBILITIES AS THE HEALTH DEPARTMENT DIRECTOR. IT WAS SUPPORTED BY COMM. HEREK AND PASSED BY A VOICE VOTE OF 7 YEARS, 0 NAYS.

RES. 2016-233: COMM. TILLEY MOVED TO ADOPT RES. 2016-233 - THE BAY COUNTY BOARD OF COMMISSIONERS ADOPTED THE REVISED BAY COUNTY PERSONNEL POLICY. IT WAS SUPPORTED BY COMM LUTZ AND PASSED BY A VOICE VOTE OF 6 YEARS, 1 NAYS, COMM BEGICK.

COMM BEGICK: COMM BEGICK STATED HE WOULD BE VOTING "NO" AT THIS TIME, THERE WERE A NUMBER OF CHANGES AND NO OPPORTUNITY TO DISCUSS CHANGES.

RES. 2016-234: COMM. TILLEY MOVED TO ADOPT RES. 2016-234 - THE BAY COUNTY DRUG TESTING PROTOCOLS AND PROCEDURES, AS REVISED BY THE

BAY COUNTY PERSONNEL DEPARTMENT. IT WAS SUPPORTED BY COMM. COONAN AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

### **REFERRALS**

RES. 2016-213: COMM. TILLEY MOVED TO ADOPT RES. 2016-213 - FOR APPROVAL OF THE 2016 - 2017 CHILD CARE FUND BUDGET THROUGH PROBATE COURT. THE CHILD CARE FUND FROM THE STATE OF MICHIGAN PROVIDES A 50% MATCH FOR THE EXPENDITURES INVOLVING PLACEMENTS IN AGENCIES, FOSTER HOMES, OUR JUVENILE HOME FACILITY OR INSTITUTIONS. ALSO COVERED WERE PROGRAMS AIMED AT WORKING WITH DELINQUENT YOUTH WHILE THE YOUTH REMAINED IN THEIR OWN HOMES. THE CHILD CARE FUND BUDGET SUMMARY FOR THE 2016 - 2017 FISCAL YEAR, REFLECTED MONIES BUDGETED IN THE FOLLOWING CATEGORIES: \$1,225,000 IN THE FAMILY FOSTER CARE; \$1,475,200 FOR INSTITUTIONAL CARE; \$876,077.85 FOR IN HOME CARE; \$15,000 FOR INDEPENDENT LIVING. THE APPROVED FOSTER CARE LINE ITEM IN THE STATE BUDGET IS \$1,225,000 AND IT SHOULD BE NOTED THAT THE AMOUNT OF MONEY ORIGINALLY APPROPRIATED IN THE COUNTY FOSTER CARE LINE ITEM THIS YEAR WAS \$425,000, MUCH LESS THEN THE STATE BUDGET ALLOCATION. THIS INCREASE WOULD PUT THE COUNTY MORE IN PROPORTION WITH THE \$820,000 THAT THE COUNTY ACTUALLY SPENT LAST YEAR FOR FOSTER CARE. IT WAS SUPPORTED BY COMM. COONAN AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

COMM BEGICK: MICHIGAN ASSOCIATION OF COUNTIES (MACC) HAD SENT OUT A SURVEY TO EACH COUNTY TO DETERMINE THE STATUS OF CHILD CARE FUND PAYMENTS. PAYMENTS WERE DELAYED ACCORDING TO REPOR OF A STATE OFFICIAL.

### **UNFINISHED BUSINESS**

THERE WAS NO UNFINISHED BUSINESS.

### **NEW BUSINESS**

THERE WAS NO NEW BUSINESS

### **MISCELLANEOUS**

THERE WAS NOTHING FOR MISCELLANEOUS

### **ANNOUNCEMENTS:**

THERE WILL BE A GROUP PHOTO ON NOVEMBER 1<sup>ST</sup> AT 3:45 PM.

**CLOSED SESSION**

MOTION 91: COMM. TILLEY MOVED TO GO INTO CLOSED SESSION PURSUANT TO MCL 15.268 (e): TO CONSULT WITH ITS ATTORNEY REGARDING TRIAL OR SETTLEMENT STRATEGY IN CONNECTION WITH SPECIFIC PENDING LITIGATION, BUT ONLY WHEN AN OPEN MEETING WOULD HAVE A DETRIMENTAL FINANCIAL EFFECT ON THE LITIGATING OR SETTLEMENT POSITION OF THE PUBLIC BODY. TO DISCUSS THE ISSUES OF CYNTHIA A. LUCZAK, BAY COUNTY CLERK VS. BAY COUNTY BOARD OF COMMISSIONERS, ET AL 2015-3583-AW. IT WAS SUPPORTED BY COMM. HEREK AND PASSED BY A ROLL CALL VOTE:  
7 YEAS: DURANCZYK, BEGICK, COONAN, TILLEY, LUTZ, HEREK, KRYGIER.  
0 NAYS.

MOTION 92: COMM. TILLEY MADE A MOTION TO GO BACK TO REGULAR SESSION FOLLOWING CLOSED SESSION DISCUSSIONS OF CYNTHIA A. LUCZAK, BAY COUNTY CLERK VS. BAY COUNTY BOARD OF COMMISSIONERS, ET AL 2015-3583-AW. IT WAS SUPPORTED BY COMM. DURANCZYK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

MOTION 93: COMM. TILLEY MADE A MOTION TO FOLLOW THE RECOMMENDATION OF COUNSEL ALEX BOMMARITO WITH REGARD TO THE SETTLEMENT OF: CYNTHIA A. LUCZAK, BAY COUNTY CLERK VS. BAY COUNTY BOARD OF COMMISSIONERS, ET AL 2015-3583-AW, FOLLOWING CLOSED SESSION DISCUSSIONS. IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

**RECESS/ADJOURNMENT**

MOTION 94: COMM. DURANCZYK MOVED TO ADJOURN THE SPECIAL BOARD SESSION OF SEPTEMBER 20, 2016 AT 4:55 P.M. IT WAS SUPPORTED BY COMM. BEGICK AND CARRIED BY VOICE VOTE OF: 7 YEAS, 0 NAYS.

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ERNIE KRYGIER, CHAIRMAN  
BOARD OF COMMISSIONERS

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CYNTHIA A. LUCZAK, COUNTY CLERK  
BOARD OF COMMISSIONERS

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DIANE YAWORSKI  
SECRETARY TO THE CLERK  
BOARD OF COMMISSIONERS

**BAY COUNTY BOARD OF COMMISSIONERS**

**OCTOBER 11, 2016**

THE BAY COUNTY BOARD OF COMMISSIONERS MET FOR A REGULAR SESSION ON TUESDAY, OCTOBER 11, 2016, IN THE FOURTH FLOOR COMMISSION CHAMBERS OF THE BAY COUNTY BUILDING. THE MEETING WAS CALLED TO ORDER BY CHAIRMAN ERNIE KRYGIER AT 4:03 P.M. WITH THE FOLLOWING MEMBERS AND GUESTS PRESENT.

ROLL CALL: COMMISSIONERS MICHAEL DURANCZYK, VAUGHN BEGICK, KIM COONAN, THOMAS HEREK, DONALD J. TILLEY, MICHAEL LUTZ AND CHAIRMAN ERNIE KRYGIER

OTHER MEMBERS: CYNTHIA A. LUCZAK, BAY COUNTY CLERK  
DIANE YAWORSKI, SECRETARY TO THE COUNTY CLERK  
ROBERT J. REDMOND, FINANCIAL ANALYST  
DEANNE C. BERGER, BOARD COORDINATOR

ALSO PRESENT: THOMAS J. HICKNER, COUNTY EXECUTIVE  
TIFFANY JERRY, PERSONNEL/EMPLOYEE RELATIONS DIR.  
JAN HISTED, FINANCE OFFICER  
AMBER DAVIS-JOHNSON, CORPORATION COUNSEL  
DEBRA RUSSELL, ADMINISTRATIVE SERVICES DIR.  
CRISTEN GIGNAC, RECREATION & FACILITIES DIR.  
JIM SCHULTZ, BAY COUNTY CITIZEN  
TONY DODGE, BAY COUNTY CITIZEN  
JOSEPH RIVET, BAY COUNTY DRAIN COMMISSIONER  
JESSICA GREGORY, BAY AREA WOMEN'S CENTER  
VARIOUS ELECTED OFFICIALS  
VARIOUS DEPARTMENT HEADS  
NEWS MEDIA

INVOCATION: THE INVOCATION WAS GIVEN BY THE BAY COUNTY CLERK, CYNTHIA A. LUCZAK.

PLEDGE OF ALLEGIANCE:

**MINUTES**

THE SEPTEMBER 13 AND 20, 2016 BOARD MINUTES WERE NOT AVAILABLE FOR APPROVAL AT THIS TIME.

## **CITIZENS INPUT**

- TONY DODGE: 3335 TWO MILE ROAD, BAY CITY, MICHIGAN. HE WAS PART OF THE L & L PERMA COURT, DRAIN COMMISSION PROJECT, IN JULY OF 2014. HERE IN REGARD TO A LETTER WRITTEN TO COMM. KRYGIER LISTING OUT THE ISSUES HE WAS HAVING WITH HIS PROPERTY. LETTER FROM DRAIN COMMISSIONER, JOSEPH RIVET STATING THAT HE WAS SATISFIED WITH THE WORK THAT HAD BEEN DONE ON MR. DODGE'S PROPERTY. HERE TO SHOW ISSUES SUCH AS FLOODING ON THE PROPERTY, EROSION OF PROPERTY, AND IMPROPER LID. SHOWED VIDEO OF WHAT IT LOOKED LIKE WHEN IT RAINS.
- COMM. KRYGIER: COMM KRYGIER ASKED, WHAT IS IT THAT YOU ARE EXPECTING TO HAVE DONE.
- TONY DODGE: MR. DODGE TOLD OF EVENS LEADING UP TO PROBLEMS AT THE PROPERTY, STAKES THAT MARK OUR SURVEYED PROPERTY LINE, WERE REMOVED AND OUR LAND WAS NOT RE-SURVEYED. REQUESTING THAT THE LAND BE RE-SURVEYED ALSO HAD AN ELECTRIC DOG FENCE, INFORMED WORKERS OF THE FENCE, WAS REMOVED AND NOT REPLACED. WOULD LIKE TOP SOIL BROUGHT BACK IN TO STOP THE EROSION PROCESS AS WE HAD NO RIVER ROCK IN THE DITCH. TREES WERE CUT DOWN AND STUMP REMOVAL WAS NOT DONE. CATCH BASINS WAY TOO HIGH, REMOVE PIPE AND FILTER CLOGGING ALSO ADD A NEW CATCH BASIN, PUT CAP ON THAT WAS PAID FOR.
- JIM SCHULTZ: 3344 L & L COURT, BAY CITY, MICHIGAN. MR. SCHULTZ HAD SIMILAR ISSUES, JUST NOT AS EXTREME. GRADE ON HIS PROPERTY, FILL DIRT GRASS/ROCK/TIRES/RIMS AND 30 FEET OF SLOPE. WANTS TOP SOIL, LAWN BROUGHT BACK UP TO GRADE AND FOUR FULL GROWN MAPLES REMOVED AND LOT RE-SURVEYED.
- JOSEPH RIVET: BAY COUNTY DRAIN COMMISSIONER. APOLOGIZED TO THE BOARD FOR THIS COMING BACK TO YOUR ATTENTION. HOWEVER, A NUMBER OF FACTS ARE MISSING, I WILL TRY AND BE BRIEF. L & M COURT HAS BEEN UNDERWATER FOR ABOUT 30 YEARS. THE TOWNSHIP REQUESTED THAT WE TRY AND DO SOMETHING ABOUT IT, WE CAME UP WITH A SOLUTION THAT BASICALLY DRIED IT OUT. THERE WAS NO CHARGE FOR THE PROJECT, WE WERE CREATIVE AND WE SOLVED A MAJOR PROBLEM. MR. DODGE USED TO HAVE 18 INCHES OF WATER ON THE BACK OF HIS PROPERTY IN THE SPRING, IT IS NOW GONE, AT NO COST TO HIM. WE KNOW

THE PROJECT HAS BEEN SUCCESSFUL. WHEN I MET WITH ALL OF THE RESIDENCE WHO LIVE THERE, INFORMED THEM THIS IS GOING TO DISTURB YOUR PROPERTY. TRIED TO BE AS ACCOMMODATING AS POSSIBLE. REMOVED TREES, AND FILLED LOW LYING AREAS, THAT DID NOT NEED TO BE DONE TO TRY AND ACCOMMODATE THE RESIDENCE. AFTER REMOVING TREES AS WAS REQUESTED, WE WERE THEN ASKED TO REPLACE THE TREES, WE ALLOWED THREE TREES. EVERY TIME WE HAVE DONE SOMETHING MR. DODGE HAS ASKED, HAD RETURNED TO ASK FOR MORE AND IS COMPLETELY UNSATISFIED WITH EVERYTHING WE HAVE DONE.

COMM KRYGIER: COMM KRYGIER STATED, THAT HE WAS HOPING THAT THE TWO OF YOU, MR. RIVET AND THE TWO COMMISSIONERS WHO SIT ON THE DRAIN BOARD CAN COME TO SOME TYPE OF AGREEMENT TO RESOLVE THESE ISSUES.

### **PETITIONS AND COMMUNICATIONS**

MOTION 95: COMM. COONAN MOVED TO ADJOURN PUBLIC HEARING ON 2017 BAY COUNTY PROPOSED BUDGET. DO TO DISCUSSION INVOLVING PERSONNEL AND CAPITAL LINE ITEMS THAT HAVE NOT TAKEN PLACE. IT WAS SUPPORTED BY COMM. DURANCZYK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

BOB REDMOND: MR. HICKNER AND ADMINISTRATION WOULD LIKE TO POSTPONE THE PUBLIC HEARING TO THE NOVEMBER MEETING. WE NEED TIME TO RESEARCH ABOUT THE REQUEST FOR ADDITIONAL PERSONNEL AND ALSO THE REQUEST FOR CAPITAL LINE ITEMS.

RES. 2016-235: COMM. COONAN MOVED TO ADOPT RES. 2016-235 - THE BAY COUNTY BOARD OF COMMISSIONERS, ALONG WITH THE BAY COUNTY EXECUTIVE, PROCLAIM THE MONTH OF OCTOBER AS DOMESTIC VIOLENCE AWARENESS MONTH IN BAY COUNTY AND URGE OUR CITIZENS TO OBSERVE THIS MONTH BY BECOMING AWARE OF THE TRAGEDY OF DOMESTIC VIOLENCE, SUPPORTING THOSE WHO ARE WORKING TOWARD ITS END AND PARTICIPATING IN COMMUNITY EFFORTS. IT WAS SUPPORTED BY COMM. DURANCZYK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

COMM. COONAN: COMM COONAN PRESENTED A FRAMED COPY OF RESOLUTION 2016-235 TO JESSICA GREGORY, BAY AREA WOMEN'S CENTER, ON BEHALF OF THE BAY COUNTY BOARD OF COMMISSIONERS AND TOM HICKNER, THE COUNTY EXECUTIVE WE WOULD LIKE TO THANK YOU FOR ALL OF THE GREAT WORK IN THE COMMUNITY.

JESSICA  
GREGORY:

DIRECTOR OF BAY AREA WOMEN'S CENTER, THANKED ALL FOR RECOGNITION ON BEHALF OF THE BAY AREA WOMEN'S CENTER, STAFF, BOARD OF DIRECTORS, VOLUNTEERS AND THE CLIENTS FOR RECOGNIZING THIS VERY IMPORTANT ISSUE OF DOMESTIC VIOLENCE. DOMESTIC VIOLENCE AWARENESS MONTH WAS ABOUT MORE THAN PURPLE RIBBONS, WE USE THE PURPLE RIBBON TO SIGNIFY THE MONTH, BUT IT WAS ABOUT THE SURVIVORS THAT ARE HERE IN BAY COUNTY.

MOTION 97:

COMM. TILLEY MOVED TO RECEIVE THE APPLICATIONS OF TWO (2) APPLICANTS, PATRICIA RAYL, AUBURN CITY MANAGER AND FRANCES DEWYSE, ESSEXVILLE CITY TREASURER, SEEKING THE APPOINTMENT TO THE BAY COUNTY LAND BANK AUTHORITY. SUPPORTED BY COMM. LUTZ AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

A ROLL CALL VOTE WAS CAST AS FOLLOWS:

FRANCES DEWYSE: DURANCZYK, COONAN, HEREK, TILLEY AND LUTZ

PATRICIA RAYL: KRYGIER AND BEGICK

MOTION 98:

COMM. TILLEY MOVED TO APPROVE THE APPOINTMENT OF FRANCES DEWYSE, ESSEXVILLE CITY TREASURER, TO THE BAY COUNTY LAND BANK AUTHORITY, TERM TO EXPIRE IN 2019. SUPPORTED BY COMM. LUTZ AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

**REPORTS/RESOLUTIONS OF COMMITTEES:**

RES. 2016-236:

COMM. COONAN MOVED TO ADOPT RES. 2016-236 - THAT CONCURRED WITH THE RECOMMENDATIONS OF THE BAY COUNTY TREASURER AND AUTHORIZED A TRANSFER OF \$1,200,000 FROM THE DELINQUENT TAX REVOLVING FUND TO THE COUNTY'S GENERAL FUND IN 2017. IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-237:

COMM. COONAN MOVED TO ADOPT RES. 2016-237 - APPROVED THE 2017 - 2021 AGREEMENT CSPA 17-09002 (IV-D CONTRACT) BETWEEN THE STATE OF MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES AND BAY COUNTY PROSECUTOR'S OFFICE FOR CHILD SUPPORT SERVICES; COVERING THE TIME PERIOD OF OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2021. THIS

AGREEMENT COVERED PART OF AN ASSISTANT PROSECUTOR'S WAGES AND INVESTIGATOR'S WAGES, WAGES FOR A UNIT SECRETARY AND OTHER COSTS DIRECTLY RELATED TO THE PROSECUTOR'S IV-D PROGRAM FOR PATERNITY AND CHILD SUPPORT. IT WAS SUPPORTED BY COMM. DURANCZYK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-238: COMM. COONAN MOVED TO ADOPT RES. 2016-238 - 2016 THE 2016 ASSESSMENT ROLLS, AS SUBMITTED BY THE BAY COUNTY DRAIN COMMISSIONER AND ON FILE IN THE BAY COUNTY CLERK'S OFFICE. IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-239: COMM. COONAN MOVED TO ADOPT RES. 2016-239 -ACCEPTS THAT AWARD OF ADDITIONAL GRANT FUNDS FROM REGION VII AREA AGENCY ON AGING FOR FISCAL YEAR ENDING 9/30/16. REGION VII AREA AGENCY ON AGING HAS NOTIFIED THE BAY COUNTY DIVISION ON AGING THAT ADDITIONAL GRANT FUNDS (APPROXIMATELY \$3,213) ARE TENTATIVELY AVAILABLE FOR IDENTIFIED PROGRAMS UNDER THE BAY COUNTY DIVISION ON AGING. THE FUNDS ARE ONLY AVAILABLE THROUGH THE END OF THE CURRENT FISCAL YEAR 15/16. THE DIVISION ON AGING WILL UTILIZE THE AVAILABLE FUNDS FOR THE PURCHASE OF EQUIPMENT. IT WAS SUPPORTED BY COMM. LUTZ AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-240: COMM. COONAN MOVED TO ADOPT RES. 2016-240 - APPROVED THE PROJECT AUTHORIZATIONS AND AUTHORIZED THE CHAIRMAN TO EXECUTE SAID FORMS AND ALL CONTRACTS AND DOCUMENTS REQUIRED TO IMPLEMENT THE BCATS 2016 UNIFIED WORK PROGRAM FOLLOWING LEGAL REVIEW/APPROVAL. THE FOLLOWING GRANTS SUPPORT THE ACTIVITIES OF THE TRANSPORTATION PLANNING DIVISION WHICH MAINTAINED A CERTIFIED PLANNING PROGRAM ACCORDING TO FEDERAL REGULATIONS. THE BAY CITY AREA TRANSPORTATION STUDY (BCATS ACTIVITIES ARE PROVIDED IN THE PROPOSED 2017 UNIFIED WORK PROGRAM. THE ANTICIPATED 2017 FEDERAL FUNDING AMOUNTS FOR EACH PROGRAM AREA ARE AS FOLLOWS: BCATS PL FEDERAL FUNDING AMOUNT \$159,645; BMTA PL FEDERAL FUNDING AMOUNT \$40,723 AND; ASSET MANAGEMENT FUNDING AMOUNT \$20,000. LOCAL MATCH IS PROVIDED THROUGH CASH CONTRIBUTIONS FROM THE CITY OF BAY CITY, CITY OF ESSEXVILLE, BAY COUNTY ROAD COMMISSION, AND BAY METROPOLITAN TRANSPORTATION AUTHORITY WHICH ARE THEN ALLOWABLE REIMBURSEMENTS TO THESE AGENCIES THROUGH THE COURSE OF THE UWP ACTIVITIES.

BAY COUNTY INDIRECT COSTS ARE INCLUDED AND ARE PARTS OF THE COVERED EXPENSES OF THIS GRANT. IT WAS SUPPORTED BY COMM. BEGICK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-241: COMM. COONAN MOVED TO ADOPT RES. 2016-241 - AUTHORIZES THE PURCHASE OF A FROZEN CARBONATED BEVERAGE MACHINE AT THE BAY COUNTY CIVIC ARENA AND APPROPRIATES UP TO \$13,000 FOR SAID PURCHASE, MONEYS TO COME FROM FUND BALANCE. IT WAS SUPPORTED BY COMM. HEREK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-242: COMM. COONAN MOVED TO ADOPT RES. 2016-242 - AUTHORIZES A GRANT APPLICATION TO THE BAY AREA COMMUNITY FOUNDATION FOR A VIEWING SCOPE AT PINCONNING PARK. A HIGH QUALITY VIEWING SCOPE ALONG THE SHORE LINE AT PINCONNING PARK WOULD FIT THE BAY AREA COMMUNITY FOUNDATION'S FOCUS AREA OF IMPROVING PUBLIC AWARENESS OF THE SAGINAW BAY. APPLICATION WILL BE MADE TO THE BAY AREA COMMUNITY FOUNDATION FOR A GRANT UP TO \$2,500 FOR A VIEWING SCOPE, HOWEVER, IF THE GRANT AWARD IS NOT FUNDED IN ITS ENTIRETY, A BUDGET ADJUSTMENT FOR THE REMAINDER OF THE COST WOULD BE NECESSARY. IT WAS SUPPORTED BY COMM. DURANCZYK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-243: COMM. COONAN MOVED TO ADOPT RES. 2016-243 - APPROVED REPLACEMENT OF THE FIRE ALARM SYSTEM IN THE BAY COUNTY BUILDING. THE ANNUNCIATOR PANEL, HORN AND STROBES IN OUR CURRENT FIRE ALARM SYSTEM IN THE BAY COUNTY BUILDING ARE OBSOLETE AND WERE IN NEED OF AN UPGRADE. AS FUNDS FOR THE PROPOSED UPGRADE WERE NOT BUDGETED, A BUDGET ADJUSTMENT OF UP TO \$15,000 WAS NECESSARY FROM THE GENERAL FUND. IT WAS SUPPORTED BY COMM. HEREK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-244: COMM. COONAN MOVED TO ADOPT RES. 2016-244 - APPROVED INSTALLATION OF NEW METAL CEILING PANELS FOR 8 CELLS AT THE BAY COUNTY JAIL. THE JAIL CURRENTLY HAS PLASTER CEILINGS THAT SHOULD BE UPGRADED TO ENHANCE SECURITY AND MINIMIZE REPAIRS RESULTING FROM INMATE DAMAGE BY COVERING IT WITH METAL PANELS. AS FUNDS FOR THIS PROJECT ARE NOT BUDGETED, A BUDGET ADJUSTMENT OF UP TO \$16,000 IS NECESSARY FROM THE GENERAL FUND. IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-245: COMM. COONAN MOVED TO ADOPT RES. 2016-245 - APPROVES REPLACEMENT OF TWO (2) CONTACTORS FOR THE CHILLER AT THE BAY COUNTY LAW ENFORCEMENT CENTER. THAT A BUDGET ADJUSTMENT FOR UP TO \$9,000 IS APPROVED, MONIES COMING FROM THE FUND BALANCE. CONTACTORS OPERATE THE COMPRESSORS FOR THE AIR CONDITIONING IN THE LAW ENFORCEMENT CENTER AND THE CURRENT CONTACTORS ARE NOT OPERABLE AND ARE IN NEED OF REPLACEMENT IN ORDER FOR THE CHILLER TO FUNCTION PROPERLY. IT WAS SUPPORTED BY COMM. HEREK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-246: COMM. COONAN MOVED TO ADOPT RES. 2016-246 - THAT AUTHORIZED THE BAY COUNTY HEALTH DEPARTMENT TO MAKE APPLICATION FOR NONPOINT SOURCE PROGRAM GRANT FUNDING. THIS PROJECT PROPOSES TO 1) IDENTIFY THE HOMES THAT ARE MOST "AT-RISK" IN THE KAWKAWLIN RIVER WATERSHED; AND 2) PARTNER WITH THESE HOME OWNERS TO INSPECT, PROVIDE ONE-TIME SIMPLE MAINTENANCE (I.E. PUMPING) OF THE SYSTEM AT HAND SO THAT FAILING SYSTEMS CAN BE IDENTIFIED AND HOMEOWNERS EDUCATED ON FUTURE OPTIONS INCLUDING REPLACEMENT. HOMEOWNER WILL BE EDUCATED ON THE PROPER MAINTENANCE OF SAID SYSTEMS AS WELL; \$150,000 OF FUNDING IS AVAILABLE FOR THIS PROJECT AND THERE IS A 25% MATCH REQUIRED, WHICH WILL BE DERIVED FROM PARTICIPATING LOCAL HOMEOWNERS. NO GENERAL FUND SOURCES WILL BE USED. IT WAS SUPPORTED BY COMM. LUTZ AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-247: COMM. COONAN MOVED TO ADOPT RES. 2016-247 - APPROVED THE AGREEMENT WITH HR WORKPLACE SERVICES, INC. TO PROVIDE 6055 AND 6056 SERVICE ASSISTANCE FOR ACA REPORTING SERVICES. EFFECTIVE IN 2015, THE PATIENT PROTECTION AN AFFORDABLE CARE ACT (ACA) REQUIRES IRS 1094/1095 REPORTING TO BE COMPLETED IN JANUARY EACH YEAR. THE REPORTING REQUIRES THE EMPLOYER TO REPORT ANNUALLY, BROKEN DOWN BY MONTH, WHICH EMPLOYEES ARE OFFERED COVERAGE, WHETHER THEY ELECTED COVERAGE AND WHAT MONTHS EACH EMPLOYEE AND COVERED DEPENDENT RECEIVED COVERAGE. EMPLOYEES AND DEPENDENTS MUST BE REPORTED SEPARATELY. EACH ELIGIBLE EMPLOYEE WILL BE PROVIDED THE FORM FOR THEIR TAX PURPOSES AND THE INFORMATION IS FILED WITH THE IRS (SIMILAR TO A W2). IT IS RECOMMENDED THAT BAY COUNTY ENTER INTO A CONTRACTUAL AGREEMENT WITH THE HR

WORKPLACE SERVICES, INC. TO PROVIDE 6055 AND 6056 SERVICE ASSISTANCE FOR ACA REPORTING SERVICES (ONE EIN, 650 W-2S, SELF-INSURED PLAN, COMPOSITE RATES) AT A COST OF \$4,800.00. IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-248: COMM. COONAN MOVED TO ADOPT RES. 2016-248 - APPROVES THE CONTRACTUAL AGREEMENT WITH THE MICHIGAN DEPARTMENT OF STATE SUBSCRIPTION SERVICE PROGRAM. ENROLLMENT IN THE GOVERNMENTAL SUBSCRIPTION SERVICE WILL PROVIDE BAY COUNTY WITH A DRIVING RECORD OF OUR EMPLOYEES (THAT ARE REQUIRED TO DRIVE FOR BAY COUNTY) WHEN THEY ARE FIRST ENROLLED AND WHENEVER THERE ARE ANY VIOLATIONS, RESTRICTIONS, SUSPENSIONS OR REVOCATIONS POSTED TO THEIR RECORD. THIS IS A FREE SERVICE THAT WAS RECOMMENDED TO BAY COUNTY BY MMRMA. IT WAS SUPPORTED BY COMM. LUTZ AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-249: COMM. COONAN MOVED TO ADOPT RES. 2016-249 - NATIONWIDE RETIREMENT SOLUTIONS - AMENDMENT TO DEFERRED COMPENSATION PLAN FOR PUBLIC EMPLOYEES 457 PLAN AND TRUST (PERSONNEL DEPT.). IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-250: COMM. COONAN MOVED TO ADOPT RES. 2016-250 - APPROVES THE PROPOSAL/CONTRACT WITH PUMFORD CONSTRUCTION FOR STRUCTURAL REPAIRS TO THE DIVISION ON AGING-RIVERSIDE CENTER CANOPY, PAYMENT FOR THE STRUCTURAL REPAIRS TO COME FROM THOSE FUNDS PROVIDED BY THE INSURANCE CARRIER AND BEING HELD BY THE DIVISION ON AGING. THE CANOPY OVER THE LOADING DOCK AT THE DOA-RIVERSIDE CENTER WAS DAMAGED BY A VENDOR'S TRUCK MAKING A DELIVERY AND THE RESPONSIBLE PARTY NOTIFIED THEIR INSURANCE CARRIER; AND TOTAL DAMAGES TO THE CANOPY AMOUNTS TO \$12,163 AND A CHECK FOR REPAIRS HAS BEEN RECEIVED BY THE DIVISION ON AGING. IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-251: COMM. COONAN MOVED TO ADOPT RES. 2016-251 - ACCOUNTS PAYABLE: 09/04/16 \$489,481.75, 09/21/16 \$227,591.56, 09/29/16 \$239,469.07, AND 10/05/16 \$284,428.80; HOUSING (CENTER RIDGE ARMS): 09/13/16 \$7,026.39. IT WAS SUPPORTED BY COMM. DURANCZYK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-252: COMM. COONAN MOVED TO ADOPT RES. 2016-252 - GENERAL FUND. IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

RES. 2016-253: COMM. COONAN MOVED TO ADOPT RES. 2016-253 - BUDGET ADJUSTMENTS, GENERAL FUND, CHILD CARE - PROBATE, UNFAVORABLE IMPACT \$50,000; CHILD CARE FUND, TO INCREASE THE BUDGET FOR CHILD CARE FUND, CHILD CARE ACTIVITY WHICH INVOLVES PLACEMENT OF NEGLECT AND ABUSED CHILDREN IN FOSTER CARE. THE STATE OF MICHIGAN WILL REIMBURSE 50% OF THESE COSTS AND BAY COUNTY GENERAL FUND, FUND BALANCE TO PAY THE OTHER 50%. GENERAL FUND, FUND BALANCE \$50,000; CHILD CARE-PROBATE \$50,000. IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

**PERSONNEL/HUMAN SERVICE**

RES. 2016-254: COMM. LUTZ MOVED TO ADOPT RES. 2016-254 - VACANCIES: HEALTH DEPARTMENT: LABORATORY TECHNICAL, SANITARIAN I/II, NURSE (NEW GRANT-FUNDED POSITION), MEDICAL TECHNICAL (NEW GRANT-FUNDED POSITION), CLINIC COORDINATOR (NEW GRANT-FUNDED POSITION): CIVIC ARENA - DIVISION MANAGER/OPERATIONS MANAGER. IT WAS SUPPORTED BY COMM. BEGICK AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

**BOARD OF COMMISSIONERS**

RES. 2016-255: COMM. TILLEY MOVED TO ADOPT RES. 2016-255 - REPORTS OF COUNTY EXECUTIVE, EMPLOYMENT STATUS REPORT - SEPTEMBER 2016. IT WAS SUPPORTED BY COMM. COONAN AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

**REPORTS OF COUNTY OFFICIALS/DEPARTMENTS**

COUNTY EXECUTIVE - THERE WAS NO REPORT

**UNFINISHED BUSINESS**

THERE WAS NO UNFINISHED BUSINESS.

**NEW BUSINESS**

THERE WAS NO NEW BUSINESS

**MISCELLANEOUS**

THERE WAS NOTHING FOR MISCELLANEOUS

**ANNOUNCEMENTS:**

A. 2016 APPOINTMENTS

OCTOBER:

- a. LAND BANK AUTHORITY - ONE LOCAL UNIT OF GOVERNMENT REPRESENTATIVE, 3 YEAR TERM - RICHARD L. BYRNE.

NOVEMBER:

- a. DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD OF DIRECTORS (ONE 3 YEAR TERM - THOMAS L. STARKWEATHER).
- b. BAY COUNTY BUILDING AUTHORITY (ONE UNEXPIRED 6 YEAR TERM (CHRIS HENNESSY); TERM EXPIRES 11/30/2019).

DECEMBER:

- a. DIVISION ON AGING ADVISORY COMMITTEE (FOUR 2 YEAR TERMS; DISTRICT 2, 4, 6 AND AT-LARGE).

**CLOSED SESSION**

MOTION 99: COMM. HEREK MOVED TO GO INTO CLOSED SESSION PURSUANT TO MCL 15.268 (c): FOR STRATEGY AND NEGOTIATION SESSIONS CONNECTED WITH THE NEGOTIATION OF A COLLECTIVE BARGAINING AGREEMENT WHEN EITHER NEGOTIATING PARTY REQUESTS A CLOSED HEARING; AND TO GO INTO CLOSED SESSION PURSUANT TO MCL 15.268 (d): TO CONSIDER THE PURCHASE OR LEASE OF REAL PROPERTY PRIOR TO OBTAINING AN OPTION TO PURCHASE OR LEASE THAT REAL PROPERTY; PROPERTY KNOWN AS THE MORLEY PROPERTY LOCATED IN BANGOR TOWNSHIP ADJACENT TO BAY SIDE PARK.  
IT WAS SUPPORTED BY COMM. LUTZ AND PASSED BY A ROLL CALL VOTE: 7 YEAS: DURANCZYK, BEGICK, COONAN, TILLEY, LUTZ, HEREK, KRYGIER. 0 NAYS.

MOTION 100: COMM. COONAN MADE A MOTION TO GO BACK TO REGULAR SESSION FOLLOWING CLOSED SESSION PURSUANT TO MCL 15.368(c): FOR STRATEGY AND NEGOTIATION SESSIONS CONNECTED WITH THE NEGOTIATION OF A COLLECTIVE BARGAINING AGREEMENT WHEN EITHER NEGOTIATING PARTY REQUESTS A CLOSED HEARING; AND TO GO INTO CLOSED SESSION PURSUANT TO MCL 15.268(d): TO CONSIDER THE PURCHASE OR LEASE OF REAL PROPERTY PRIOR TO OBTAINING AN OPTION TO

PURCHASE OR LEASE THAT REAL PROPERTY; PROPERTY KNOWN AS THE MORLEY PROPERTY LOCATED IN BANGOR TOWNSHIP ADJACENT TO BAY SIDE PARK. IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

MOTION 101: COMM. TILLEY MADE A MOTION TO FOLLOW THE RECOMMENDATION OF CORPORATE COUNSEL, AMBER JOHNSON, GRANTING AUTHORITY TO THE PERSONNEL DEPARTMENT, LABOR AND NEGOTIATOR TO PROCEED AS RECOMMEND DURING CLOSED SESSION, IN REGARD TO THE LABOR CONTRACT CURRENTLY PENDING AND IN REGARD TO MORLEY PROPERTY, BANGOR TOWNSHIP. IT WAS SUPPORTED BY COMM. TILLEY AND PASSED BY A VOICE VOTE OF 7 YEAS, 0 NAYS.

**RECESS/ADJOURNMENT**

MOTION 102: COMM. DURANCZYK MOVED TO ADJOURN THE REGULAR BOARD SESSION OF OCTOBER 11, 2016 AT 5:45 P.M. IT WAS SUPPORTED BY COMM. BEGICK AND CARRIED BY VOICE VOTE OF: 7 YEAS, 0 NAYS.

\_\_\_\_\_  
ERNIE KRYGIER, CHAIRMAN  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
CYNTHIA A. LUCZAK, COUNTY CLERK  
BOARD OF COMMISSIONERS

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DIANE YAWORSKI  
SECRETARY TO THE CLERK  
BOARD OF COMMISSIONERS

**BAY COUNTY BOARD OF COMMISSIONERS**

**OCTOBER 18, 2016**

THE BAY COUNTY BOARD OF COMMISSIONERS MET FOR A SPECIAL SESSION ON TUESDAY, OCTOBER 18, 2016, IN THE FOURTH FLOOR COMMISSION CHAMBERS OF THE BAY COUNTY BUILDING. THE MEETING WAS CALLED TO ORDER BY CHAIRMAN ERNIE KRYGIER AT 4:20 P.M. WITH THE FOLLOWING MEMBERS AND GUESTS PRESENT.

ROLL CALL: COMMISSIONERS MICHAEL DURANCZYK, VAUGHN BEGICK, THOMAS HEREK, DONALD J. TILLEY, MICHAEL LUTZ AND CHAIRMAN ERNIE KRYGIER

EXCUSED: COMMISSIONER KIM COONAN

OTHER MEMBERS: CHARLENE M. HOGAN, CHIEF DEPUTY COUNTY CLERK  
DIANE YAWORSKI, SECRETARY TO THE COUNTY CLERK  
ROBERT J. REDMOND, FINANCIAL ANALYST  
DEANNE C. BERGER, BOARD COORDINATOR

ALSO PRESENT: TIFFANY JERRY, PERSONNEL/EMPLOYEE RELATIONS DIR.  
JAN HISTED, FINANCE OFFICER  
DEBRA RUSSELL, ADMINISTRATIVE SERVICES DIR.  
CRISTEN GIGNAC, RECREATION & FACILITIES DIR.  
TOM PUTT, DIRECTOR BAY COUNTY MOSQUITO CONTROL  
SHERIFF JOHN MILLER  
VARIOUS ELECTED OFFICIALS  
VARIOUS DEPARTMENT HEADS  
NEWS MEDIA

INVOCATION: THE INVOCATION WAS GIVEN BY THE CHIEF DEPUTY COUNTY CLERK, CHARLENE HOGAN.

PLEDGE OF ALLEGIANCE:

**CITIZENS INPUT**

MEMBERS OF THE COMMUNITY HAD NOT ATTENDED THIS SESSION WITH ANY CONCERNS.

**ITEMS FOR CONSIDERATION**

RES. 2016-256: COMM. TILLEY MOVED TO ADOPT RES. 2016-256 - FOR THE BAY COUNTY BOARD AND THE BAY COUNTY EXECUTIVE TO HONOR TOM PUTT, MOSQUITO CONTROL MANAGER, FOR HIS OUTSTANDING SERVICE TO BAY COUNTY AND EXTEND BEST WISHES FOR A LONG, HEALTHY AND WELL-DESERVED RETIREMENT AFTER 40 YEARS OF DEVOTED SERVICE. TOM PUTT HAD DECIDED TO RETIRE FROM THE POSITION OF BAY COUNTY'S MOSQUITO CONTROL MANAGER. IT WAS SUPPORTED BY COMM. HEREK AND PASSED BY A VOICE VOTE OF 6 YEAS, 0 NAYS. 1 EXCUSED (COMM COONAN).

COMM DURANCZYK: COMM DURANCZYK RECOGNIZED AND THANKED TOM PUTT ON BEHALF OF THE CITIZENS OF THE 1<sup>ST</sup> DISTRICT COVERING NORTHERN BAY COUNTY.

COMM HEREK: COMM HEREK ALSO CONVEYED APPRECIATION TO TOM PUTT AND MOSQUITO CONTROL ON BEHALF OF THE 5<sup>TH</sup> DISTRICT CITIZENS. TO ADD, SOME COMMUNITIES DO NOT HAVE A PROGRAM AT ALL, BAY COUNTY WAS FORTUNATE TO HAVE ONE.

TOM PUTT: DIRECTOR OF BAY COUNTY MOSQUITO CONTROL, TOM PUTT, STARTED AS A SEASONAL EMPLOYEE AND WITH A GOAL TO WORK ONE SEASON THEN MOVE ON TO SOMETHING ELSE. THAT DID NOT HAPPEN. THE LAST FEW YEARS HAD BEEN VERY EXCITING AND IT WENT VERY, VERY FAST. MR. PUTT THANKED THE GREAT MOSQUITO CONTROL STAFF AND THE TAXPAYERS WHO HAD SUPPORTED THE PROGRAM OVER THE YEARS THROUGH MANY CHANGES. TO CONCLUDE HE NOTED HOW BITTERSWEET THIS OCCASION WAS TO HIM AFTER 40 YEARS.

RES. 2016-257: COMM. TILLEY MOVED TO ADOPT RES. 2016-257 - THAT AUTHORIZED THE FINANCE DEPARTMENT TO RELEASE A PURCHASE ORDER FOR THE PURCHASE OF THREE (3) PATROL CARS FOR THE BAY COUNTY SHERIFF DEPARTMENT TO BE DELIVERED AND PAID FOR IN 2017. THAT AUTHORIZATION WAS GRANTED TO PURCHASE A FOURTH SHERIFF PATROL CAR UTILIZING FUNDS REMAINING IN THE SHERIFF'S 2016 BUDGET. AUTHORIZATION FOR THE PURCHASE OF THE PATROL CARS IN 2017 WAS GRANTED CONTINGENT UPON THE AVAILABILITY OF APPROVED FUNDING IN THE 2017 SHERIFF DEPARTMENT BUDGET. IT WAS SUPPORTED BY COMM. HEREK AND PASSED BY A VOICE VOTE OF 6 YEAS, 0 NAYS. 1 EXCUSED (COMM COONAN).

RES. 2016-258: COMM. TILLEY MOVED TO ADOPT RES. 2016-258 - FOR THE BOARD IN ITS ANNUAL SESSION IN OCTOBER IN EACH YEAR, SHALL ASCERTAIN AND DETERMINE THE AMOUNT OF MONEY TO BE RAISED FOR COUNTY PURPOSES, WHICH DETERMINATION AND APPORTIONMENT SHALL BE ENTERED AT LARGE ON ITS RECORDS. THE BOARD SHALL ALSO EXAMINE ALL CERTIFICATES, STATEMENTS, PAPERS, AND RECORDS SUBMITTED TO ITS, SHOWING THE MONEY TO BE RAISED IN THE SEVERAL TOWNSHIPS FOR SCHOOL, HIGHWAY, DRAIN, TOWNSHIP AND OTHER PURPOSES. THE BOARD SHALL HEAR AND DULY CONSIDER ALL OBJECTIONS MADE TO RAISING ANY SUCH MONEYS BY ANY TAXPAYER TO BE AFFECTED THERETO. THAT THE FOLLOWING COUNTY MILLAGES SHALL BE LEVIED ON THE 2016 TAXABLE VALUE OF REAL AND PERSONAL PROPERTY 2016 ASSESSMENTS ROLLS OF EACH TOWNSHIP AND CITY WITHIN THE COUNTY OF BAY:

MILLS-  
BAY COUNTY GENERAL OPERATING 5.7257  
BAY COUNTY LIBRARY OPERATING 1.0000  
BAY COUNTY LIBRARY IMPROVEMENT 0.9953  
BAY COUNTY MEDICAL CARE FACILITY 0.7500  
BAY COUNTY SENIOR CITIZENS 0.3000  
BAY COUNTY HISTORICAL SOCIETY 0.0952  
BAY COUNTY VETERANS 0.1000

MILLAGES ON THE NOVEMBER BALLOT WILL BE ADDED TO THE "COUNTY" APPORTIONMENT ONCE THEY SHALL BE DEEMED APPROVED BY THE VOTERS AND REPORT WILL BE AMENDED. IT WAS SUPPORTED BY COMM. HEREK AND PASSED BY A VOICE VOTE OF 6 YEAS, 0 NAYS. 1 EXCUSED (COMM COONAN).

**UNFINISHED BUSINESS**

THERE WAS NO UNFINISHED BUSINESS.

**NEW BUSINESS**

THERE WAS NO NEW BUSINESS

**MISCELLANEOUS**

THERE WAS NOTHING FOR MISCELLANEOUS

**ANNOUNCEMENTS:**

THERE WILL BE A GROUP PHOTO ON NOVEMBER 1<sup>ST</sup> AT 3:45 PM.

**CLOSED SESSION**

THERE WAS NO CLOSED SESSION REQUESTED.

**RECESS/ADJOURNMENT**

MOTION 103:

COMM. DURANCZYK MOVED TO ADJOURN THE SPECIAL BOARD SESSION OF OCTOBER 18, 2016 AT 4:35 P.M. IT WAS SUPPORTED BY COMM. BEGICK AND CARRIED BY VOICE VOTE OF: 6 YEAS, 0 NAYS, 1 EXCUSED (COMM COONAN).

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ERNIE KRYGIER, CHAIRMAN  
BOARD OF COMMISSIONERS

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CHARLENE M. HOGAN,  
CHIEF DEPUTY COUNTY CLERK  
BOARD OF COMMISSIONERS

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DIANE YAWORSKI  
SECRETARY TO THE CLERK  
BOARD OF COMMISSIONERS