

WAYS AND MEANS COMMITTEE

AGENDA

TUESDAY, MAY 6, 2014

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- 1- 5 III MINUTES (4/1/14)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
- 6- 7 A. Bay County Sheriff - JAG Assistance Grant (**Seeking approval of JAG Grant application; authorization for Board Chair to sign all required documents; approval of required budget adjustments - proposed resolution attached**)
- B. Bay County Prosecutor (**Seeking approval of grant renewals, authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolutions attached**)
- 8- 9 1. Crime Victim Rights Grant Agreement (2014-2015)
- 10-11 2. Victims of Crimes Act (VOCA) Grant (2014-2015)
- 12-13 C. Personnel Director - Legal Secretary Vacancy in Prosecutor's Office(**Seeking authorization to post/fill position - proposed resolution attached**)
- 14-19 D. Drain Commissioner - Wilcox Drain Project (**Seeking approval of Wilcox Drain Project Agreement; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)
- 20-22 E. Convention Corporation Dept. Of Michigan - Polish Legion of American Veterans USA - Financial Assistance for Upcoming Conference (**Seeking funding for October mini-convention (\$1,000) - proposed resolution attached**)
- 23-25 F. Director of Administrative Services - Bay 3 TV Renewal Agreement (**Seeking approval of renewal Agreement; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)

G. Director, Division on Aging

- 26-27 1. Delivery Vehicle for Home Delivered Meals Program (**Seeking authorization to purchase new delivery van up to \$25,000, monies from DOA fund balance; approval of required budget adjustments - proposed resolution attached**)
- 28-29 2. Carryover Funds (**Seeking authorization to accept carryover funds for Home Delivered Meals Program and Caregiver Program - proposed resolution attached**)
- 30-32 H. Housing Director - Termination of Bulk Cable Services Contract (**Seeking approval of three (3) year contract w/Charter Communications; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)
- 33-34 I. Juvenile Home Director - Funding for Summer Education Program (**Seeking \$9,359.55 for Summer Education Program; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached**)
- 35-36 J. Director of Recreation and Facilities - Boys and Girls Club Summer Recreation Program (**Seeking approval of agreement w/Boys and Girls Club of Bay County; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)
- 37-40 K. Buildings and Grounds Project Manager and Supervisor of Buildings and Grounds - Community Center Gym Floor (**Seeking approval of proposal to refurbish gym floor in-house, as well as cosmetic upgrades to Community Center - proposed resolution attached**)
- 41-42 L. Recreation Manager - Civic Arena User Fees (**Seeking approval of additional user fees - proposed resolution attached**)
- M. Finance Officer
- 43-44 1. Budget Adjustments (**Proposed resolution attached**)
- 45 2. Analysis of General Fund Unreserved/Undesignated Fund Balance 2014 (**Receive**)
- 46 3. Executive Directive #2007-11 (**Receive**)
- 47 4. Electronic Fund Transfer System - Employee Implementation (**Proposed resolution attached**)

- VI REFERRALS
- VII UNFINISHED BUSINESS
- VIII NEW BUSINESS
- IX CLOSED SESSION (if requested)
- X MISCELLANEOUS
- XI ANNOUNCEMENTS
- XII ADJOURNMENT

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

**WAYS AND MEANS COMMITTEE
MINUTES**

MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON TUESDAY, APRIL 1, 2014, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR COONAN AT 4:03 P.M.

ROLL CALL:

MOTION NO.

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

MOTION NO.

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

MOTION NO.

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

OTHERS PRESENT: T.HICKNER, C.GIGNAC, A.JOHNSON, C.HEBERT, T.QUINN, K.PRIESSNITZ, A.WALLACE, R.LOOMBERG, HISTORICAL SOCIETY REPS, K.RIFENBARK, J.MORSE, R.ANDERSON, T. PUTT, R.MANZ, C.IZWORSKI, S.EASTER, R.REDMOND, BAY 3 TV, D.BERGER

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**WAYS AND MEANS COMMITTEE
MINUTES
TUESDAY, APRIL 1, 2014
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MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also video taped by Bay 3 TV and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

- 1 **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE MARCH 4, 2014 WAYS AND MEANS COMMITTEE MEETING AS PRINTED.**

Public input was called with no one expressing a desire to address the Committee.

The first item on the agenda was a request for placement of the renewal Historical Society millage question on the November election ballot. It was

- 2 **MOVED, SUPPORTED AND CARRIED TO APPROVE PLACEMENT OF THE HISTORICAL SOCIETY MILLAGE RENEWAL BALLOT QUESTION ON THE NOVEMBER 2014 ELECTION BALLOT.**
- 3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE MICHIGAN GREEN SCHOOLS INITIATIVE PARTICIPATION AND SCHOOL RECOGNITION SCHEDULED FOR THE APRIL 8TH BOARD MEETING (ENVIRONMENTAL AFFAIRS).**
- 4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION TO PURSUE TREATMENT OF ASH TREES TO CONTROL EMERALD ASH BORER (GYPSY MOTH SUPPRESSION PROGRAM).**

The preliminary 2014 Equalization report was explained by Kelly Rifembark, Equalization Department. The final report will be available for Board approval at the April 15th Board meeting. It was

- 5 **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE PRELIMINARY 2014 EQUALIZATION REPORT.**
- 6 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING THE CONTRACT WITH EARL'S SPRAY SERVICE (MOSQUITO CONTROL).**

**WAYS AND MEANS COMMITTEE
MINUTES
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PAGE 3**

MOTION NO.

- 7 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION ACCEPTING THE \$3,750 GRANT AWARD FOR SCRAP TIRE CLEANUP PROJECTS (MOSQUITO CONTROL).**
- 8 **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE NOTIFICATION OF RAP GRANT AWARD UP TO \$10,000 (9-1-1 CENTRAL DISPATCH).**
- 9 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE MOTOROLA SERVICE AGREEMENT (9-1-1 CENTRAL DISPATCH).**
- 10 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE 2014 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) GRANT FOR LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) (EMERGENCY MANAGEMENT).**
- 11 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION ACCEPTING DONATION OF EQUIPMENT BREITBURN ENERGY (EMERGENCY MANAGEMENT).**
- 12 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION ESTABLISHING THE CIVIC ARENA USER FEE FOR DROP IN DRY FLOOR SPORTS (RECREATION-CIVIC ARENA).**
- 13 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AMENDMENT TO GRANT # MSC-2011-0757-HOA (PURCHASING-MSHDA PROGRAM).**
- 14 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE APPLICATION FOR GRANT FUNDING FOR MODIFICATIONS TO HANDICAPPED RAMP FOR THE COMMUNITY CENTER POOL (RECREATION-SWIMMING POOL).**
- 15 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE MSU EXTENSION BUDGET ADJUSTMENT.**

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MOTION NO.

- 16 **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE ANALYSIS OF GENERAL FUND UNRESERVED/UNDESIGNATED FUND BALANCE (FINANCE).**
- 17 **MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11 (FINANCE),**
- 18 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE TYLER MUNIS SOFTWARE ANNUAL MAINTENANCE AGREEMENT (FINANCE).**

A new business item not included on the agenda was a request from Rachelle Anderson, Housing Director - Center Ridge Arms, for Board approval to terminate the current agreement with Charter Communications and enter into a new three (3) year contract with Charter effective 5/1/14. Ms. Anderson explained that the current contract expires May 2015 and under the current bulk cable arrangement, the County is paying \$300-\$400/mo. representing the difference between contracted cost and the amount reimbursed by participating residents, as resident participation is dwindling (81 residents currently participate). HUD does not reimburse for this expense. Early termination of the current contract comes with a penalty of \$33,000. The new contract does not bind the County Housing Department to monthly fees and the Housing Department will receive a one-time payment from Charter to allow exclusive marketing and use through 6/30/17. Lengthy discussion followed with Commissioner Krause recommending staying with Charter through the end of the current contract. Ms. Anderson responded that this is not feasible from a cost standpoint. It was the general consensus that the County should pursue this further and look at all other options. The Finance Officer advised that, according to the Purchasing Agent who has looked into this, Charter is the best option. It was

- 19 **MOVED, SUPPORTED AND CARRIED TO REFER THE CABLE SERVICES CONTRACT BACK TO ADMINISTRATION FOR FURTHER REVIEW AND RECOMMENDATION TO THE FULL BOARD.**

Commissioner Krause advised that he had the recent pleasant experience of representing (not too well he felt) Bay County in a celebrity basketball tournament held at Trinity Lutheran. He spoke to the caliber of athletes participating noting it was a wonderful experience.

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MOTION NO.

Commissioner Begick reported that Ernie Krygier was recently honored with the Chamber of Commerce James A. Barcia Award for Excellence in Public Service award. While Mr. Krygier couldn't attend, his son accepted in his absence.

There being no further business, it was

20 **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:44 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

John E. Miller
Sheriff Of Bay County

Troy Cunningham
Undersheriff

Troy A. Stewart
Jail Administrator



DATE: April 30, 2014

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

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

REF: Justice Assistance Grant

BACKGROUND: The Justice Assistance Grant (JAG) Program is a primary provider of federal criminal justice funding to state and local jurisdictions which we have utilized in the past. This year's allocation is \$18,028.00 and once again it will be shared 50/50 with the Bay City Police Department. Funds will be utilized for Law Enforcement Equipment in accordance to grant stipulations.

FINANCE/ECONIMICS: There will be no matching funds required and all funds received will be administered through Bay County.

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

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

Is/W&M.JAG Grant-14

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BAY COUNTY BOARD OF COMMISSIONERS

5/13/14

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/6/14)

WHEREAS, The Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions which has been utilized by the Bay County Sheriff Department in the past; and

WHEREAS, This year's allocation is \$18,028 and this funding will be shared 50/50 with the Bay City Police Department and the funds will be utilized for law enforcement equipment in accordance with grant stipulations; and

WHEREAS, There are no matching funds required and the grant funds will be administered through Bay County; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes Juli Reynolds to proceed with the JAG Grant application as the designee/contact person; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute the grant documents (application, grant award, all related 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 with the Finance Department whose staff will provide financial oversight of said grant; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Sheriff - 2014JAG Grant

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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 PROSECUTING ATTORNEY

KURT C. ASBURY

Victim's Rights Advocates

Cindy A. Howell
Wendy D. Hoffard
Kristin M. Monaghan

Assistant Prosecuting Attorneys

Nancy E. Borushko
Chief Assistant

J. Dee Brooks
Barbara J. Hayward
John C. Keuvelaar
Margaret A. Leaming
Sylvia L. Linton
Jordan Case
Jeffrey D. Stroud

TO: Kim J. Coonan
Ways & Means Committee Chair
Bay County Board of Commissioners

FROM: Kurt C. Asbury, ^{YCA} Prosecuting Attorney

DATE: April 21, 2014

SUBJECT: Request to renew the *Crime Victim Rights Grant Agreement (2014-2015)*.

Request: To be placed on the agenda for the Ways & Means Committee meeting on May 6, 2014, for approval to renew the *Crime Victim Rights Grant Agreement* for 2014-2015 grant cycle.

Background: This is a grant we began receiving in 1985 to fund a full-time crime victim advocate, then expanding to two full-time crime victim advocates in 1994. The monies come from defendants who have been convicted of a crime in the state of Michigan.

This grant covers salaries, wages and benefits for two full-time employees, with the exception of retirement.

This year's allocation is \$148,238. The amount is \$20,000 more than last year's allocation.

Recommendation: Requesting the committee refer to full Board for approval: This would include authorization of the Board Chair to sign any required documents after Corporation Counsel review, along with any future budget adjustments that may be necessary to comply with this grant.

BAY COUNTY COURT FACILITY, 1230 WASHINGTON, STE. 768, BAY CITY, MICHIGAN 48708

TELEPHONE: (989) 895-4185 FAX: (989) 895-4167
TDD [HEARING IMPAIRED]: (989) 895-2059

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BAY COUNTY BOARD OF COMMISSIONERS

5/13/14

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/6/14)

WHEREAS, Since 1985, the Bay County Prosecutor's Office has been the recipient of a State grant provided to Prosecuting Attorney's offices to fund Crime Victim services with expansion of the program in 1993; and

WHEREAS, The Bay County Prosecutor has been notified of approval of Victim Rights funding for FY 2014-2015; and

WHEREAS, The Crime Victim Rights funding covers salaries, wages and benefits, with the exception of retirement, for two (2) full-time employees for the Victim Rights Unit in the Prosecutor's Office and there are no tax dollars expended for this grant which is funded from monies from defendants who have been convicted of a crime; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that the Crime Victim Rights Funding Agreement for the Prosecutor's Office for FY 2014-2015 is approved and the Chairman of the Board authorized to execute said Agreement and related documents on behalf of Bay County; And Be It Further

RESOLVED That it is understood that if grant funding for the Crime Victim Rights Program is terminated, Bay County shall not be responsible to fund the positions (2) or absorb up any costs associated with the positions; Be It Further

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

RESOLVED That budget adjustments, if required, are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Pros - CrimeVictimRights-2014-2015

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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 PROSECUTING ATTORNEY

KURT C. ASBURY

Victim's Rights Advocates

Cindy A. Howell
Wendy D. Hoffard
Kristin M. Monaghan

Assistant Prosecuting Attorneys

Nancy E. Borushko
Chief Assistant

J. Dee Brooks
Barbara J. Hayward
John C. Keuvelaar
Margaret A. Learning
Sylvia L. Linton
Jordan Case
Jeffrey D. Stroud

TO: Kim J. Coonan
Ways & Means Committee Chair
Bay County Board of Commissioners

FROM: Kurt C. Asbury, ^{KCA} Prosecuting Attorney

DATE: April 21, 2014

SUBJECT: Request to renew the *Victims of Crimes Act (VOCA) Grant*.

Request: To be placed on the agenda for the Ways & Means Committee meeting on May 6, 2014, for approval to renew the *Victims of Crime Act (VOCA) Funding Agreement* for 2014-2015 grant cycle.

Background: This is a grant we began receiving in 2000 to fund a full-time crime victim rights advocate specializing in domestic violence and child sexual abuse cases. The grant funds the salary, wages, and most of the fringes for the full time employee, approximately \$62,000. The match amount from the county will be approximately \$15,500 (both cash match, to cover part of employee's insurance costs, and in-kind match).

Again, this is not a new position, just a continuation for the VOCA funding for this position.

Recommendation: Requesting the committee refer to full Board for approval: this would include authorization of Board Chair to sign any required documents after Corporation Counsel review, along with any future budget adjustments that may be necessary to comply with this grant.

BAY COUNTY COURT FACILITY, 1230 WASHINGTON, STE. 768, BAY CITY, MICHIGAN 48708

TELEPHONE: (989) 895-4185 FAX: (989) 895-4167
TDD [HEARING IMPAIRED]: (989) 895-2059

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BAY COUNTY BOARD OF COMMISSIONERS

5/13/14

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (5/6/14)
- WHEREAS, Since 2000, the Bay County Prosecutor, with Board approval, received Federal Victims of Crime Act (VOCA) Grant funding to enhance the services to domestic violence and child sexual assault victims and the Prosecutor again wishes to apply for VOCA grant funding for the 2014-2015 grant cycle to continue services to domestic violence and child sexual abuse victims; and
- WHEREAS, An additional victim advocate was hired and is paid for entirely by the VOCA grant; and
- WHEREAS, The VOCA grant funds the salary, wages and most of the fringes for the full time employee, approximately \$62,000, and the match amount of approximately \$15,500 includes cash match to cover part of the employee's insurance cost and an in-kind match; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves the Prosecutor's Victims of Crime Act (VOCA) grant application for the 2014-2015 grant period; Be It Further
- RESOLVED That the Chairman of the Board is authorized to execute the grant documents (application, grant award, all related required documents) on behalf of Bay County; Be It Further
- RESOLVED That it is understood that if grant funding for the Victim Advocate position(s) under the VOCA grant is terminated, Bay County shall not be responsible to fund the position or pick up any costs associated with this position; Be It Finally
- RESOLVED That the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of the grant; Be It Finally
- RESOLVED That related budget adjustments, if required, are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Pros-VOCA-2014-15

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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**

Tim Quinn, Director
quinn@baycounty.net
(989) 895-4098 (T)
(989) 895-2076 (F)

Thomas L. Hickner
County Executive

Tiffany Jerry, Payroll/Benefits Super.
jerryt@baycounty.net
(989) 895-4032 (T)
(989) 895-2076 (F)

Janie Tacey, Retirement Adm./Acct.
taceyj@baycounty.net
(989) 895-4043 (T)
(989) 895-4113 (F)

Jeanie Deckert, Wellness Coordinator
deckertj@baycounty.net
(989) 895-4087 (T)
(989) 895-2076 (F)

Becky Smutek, Payroll Clerk
smutekb@baycounty.net
(989) 895-4044 (T)
(989) 895-2076 (F)

May 1, 2014

To: Kim Coonan, Chairman, Ways and Means Committee
Brandon Krause, Personnel/Human Services Committee

From: Tim Quinn, Director of Personnel and Employee Relations

Re: Vacancy – Bay County Prosecutor’s Office

Kindly consider this Personnel/Human Services item at the Ways and Means committee meeting scheduled for May 6.

Request: Bay County Prosecutor Kurt Asbury has received a resignation notice from a full-time Legal Secretary in his office.

Background: Employee submitted her resignation this week (with an effective date of May 21). Mr. Asbury would like for the replacement to start prior to the current employee leaving, for training purposes. In all likelihood, the replacement will come from within, and if we wait until the Personnel/Human Services committee meeting in May, we won’t have the authority to make an offer until after the June 10 meeting (assuming it is approved) and then we will have to allow 2-weeks notice putting the replacement in at the end of June.

Finance/Economics: This is a full-time position with benefits in the USW full-time unit. \$14.37 per hour entry, progressing to \$17.06 per hour after 2 years (TU07).

Recommendation: Please approve posting and filling the full-time Legal Secretary position in the Prosecutor’s Office.

cc: Tom Hickner
Deanne Berger
Crystal Hebert
Kurt Asbury

BAY COUNTY BOARD OF COMMISSIONERS

5/13/14

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/6/14)

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. Prosecutor's Office - Legal Secretary (ft, \$14.37/hr. entry)

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.

KIM COONAN, CHAIR
AND COMMITTEE

Vacancy - Prosecutor's Office - Legal Secretary

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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

TO: Ernie Krygier, Chair, Bay County Board of Commissioners

FROM: Joseph Rivet, Drain Commissioner

DATE: April 22, 2014

RE: Wilcox Drain

As you may know, my office has been working to complete an improvement project for the Wilcox Drain which provides drainage along Mackinaw Road in Monitor Township. We are requesting approval of an agreement to finance the project.

As you recall from the Budd Inter-County Drain working with Treasurer Rick Brzezinski, we have come up with an innovative funding alternative that we believe saves this type of project tens-of-thousands of dollars. As you know, Mr. Brzezinski has significant funds to invest on an ongoing basis. Part of his investment strategy is purchasing municipal investments. He suggested he would like the opportunity to invest in a Bay County municipal offering as opposed to buying other county's debt.

The benefit to the Drainage District is that tens-of-thousands of dollars are saved by avoiding bonding costs or fees. The benefit for the County is the interest rate is a bit higher than other municipal investments. Both parties benefit.

Attached is an agreement prepared for the Wilcox Drain. I have the Authority under the Drain Code to represent the Drain District. Your approval is necessary for Treasurer Brzezinski to provide the funding.

Like all of our projects, my office has followed the Drain Code in developing this project. We have created the necessary assessment rolls and notified the impacted governmental units. No appeals have been filed, so the project and the repayment of the funds are secure.

This is a particularly difficult and costly project due to some unique aspects of the work. We have made every effort to keep the cost down. This financing proposal will add to the value of the project for our residents. Please do not hesitate to contact me with any questions.

cc: Richard Brzezinski, Bay County Treasurer
Thomas Hickner, Bay County Executive

-14-

BAY COUNTY BOARD OF COMMISSIONERS

5/13/14

RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS (5/6/14)

WHEREAS, The Bay County Drain Office has been working to complete an improvement project for the Wilcox Drain which provides drainage along Mackinaw Road in Monitor Township; and

WHEREAS, This is a particularly difficult and costly project due to some unique aspects of the work and all efforts have been made to keep the project cost down; and

WHEREAS, As with the Budd Inter-County Drain Project, Bay County (Treasurer) agrees to loan funds to the Drainage District for the total cost of the Drain Project (\$634,000) but not to exceed the total amount loaned and further outlines the terms associated with the loan and repayment of funds in an agreement to finance the project that has been submitted to the Bay County Board of Commissioners for approval; and

WHEREAS, The benefit to the Drainage District is that tens-of-thousands of dollars are saved by avoiding bonding costs or fees and the benefit for th County is the interest rate is a bit higher than other municipal investments; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Agreement for the Wilcox Drain Project and authorizes the Chairman of the Board to execute said Agreement and all related documents on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That related required budget adjustments are approved.

ERNIE KRYGIER, CHAIR
AND BOARD

Drain Office - Wilcox Drain Project Agreement

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

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

VOTE TOTALS:
 ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

-15-

AGREEMENT FOR THE WILCOX DRAIN

THIS AGREEMENT is made and entered into on _____, 2014, by and between the Wilcox Drain Drainage District (“Drainage District”), a public corporation under the supervision of the Bay County Drain Commissioner, 515 Center Avenue, Suite 601, Bay City, Michigan 48708; and

The County of Bay (“Bay County”), a Michigan municipal corporation, whose address is 515 Center Avenue, Suite 103, Bay City, Michigan 48708.

WITNESSETH:

WHEREAS, the Drainage District is a duly established drainage district and corporate body having the power to contract, hold, manage and dispose of real and personal property, and possessing those powers granted it by 1956 PA 40, as amended (“Michigan Drain Code”), and otherwise conferred upon it by law; and

WHEREAS, Bay County is a general law county and a duly established public corporation having the power to contract and to do all other necessary acts in relation to the property and concerns of the county pursuant to MCL 45.1, *et seq.*; and

WHEREAS, in accordance with the provisions of the Michigan Drain Code, the Drainage District has undertaken a project for maintenance and improvement of the Wilcox Drain (“Drain Project”); and

WHEREAS, the Drain Commissioner has made a Computation of Cost for the Drain Project, and arrived at an estimated total computed cost for the Drain Project of \$823,922.69; and

WHEREAS, the Drainage District has received prepayments from various assessed parties, thereby reducing the amount necessary to be loaned to \$634,000; and

WHEREAS, MCL 280.434 authorizes the Drainage District to accept the loan of money from a public corporation in connection with any part of a drain project to be reimbursed by the Drainage District, with interest as agreed upon by the parties, when funds are available; and

WHEREAS, subject to the terms and conditions of this Agreement, Bay County is willing to loan an amount not to exceed the total sum of \$634,000 to the Drainage District for purposes of the Drain Project, which sum is to be reimbursed to said County, with interest, from drain assessments made against public corporations at large and lands in the Drainage District, or out of the proceeds of drain orders, notes or bonds issued by the Drainage District, or out of any other available funds, or any combination of them, all pursuant to the provisions of the Michigan Drain Code; and

WHEREAS, the Drainage District pledges its full faith and credit to secure payment of its funding obligations hereunder.

NOW THEREFORE, in consideration of the premises and the covenants of each, the parties agree as follows:

1. **Loan by Bay County.** Bay County hereby agrees to loan funds to the Drainage District for the total cost of the Drain Project, but not to exceed the total amount loaned of \$634,000.
2. **Acceptance by Drainage District with Pledge of Full Faith and Credit.** The Drainage District accepts this loan of funds from Bay County in anticipation of the collection of future special assessments against property and at large assessments against public corporations in Bay County lying within the Drainage District. The Drain Commissioner hereby irrevocably pledges the full faith and credit of the Drainage District for the timely payment of the principal and interest on this loan.
3. **Repayment of Loan by Drainage District.** The Drainage District hereby acknowledges its debt to Bay County, and promises to pay Bay County the amount loaned, not to exceed the sum of \$634,000, and to pay interest thereon from the May 31, 2014, date of said loan until the Drainage District's obligation is paid in full at the rate of three percent (3.0%) per annum. Interest on the unpaid principal amount will be computed on a 360-day per annum basis and shall be payable on June 1, 2015, and annually thereafter. The Drainage District's loan repayment obligation will mature on June 1 of each year as follows:

Year	Interest	Principal	Payment	Ending Balance
2015	\$19,020.00	\$55,304.14	\$74,324.14	\$578,695.86
2016	\$17,360.88	\$56,963.27	\$74,324.14	\$521,732.59
2017	\$15,651.98	\$58,672.16	\$74,324.14	\$463,060.43
2018	\$13,891.81	\$60,432.33	\$74,324.14	\$402,628.10
2019	\$12,078.84	\$62,245.30	\$74,324.14	\$340,382.80
2020	\$10,211.48	\$64,112.66	\$74,324.14	\$276,270.15
2021	\$8,288.10	\$66,036.04	\$74,324.14	\$210,234.11
2022	\$6,307.02	\$68,017.12	\$74,324.14	\$142,216.99
2023	\$4,266.51	\$70,057.63	\$74,324.14	\$72,159.36
2024	\$2,164.78	\$69,994.58	72,159.36	\$0.00

The foregoing amounts are subject to appropriate modification to reflect prepayments made by the Drainage District as permitted by this Agreement.

4. **No Prepayment Penalty.** At its option and discretion, the Drainage District may make additional payments of principal at any time before such payments are due and may make full or partial prepayments of its obligations under this Agreement without prepayment charge or penalty.
5. **Agreement Does Not Affect County's Assessment.** Bay County understands and agrees that neither this Agreement nor any loans made pursuant to it shall relieve the County, in whole or in part, from any current or future assessments levied against it by the Drainage District.
6. **Miscellaneous Terms.** This Agreement shall be governed by the laws of the State of Michigan. If any provision is deemed invalid or unenforceable, the remainder of this Agreement shall remain in force to the fullest extent permitted by law. No amendment or modification of this Agreement shall be valid unless set forth in a written document signed by all parties.
7. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties and is binding upon them, their employees, representatives, agents, and successors in interest.
8. **Execution of Agreement.** This Agreement may be executed in multiple parts at different times by the signatory parties, but it shall not become effective until and unless every party has executed a copy of the same version and all such executed copies have been received by the Drain Commissioner.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day(s) and year(s) set forth below.

COUNTY OF BAY

**WILCOX DRAIN
DRAINAGE DISTRICT**

By: Ernie Krygier, Jr.
Its: Chairman, Board of Commissioners

By: Joseph Rivet
Bay County Drain Commissioner

As authorized by the Bay County
Board of Commissioners on
_____, 2014.

STATE OF MICHIGAN)
)ss.
COUNTY OF BAY)

The foregoing instrument was acknowledged before me on _____, 2014,
by Ernie Krygier, Jr., authorized representative on behalf of the County of Bay.

Notary Public
State of Michigan, County of Bay
My Commission Expires: _____
Acting in the County of Bay

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me on _____, 2014,
by Joseph Rivet, Bay County Drain Commissioner, authorized representative on behalf of the
Wilcox Drain Drainage District.

Cheryl Myles, Notary Public
State of Michigan, County of Bay
My Commission Expires: 07-08-201
Acting in the County of Bay

Convention Corporation Dept. of Michigan

Polish Legion of American Veterans USA

162 South Aurelius Road

Mason, MI 48854-9504



March 24, 2014

Board of Directors
Bay County Soldiers and Sailors Relief Commission
Bay County Building
515 Center Ave., Ste 201
Bay City, MI 48708-5994

RE: **POLISH LEGION OF AMERICAN VETERANS USA**
DEPARTMENT OF MICHIGAN DEPARTMENT MINI-CONVENTION
October 25, 2014
Bay City, Michigan

Dear Board Members:

As we are a Federally Chartered Veterans Service Organization, the Department of Michigan services the VA Hospitals within the Michigan VISN, as well as the two (2) State Veterans Homes located in Grand Rapids and the U.P.

As a Veterans Service Organization, it is a large expense for the Department of Michigan Convention Corporation to arrange the Biennial Mini-Conventions. Even with our Post 162 in Bay City helping with some of the arrangements, it is still a huge undertaking to put on a Biennial Convention such as this.

The Convention Corporation is inquiring if any Financial Support from the Bay County Soldiers and Sailors Relief Commission is available to our organization, so that we may hold our Mini-Convention in Bay City this coming October 25, 2014.

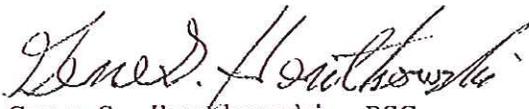
The *estimated* cost to provide the necessary arrangements for this Convention is over \$2,000.00. As with many other Veterans organizations, our Membership numbers have dropped over the past 10 years, and the decline in Membership also comes with a decline in revenue coming in. Our membership is older, with most on fixed incomes. We have made numerous cuts to amenities formerly provided to our Convention Delegates, and have continued to ask them to "help out the Department" with paying more and more for the Delegates to attend, with each Convention. This has worked, somewhat, however at a cost. That "cost" is a

decreased number of Members willing to attend as Delegates. Some Posts are able to provide some financial assistance to their own delegates who attend, however this does not always cover enough to entice them into serving as a Delegate for their Post. Most Posts are not financially able to provide their Delegates any assistance except for the payment of their Mandate/Credential to attend, usually \$55.00 per Delegate. We have conducted Fund Raisers, 50/50 raffles, and numerous other events to raise money to assist with the Convention costs. It has been suggested that we submit a request and inquire if Financial assistance from the Bay County Soldiers and Sailors Relief Commission is available, for *half* of the estimated cost of the Convention. This would ease the amount that will be required for each Delegate to attend, possibly to a figure that we will encourage more Members to attend, maybe even a few as Guests(they are required to pay a fee also). The more members that we have actively involved in our organization, including Conventions where changes and Constitutional changes are reviewed and voted on, helps educate the younger members, so that they have a better understanding of how our organization functions, the Federal requirements of such an organization, etc.

We therefore request that the Board *accept* our request for assistance with our Convention Expense for consideration. Should you require additional information regarding our upcoming Mini-Convention in Bay City, please feel free to contact me and I will be happy to provide this to you.

For your time and consideration, we would extend our thanks and appreciation in advance, and look forward to a favorable response from your organization.

Respectfully,



Gene S. Hentkowski, PSC
Convention Corporation President

/gsh

cc: Therese Wrobel, State Commander
Richard Walczyk, Dept. of MI Convention Corporation
Secretary

BAY COUNTY BOARD OF COMMISSIONERS

5/13/2014

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/6/14)

WHEREAS, The Convention Corporation Department of Michigan Polish Legion of American Veterans USA is a federally chartered veterans service organization which services the VA Hospitals within the Michigan VISN, as well as the two (2) State Veterans Homes located in Grand Rapids and the U.P.; and

WHEREAS, The Polish Legion of American Veterans USA is hosting the Department of Michigan Department Mini-Convention on October 25, 2014 in Bay City and is requesting financial assistance for half the estimated cost of the convention (\$2,000+) for this endeavor; 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 \$1,000 to the Convention Corporation Dept. of Michigan, Polish Legion of American Veterans, for their Mini-Convention to be held October 25, 2014 in Bay County.

ERNIE KRYGIER, CHAIR AND COMMITTEE

Veterans - Polish Legion of American Veterans USA Mini Convention

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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



DEBRA RUSSELL
Director, Administrative Services Department
russelld@baycounty.net

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

From: Debra Russell
Director, Administrative Services

Subject: Bay 3 TV Annual Renewal of Contract

Date: April 28, 2014

Request:

Authorize annual contract renewal with Bay 3 TV Partner (Bay City Public Schools) for the contract period of July 1, 2014 through June 30, 2015. Bay 3 TV is a mechanism to provide our constituents with transparency in County government and also to provide informational programming as a public service to our viewers.

Background:

Since inception of the Bay 3 TV Partnership, the contract period has been one year at a time, coinciding with the fiscal year of the managing partner, which is the Bay City Public Schools. Each year in March or April, the partners are requested to approve a new contract for the next calendar year. As you may recall, the City of Bay City withdrew in 2011.

Concerns over the last year were raised about programming unavailability to certain rural areas within Bay County. Since that time, administration has met with and discussed alternatives with the Bay City Public Schools, Charter Communications and other cable providers responding to our inquiries.

It was determined by cable providers that at this time, it is not economically feasible for them to provide service to these areas.

As an alternative, Bay 3 TV recommends offering programming through live streaming video at www.livestream.com to anyone with an Internet connection. Video can be provided through compatible devices such as cell phone, P.C., or tablet. This programming is available at no cost to viewers and can reach these rural areas.

Financial Implications:

The contribution from Bay County (and the other partner) has been \$41,000 for the last five years. The first 50 % of the new contract period has been budgeted (along with the last 50% of the current year) in the Administrative Services budget.

515 Center Avenue, Suite 402, Bay City, MI 48708-5125 (989) 895-4130
FAX (989) 895-7658 TDD (hearing impaired) (989) 895-4049 www.baycounty-mi.gov

Commissioner Kim Coonan
and Ways & Means Committee
April 28, 2014
Page Two

Approval of the one year contract extension will commit the County to a second 50% payment in the first six months of 2015. This recommendation is predicated on a status quo budget and County funding of \$41,000.

Recommendation:

Approve contracting with the other Bay 3TV Partner for the period of July 1, 2014 through June 30, 2015 at the contribution of \$41,000.00 as Bay County's share, subject to concurrence at the same level by the Bay City Public Schools. Authorize Board Chair to sign the agreement on behalf of Bay County, with review and approval as to legal form only by Corporation Counsel.

cc: Tom Hickner
Robert Redmond
Amber Johnson
Brent Goik

BAY COUNTY BOARD OF COMMISSIONERS

5/13/14

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/6/14)
WHEREAS, Bay County, along the Bay City Public Schools, is a partner in the operations of Bay 3 TV; and
WHEREAS, Since the inception of the Bay 3 TV Partnership, the contract period has been one year at a time, coinciding with the fiscal year of the managing partner which is the Bay City Public Schools; and
WHEREAS, Each year in March or April, the partners are requested to approve a new contract and a proposed contract covering the period July 1, 2014 through June 30, 2015 has been submitted; and
WHEREAS, The contribution for Bay County (and the other partner) went to \$41,000 three years ago; and
WHEREAS, The first 50% of the new contract period has been budgeted (along with the last 50% of the current year) in the Administrative Services budget; and
WHEREAS, Approval of the one year contract extension will commit the County to a 2nd 50% payment in the first six months of 2015; and
WHEREAS, Concerns over the last year were raised about programming availability to certain rural areas within Bay County, however, it has been determined by cable providers that, at this time, it is not economically feasible to provide service to these areas, however, as an alternative, Bay 3 TV recommends offering programming through live streaming video at www.livestream.com to anyone with an internet connection and compatible devices such as cell phone, P.C. or tablet - this is available at no cost to viewers; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners approves the contract with the other Bay 3 TV Partner for the period July 1, 2014 through June 30, 2015 in the amount of \$41,000, subject to concurrence at the same level by the Bay City Public Schools; 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; Be It Finally
RESOLVED That budget adjustments, if required, are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Bay 3 TV Contract - 2014-2015
MOVED BY COMM. _____

SUPPORTED BY COMM. _____

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

VOTE TOTALS:
ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

-25-

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
E-mail: divonaging@baycounty.net

To: Kim Coonan, Chairman, Ways & Means Committee
From: Tammy Roehrs, Division on Aging Director
Date: April 10, 2014
CC: Tom Hickner, Joel Strasz, Crystal Hebert, Robert Redmond, Barb Kraycsir
RE: Request to purchase a delivery vehicle for the Home Delivered Meal Program

BACKGROUND:

Requesting to purchase a delivery van for the Home Delivered Meal Program, the delivery van needing replaced was purchased in 2002 which is used to deliver home delivered meals and has worn out its life. Although it appears the van is not that old the stop and go use of such a vehicle makes for double the wear and tear on a normally used vehicle. Last year the Division on Aging delivered 120,000 meals to 890 Bay County seniors. For seniors who cannot shop or cook for themselves, having a hot, nutritious meal delivered each day is vital in a senior's well-being and health. The delivery vehicle is essential in supporting the operations of the Division on Aging programs.

FINANCIAL IMPLICATIONS:

The funds that will be utilized for the purchase of the delivery van would come from the Division on Aging fund balance. The total estimated cost of the vehicle not to exceed \$25,000.

RECOMMENDATION:

I am recommending the consideration for approval to purchase a delivery vehicle for the Bay County Division on Aging Home Delivered Meal Program. All budget adjustments related to this action be approved.

BAY COUNTY BOARD OF COMMISSIONERS

5/13/2014

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/6/14)

WHEREAS, A delivery van purchased by the Division on Aging in 2002 and used to deliver home delivered meals has worn out its life due to the stop and go use which makes for double the wear and tear on a normally used vehicle; and

WHEREAS, In 2013 the Division on Aging delivered 120,000 meals to 890 Bay County seniors and a delivery vehicle is essential in supporting the operations of the Division on Aging programs; and

WHEREAS, Funds required for the purchase of a new delivery van will not exceed \$25,000 and those funds are available in the Division on Aging fund balance; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes the purchase of a delivery van for the Division on Aging at a cost not to exceed \$25,000; Be It Further

RESOLVED That related required budget adjustments are approved.

KIM COONAN, CHAIR AND COMMITTEE

DOA - Delivery Van

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

Table with 4 columns of Commissioner names and 4 columns of Y/N/E vote indicators.

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
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
E-mail: divonaging@baycounty.net

To: Klm Coonan, Chairman, Ways and Means Committee

From: Tammy Roehrs, Division on Aging Director

Cc: Tom Hickner, Joel Strasz, Crystal Hebert, Kim Priessnitz

Date: April 22, 2014

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

BACKGROUND:

A representative of Region VII Area Agency on Aging contacted our office on Thursday April 17, 2014 indicating that the carryover funds tentatively available for programs under Bay County Division on Aging had been identified. The funds can be used to expand service units and provide training. Our original resolution allows for the amendment of the current agreement with Region VII. However, the Region VII board requests the local board approve any award of Carryover funds.

FINANCE AND ECONOMICS:

These funds are only available through the end of the current fiscal year. It is anticipated that approximately \$ 20,404 will be available to the Division on Aging. We will be requesting \$18,378 be utilized in the home delivered meals program and \$2,026 be utilized in the caregiver program. The grant funds require matching funds, and the ten (10) percent match would come from the Bay County Senior millage fund.

RECOMMENDATION:

Upon favorable review by Corporation Counsel, the Division on Aging recommends to accept the award of Carryover funds for the fiscal year ending September 30, 2014, any agreements relating to this contract are signed by the Board Chair and seeks Board approval of any budget adjustments related to this agreement.

BAY COUNTY BOARD OF COMMISSIONERS

5/13/14

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/6/14)

WHEREAS, The Bay County Division on Aging received notification that the Region VII Area Agency on Aging has identified the amount of carryover funding that would be available to the Division on Aging; and

WHEREAS, The Bay County Division on Aging can utilize the funds to expand service units and provide training; and

WHEREAS, These funds are only available through the end of the current fiscal year and total \$20,404 and the Division on Aging will request that \$18,378 be utilized in the Home Delivered Meals Program and \$2,026 be utilized in the Caregiver Program; and

WHEREAS, The grant funds require matching funds and the ten (10) percent match would come from the Bay County Senior Millage fund; and

WHEREAS, The Division on Aging already has a resolution that allows for the amendment of the current budgets to include additional grant funds , however, the Region VII Area Agency on Aging requests local board approval of the carryover funding; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes the Division on Aging to accept approximately \$20,404 in carryover funds with final award subject to action by the Region VII Area Agency on Aging Board of Directors, with the exact amounts for each service program to be negotiated with Region VII Area Agency on Aging; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute all documents related to and required for the final award following legal review/approval; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

KIM COONAN, CHAIR
AND COMMITTEE

DOA - Carryover Funds 2014
MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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 HOUSING DEPARTMENT

Rachelle J. Anderson
Director

Thomas L. Hickner
County Executive

To: Kim Coonan, Chair, Ways & Means Committee
From: Rachelle Anderson
Housing Director
Subject: Termination of Bulk Cable Services Contract
Date: April 24, 2014

BACKGROUND:

Bay County Housing Department currently is in contract with Charter Communications for bulk cable services in order to provide low cost cable television to residents of Center Ridge Arms in their apartments. The current contract with Charter Communications obligates the Housing Department to pay for 101 units of cable; the contract expires May 2015.

Participating residents currently reimburse the Housing Department \$27 per month for cable services. Currently 75 residents participate in the Bulk Cable program. Due to declining participation in the bulk cable program by residents of Center Ridge Arms, the housing department will have to pay the shortage between the contracted cost and the amount reimbursed by participating residents at a cost of \$702 for the month of May. The Housing Department needs to get out of contract because it is costing the Housing Department money and HUD does not consider cable television an eligible utility expense for application of the Housing Departments operating expense.

ECONOMICS:

It will be prohibitively expensive to terminate the contract early without entering into an alternate form of contract, as there is a penalty for early termination in excess of \$30,000. This new proposed contract is a non-exclusive installation and service agreement that will not bind the County Housing Department to monthly fees and the Housing Department will receive a one-time payment from Charter to allow exclusive marketing and use of cable home wiring and home run wiring through June 30, 2017. The new contract does not provide for services, but rather allows Charter to market their products to the residents of Center Ridge Arms and also allows Charter's exclusive use of cable wiring inside of the building. At this time there are no other cable providers that would utilize the

Center Ridge Arms, 798 N. Pine Rd., Essexville, Michigan 48732
(989) 895-8191 FAX (989) 895-7419
andersonr@baycounty.net
www.baycounty-mi.gov/housing

-30-

same cable wiring that charter uses. The current lease provisions do not allow satellite dishes to be installed on the building and AT&T does not currently provide television services to our building. If at a later date AT&T or any other provider becomes available to Center Ridge Arms, residents will be able to choose the provider of their choice, provided that satellite dish installation is not required by the provider and the provider does not use the same internal wiring as Charter.

RECOMMENDATION:

It is recommended that the Bay County Board of Commissioners authorize termination of the existing contract and enter into a new three (3) year contract with Charter effective June 1, 2014, subject to review by corporation counsel.

CC: Amber Johnson, Assistant Corporation Counsel

BAY COUNTY BOARD OF COMMISSIONERS

5/13/14

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/6/14)

WHEREAS, The Bay County Housing Department currently contracts with Charter Communications for bulk cable services in order to provide low cost cable television to residents of Center Ridge Arms in their apartments; and

WHEREAS The current contract with Charter Communications obligates the Housing Department to pay for 101 units of cable, said contract to expire May 2015; and

WHEREAS, Participating residents currently reimburse the Housing Department \$27 per month for cable services (75 residents participate), however, due to declining participation in the bulk cable program by residents of Center Ridge Arms, the Housing Department has to pay the shortage between the contracted cost and the amount reimbursed by participating residents at a cost of \$702 per month; and

WHEREAS, HUD does not consider cable television an eligible utility expense for application of the Housing Department's operating expense; and

WHEREAS, It is cost prohibitive to terminate the contract with Charter Communications early without entering into another contract (\$30,000 penalty for early termination); and

WHEREAS, The new non-exclusive installation and service agreement will not bind the County Housing Department to monthly fees and the Housing Department will receive a one-time payment from Charter to allow exclusive marketing and use through June 30, 2017; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes termination of the existing contract (expiring May 2015) with Charter Communications and approves a new 3 year contract with Charter Communications, effective June 1, 2014; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute the new contract with Charter Communications on behalf of Bay County; Be It Further

RESOLVED That required related budget adjustments are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Housing Dept (CRA) - Contract with Charter Communications
MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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 JUVENILE HOME
520 West Hampton Road
Essexville, MI 48732
989-892-4519

Thomas L. Hickner
Executive

Juliann R. Reynolds
Director
reynoldsj@baycounty.net

Nancy Fischer
Administrative Supervisor
fischern@baycounty.net

DATE: April 25, 2014
TO: Kim J. Coonan
Chairman of Ways and Means
FROM: Juli Reynolds
SUBJECT: Request funds for summer education program for Juvenile Home residents

Request: Increase to the Juvenile Home budget from general funds to support summer education program for residents.

Background: The Bay Arenac ISD provides the education program to the residents of the Juvenile Home during the regular school year. A summer education program has been provided as funding allows. The Bay Arenac ISD has notified the Bay County Juvenile Home that funding will not be available for a summer education program.

Finance:

School Teacher	18 days	\$51.68 per hour	7.5 hours	= \$6976.80
Teacher Aid	18 days	\$17.65 per hour	7.5 hours	= \$2382.75
			Total	\$9359.55

Child Care Fund would bear 50% of the cost as it is not a capitol item.

Recommendation: Approve an increase the Juvenile Home/Child Care fund for \$9359.55 with 50% being applied to the Child Care grant. Approve necessary signatures by the Board Chair with review from Corporation Counsel.

BAY COUNTY BOARD OF COMMISSIONERS

5/13/2014

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/6/14)
 WHEREAS, The Bay Arenac ISD provides the education program to the residents of the Bay County Juvenile Home during the regular school year and a summer recreation program has been provided as funding allows; and
 WHEREAS, The Bay Arenac ISD has notified the Bay County Juvenile Home that funding is not available for a summer education program; and
 WHEREAS, An appropriation of \$9,359.55 is required to cover the following summer education program expenses:

School Teacher - 18 days - \$51.68/hr. for 7.5 hours = \$6,976.80;
 Teacher Aide - 18 days - \$17.65/hr. for 7.5 hours \$2,382.75

WHEREAS, The Child Care Fund would bear 50% of the cost as it is not a capitol item; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners appropriates \$9,359.55 (with 50% being applied to the Child Care Grant) from Fund Balance for the Juvenile Home Summer Education Program; Be It Further
 RESOLVED That the Chairman of the Board is authorized to execute any documents required on behalf of Bay County following legal review/approval; Be It Finally
 RESOLVED That related required budget adjustments are approved.

KIM COONAN, CHAIR
 AND COMMITTEE

Juvenile Home - Summer Education Program Appropriation

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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
Recreation & Facilities**

Cristen M. Gignac
Recreation & Facilities Director
gignacc@baycounty.net

515 Center Avenue
Bay City, Michigan 48708

Phone (989) 895-4130
Fax (989) 895-2094
TDD (989) 895-4049
www.baycounty-mi.gov



Thomas L. Hickner
County Executive

BUILDINGS & GROUNDS
Jon Morse, Supervisor
morsej@baycounty.net

RECREATION
Brent Goik, Recreation & Clubhouse Supervisor
goikb@baycounty.net

MEMORANDUM

TO: MR. KIM COONAN, CHAIRMAN OF WAYS & MEANS COMMITTEE
FROM: CRISTEN M. GIGNAC, RECREATION & FACILITIES DIRECTOR
RE: BOYS & GIRLS CLUB SUMMER RECREATION
DATE: APRIL 30, 2014

REQUEST: Authorize the renewal of our contract with the Boys & Girls Club of Bay County for the Summer Recreation Program.

BACKGROUND: For several years now The Boys & Girls Club of Bay County have run a summer program for children at their Bay City, Essexville and Pinconning units. This program ensures children of Bay County have a safe and fun learning environment and offers a variety of activities. Bay County has provided necessary funding for this program in previous years, which has contributed to its success.

The Bay City Public Schools has informed me that they will continue to provide food for children at this location as well as other local sites. The Summer Food Service Program will be funded by the USDA meal reimbursement program administered by the Michigan Department of Education.

ECONOMICS: The contribution of \$13,000 has been budgeted in the 2014 adopted recreation budget.

RECOMMENDATION: Approve contracting with the Boys & Girls Club of Bay County for their summer recreation program and authorize the Board Chairman to sign this contract on behalf of Bay County upon review and approval as to legal form only by Corporation Counsel.

CMG/ec

cc: Tom Hickner
Janet Nettleton

Crystal Hebert
Tim Quinn

Kim Priessnitz
Ginger Drzewicki

BAY COUNTY BOARD OF COMMISSIONERS

5/13/14

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/6/14)

WHEREAS, With approval of the Bay County Board of Commissioners, for several years the Boys and Girls Club of Bay County and Pinconning have run a summer Recreation Program for children throughout Bay County; and

WHEREAS, The program ensures children of Bay County a safe and fun leaning environment and offers a variety of activities and Bay County has assisted with this program and its success in recent years;

WHEREAS, The Bay County Board of Commissioners has always been supportive of summer programs for the youth of Bay County and has provided funding necessary for this program; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Boys and Girls Summer Recreation Program and appropriates \$13,000 for the operation of the program, monies budgeted in the adopted 2014 Recreation Department budget; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute any documentation required for the Summer Recreation Program on behalf of Bay County following legal review/approval; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Recreation&Facilities - Summer Recreation Program - Boys and Girls Club

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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
Recreation & Facilities

Cristen M. Gignac
Director of Recreation & Facilities
gignacc@baycounty.net

515 Center Avenue
Bay City, Michigan 48708

Phone (989) 895-4130
Fax (989) 895-2094
TDD (989) 895-4049
www.baycounty-mi.gov



Thomas L. Hickner
County Executive

BUILDINGS & GROUNDS
Jon Morse, Supervisor
morsej@baycounty.net

RECREATION
Brent Goik, Recreation & Clubhouse Supervisor
goikb@baycounty.net

TO: Kim Coonan, Chair of Ways and Means Committee

FROM: Richard Pabalis, Buildings & Grounds Project Manager
Jon Morse, Supervisor of Buildings & Grounds

DATE: April 30, 2014

RE: Community Center Gym Floor Update

To explore the suggestion from Commissioner Brandon Krause on possibly re-laying the existing gym floor boards, county staff took up a small area to look at how the floor was put together and how the rows were attached. After analyzing the suggestion, our carpenter was confident we could do this project in-house. We had contacted Sierra Technical Services and explained the scope of the work and inquired if it would be feasible considering there is 2% chrysotile (a form of asbestos) in the mastic under the floor.

Steve Moelter from Sierra Technical Services of Freeland, L.L.C. conducted the eight (8) hours of training with four (4) of our staff members. The first part of the training was instructional and the second part of the training was hands on with air monitoring. During this time, pieces of the floor were taken up and cleaned by scraping the tongue & groove joints and underside of the floor tile. The air monitoring results from both devices were within the OSHA Permissible Exposure Limits (PEL). Our four (4) staff members were then Asbestos Class II 8 Hour Mastic Removal Trained and able perform the renovation.

To re-lay the gym floor, county staff will pull up each of the estimated 28,000 pieces of maple. Each piece of maple will be cleaned, and reinstalled using a floor mastic and tapped into place for a proper fit. The pieces of maple that are unsuitable will be discarded and very few new pieces of maple will be purchased to fill in the remaining space. After the floor is re-layed, it will be sanded down. Since that floor has seen almost 45 years of use, we anticipate the sanding of the top layer of the one inch maple to bring back the beautiful natural blonde color of the maple. The floor will be stripped, lined and sealed by county staff as well.

During this same time, we would like to make cosmetic upgrades to both gyms at the community center. County staff will be putting a fresh coat of paint in both gyms, sanding and finishing the bleachers in the large gym, stripping and refinishing the small gym floor and other small miscellaneous cosmetic upgrades that will enhance the overall look of the community center.

This project is scheduled to start around the 2nd week of August when the summer recreation program is finished. The estimated time to completely replace the large gym floor is one month. The estimated time to sand, strip and seal the floor is one week. There may be some opportunities to work weekends to help shorten the time span of this project. Comp-time will be offered to everyone that would like to work.

Cost estimates:

• Floor sanding, striping & floor finish	\$ 3,500.00
• Additional maple flooring pieces	\$ 500.00
• Sanding & refinishing bleachers	\$ 500.00
• Painting the gym (small and large gym) walls and duct work	\$ 5,400.00
• Miscellaneous hand tools, scrapers, tarps, Vacuums, aluminum levels, blades, etc.	\$ 2,000.00
• Training costs - One class conducted	\$ 1050.00
(We may want to have additional staff trained to help with this project)	
Total costs	\$12,950.00

All of this work will be completed by county staff within the current budget already approved for 2014. Even though the funding is available within the department's budget, a budget adjustment may be necessary to move the funds to a capital line item.

Thank you.

BAY COUNTY BOARD OF COMMISSIONERS

5/13/2014

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (5/6/14)
- WHEREAS, At the suggestion of Commissioner Brandon Krause, the possibility of re-laying the existing gym floor boards at the Bay County Community Center was explored and county staff lifted a small area to determine how the floor was put together and how the rows were attached; and
- WHEREAS, Following this test, Bay County's staff carpenter was confident Bay County could accomplish this gym floor project in-house and Sierra Technical Services was contacted with regard to the scope of the work and if it was feasible considering there is a 2% chrysotile (form of asbestos) in the mastic under the floor; and
- WHEREAS, A representative from Sierra Technical Services of Freeland, L.L.C. conducted eight (8) hours of training with four (4) staff members, the first part of the training being instructional and the second part being hands-on with air monitoring; and
- WHEREAS, Pieces of the floor were taken up and cleaned by scraping the tongue & groove joints and underside of the floor tile and the air monitoring results from this process were within the OSHA Permissible Exposure Limits (PEL); and
- WHEREAS, The County's four (4) staff were then Asbestos Class II 8 Hour Mastic Removal trained and are able to perform the renovation; and
- WHEREAS, To re-lay the gym floor, county staff will pull up each of the estimated 28,000 pieces of maple. Each piece of maple will be cleaned and reinstalled using a floor mastic and tapped into place for a proper fit. The pieces of maple that are unsuitable will be discarded and very few new pieces of maple will be purchased to fill in the remaining space. After the floor is relayed, it will be sanded down. Since that floor has seen almost 45 years of use, it is anticipated that the sanding of the top layer of the one inch maple will bring back the beautiful natural blonde color of the maple. The floor will be stripped, lined and sealed by county staff as well; and
- WHEREAS, As part of this process, it is recommended that cosmetic upgrades be made to both gyms at the Community Center to include painting the walls, sanding and finishing the bleachers in the large gym, stripping and refinishing the small gym floor and other small miscellaneous cosmetic upgrades that will enhance the overall look of the Community Center; and
- WHEREAS, This project is scheduled to start the second week of August and the estimated time to completely replace the large gym floor is one (1) month, the estimated time to sand, strip and seal the floor is one (1) week and staff

working weekends may help shorten the time span of this project. Staff working weekends will be offered comp time; and

WHEREAS, The cost estimates are as follows:

1.	Floor sanding, striping & floor finish	\$ 3,500.00
2.	Additional maple flooring pieces	\$ 500.00
3.	Sanding & refinishing bleachers	\$ 500.00
4.	Painting the gym (small and large gym) walls and duct work	\$ 5,400.00
5.	Miscellaneous hand tools, scrapers, tarps, Vacuums, aluminum levels, blades, etc.	\$ 2,000.00
6.	Training costs - One class conducted*	\$ 1,050.00
	* (We may want to have additional staff trained to help with this project)	
	<u>Total costs</u>	<u>\$12,950.00</u>

WHEREAS, This work will be completed by county staff within the current budget already approved for 2014, however, even though the funding is available within the department's budget, a budget adjustment may be necessary to move the funds to a capital line item; THEREFORE, BE IT

RESOLVED That the Bay County Board of Commissioners approves the Community Center Gym Floor Project, including cosmetic upgrades to the Community Center as outlined above, monies to come from existing budgeted funds; Be It Further

RESOLVED That required related budget adjustments are approved.

KIM COONAN, CHAIR
AND COMMITTEE

RECREATION&FACILITIES - COMMUNITY CENTER GYM FLOOR

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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
Administrative Services

**Cristen M. Gignac, Director of
Recreation & Facilities**
gignacc@baycounty.net

515 Center Avenue, Suite 403
Bay City, Michigan 48708

Phone (989) 895-4132
Fax (989) 895-2094
TDD (989) 895-4049
www.baycounty-mi.gov



Thomas L. Hickner
County Executive

BUILDINGS & GROUNDS
Jon Morse, Superintendent
morsej@baycounty.net

RECREATION
Brent Goik, Recreation Manager
goikb@baycounty.net

TO: Kim Coonan, Chairperson of Ways & Means Committee and Commissioners
FROM: Brent Goik, Recreation Manager

RE: Civic Arena User Fees
DATE: April 29, 2014

REQUEST:
Add 4 additional fees to the Civic Arena's daily fee schedule.

BACKGROUND:
The Civic Arena is down to one sheet of ice for the summer months. Our team has been brainstorming on ideas to increase revenue and traffic to the arena, especially during the historically slow summer months. During our discussions we have come up with 4 items we would like to add to our daily fee schedule.

- Learn to Play Hockey Camps
- Summer Skating Pass
- Free Summer Skating for Kids
- Broomball League Fee

ECONOMICS:
The first item is Learn to play Hockey Camps. Our qualified staff would run week-long camps that teach children the fundamentals of hockey. These camps would include how to skate, stick handle, control the puck, and much more. The camps would run Monday – Thursday from 8:00am – 3:00 pm. The cost of the camp would be \$100 per person. Additionally, the children will also receive a free breakfast and lunch during this camp in conjunction with the Bay City Public Schools. The Summer Food Service Program is funded through the USDA meal reimbursement program administered by the Michigan Department of Education.

The second item is a Summer Skating Pass. With the summer historically having slow public skate numbers our team thought a summer skating pass would help promote the arena, increase the use of the facility, and bring in additional revenue. A summer skating pass would cost \$30.00 which does not include skate rental.

The third item is a summer program where kids Kindergarten through 7th grade skate for free. (This does not include skate rental.) This program was offered years ago with great success and filled our public skates. Even with the young kids skating for free they are renting skates, buying items from our concession stand, and most are bringing an adult or someone with them who is paying full price.

The fourth item is a broomball league fee. The arena implemented broomball last year with moderate to good success. With discussions from drop in players and others we are ready to move forward and form a broomball league. Our recommendation is to set a price of \$60 per person.

The idea behind these ideas is trying to take what is otherwise an empty ice arena and filling it with kids with fun summer recreation activities.

RECOMMEDATION:
Add the proposed user fees to the Civic Arena's daily fee schedule.

BG

CC: Cristen Gignac Tom Hickner Robert Redmond Crystal Hebert

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BAY COUNTY BOARD OF COMMISSIONERS

5/13/2014

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/6/14)

WHEREAS, The Bay County Civic Arena utilizes one sheet of ice in the summer months and discussions have been ongoing on ways to increase traffic to the arena and, in the process, increase revenue; and

WHEREAS, Four (4) suggestions with associated fees are being explored, i.e. Learn to Play Hockey Camps, Summer Skating Pass, Free Summer Skating for Kids, and Broomball League; and

WHEREAS, Learn to play Hockey Camps: Civic Arena qualified staff would run week-long camps that teach children the fundamentals of hockey. These camps would include how to skate, stick handle, control the puck, and much more. The camps would run Monday – Thursday from 8:00am – 3:00 pm. The cost of the camp would be \$100 per person. Additionally, the children will also receive a free breakfast and lunch during this camp in conjunction with the Bay City Public Schools. The Summer Food Service Program is funded through the USDA meal reimbursement program administered by the Michigan Department of Education; and

WHEREAS, Summer Skating Pass: With the summer historically having slow public skate numbers our team thought a summer skating pass would help promote the arena, increase the use of the facility, and bring in additional revenue. A summer skating pass would cost \$30.00 which does not include skate rental; and

WHEREAS, Free Summer Skating for Kids: A program where kids Kindergarten through 7th grade skate for free. (This does not include skate rental.) This program was offered years ago with great success and filled our public skates. Even with the young kids skating for free they are renting skates, buying items from our concession stand, and most are bringing an adult or someone with them who is paying full price; and

WHEREAS, Broomball League Fee: The arena implemented broomball last year with moderate to good success. With discussions from drop in players and others we are ready to move forward and form a broomball league. Our recommendation is to set a price of \$60 per person; and

WHEREAS, The thought behind these ideas is trying to take what is otherwise an empty ice arena and filling it with kids with fun summer recreation activities; Therefore, Be It

RESOLVED That the Bay County Bord of Commissioners approves the proposed Civic Arena User Fees, i.e. Learn to Play Hockey Camps - \$100/person; Summer Skating Pass - \$30 not including skate rental; Free Summer Skating for Kids (Kindergarten through 7th Grade) - does not include skate rental; Broomball League - \$60/person.

KIM COONAN, CHAIR
AND COMMITTEE

Recreation - Civic Arena User Fees
MOVED BY COMM. _____

SUPPORTED BY COMM.

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

VOTE TOTALS:
ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

- 42 -

RESOLUTION

NO. _____

BY: WAYS AND MEANS COMMITTEE 05/06/2014

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on 05/13/2014 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
2014-05-002	CHILD CARE FUND INSTIT.CARE-DET.FAC(JUV.HOME) Total CHILD CARE FUND			X

INCREASE JUVENILE HOME BUDGET TO SUPPORT SUMMER SCHOOL EDUCATION PROGRAM. PRIOR YEARS BAY ARENAC ISD PROVIDED THE STAFF BUT STARTING WITH THE SUMMER 2014 THEY WILL NO LONGER BE ABLE TO FUND THIS PROGRAM. THE STATE OF MICHIGAN CHILD CARE FUND WILL PROVIDE 50% REIMBURSEMENT FOR THIS PROGRAM. GENERAL FUND WILL FUND THE OTHER 50%.

Kim Coonan, Chairman W. & M. and Committee

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Budget Adjustment Detail

Journal Request Number **2014-05-002**

Ref: SUMMER

Desc: SUMMER ED

Eff Date: 05/13/2014

Org / Object	Description	I/D	Amount
CHILD CARE FUND			
INSTIT.CARE-DET.FAC(JUV.HOME)			
29266203 68300	REIMBURSEMENTS-STATE	I	4,680
29266203 69901	TRANSFERS IN FROM GENERAL FUND	I	4,680
29266203 80100	PROFESSIONAL SERVICES	I	9,360
			Favorable Unfavorable
Total CHILD CARE FUND			\$0 \$0

Explanation

INCREASE JUVENILE HOME BUDGET TO SUPPORT SUMMER SCHOOL EDUCATION PROGRAM. PRIOR YEARS BAY ARENAC ISD PROVIDED THE STAFF BUT STARTING WITH THE SUMMER 2014 THEY WILL NO LONGER BE ABLE TO FUND THIS PROGRAM. THE STATE OF MICHIGAN CHILD CARE FUND WILL PROVIDE 50% REIMBURSEMENT FOR THIS PROGRAM. GENERAL FUND WILL FUND THE OTHER 50%.

- 44 -

Analysis of General Fund Unreserved/Undesignated Fund Balance 2014

Report Date: 4/29/2014

Description	Journal Number	2014 Fund Balance
Estimated Unaudited Assigned Fund Balance or (Deficit) 12/31/2013		\$6,670,056
Reverse previous years Committed Fund Balance *		\$0

Assigned Fund Balance or (Deficit)		\$6,670,056

2014 Budgeted Surplus /(Deficit)		-\$695,919
BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH DECEMBER 2013		

Budget for lake front access contribution from General Fund limited to \$12,675.	14-02-0109	-\$4,050
Realign the Civic Arena Officer Supervisor's wages 100% back to Civic Arena	14-03-0003	-\$9,339
M.S.U. Extension sold items at the auction but never spent it, so budget for printers	14-04-0002	-\$892
Budget for the \$5,000 contribution from Road Commission for Access Plan in 2014.	14-04-0252	\$5,000

April 30, 2014		-9,281

Assigned Fund Balance or (Deficit) 4/30/2014		\$5,964,856

-45-



BAY COUNTY
FINANCE DEPARTMENT

Thomas L. Hickner
Bay County Executive

Crystal A. Hebert
Finance Officer
hebetc@baycounty.net

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycounty.net

Frances A. Moore
Purchasing/Housing Rehab
mooref@baycounty.net

TO: Kim Coonan, Chairperson
Ways & Means Committee

FROM: Crystal Hebert *CH*
Finance Officer

RE: Executive Directive #2007-11

DATE: April 30, 2014

REQUEST:

Please place this memo on the May 6, 2014, agenda for your committee's information.

BACKGROUND:

On April 15, 2014, 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 2014 and/or 2015 appear to have no changes.

RECOMMENDATION:

To receive.

c: Tom Hickner
Kim Priessnitz
Tim Quinn

515 Center Avenue, Suite 701, Bay City, MI 48708-5128
TEL (989) 895-4030 TDD (989) 895-4049 FAX (989) 895-4039
www.baycounty-mi.gov

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BAY COUNTY BOARD OF COMMISSIONERS

5/13/14

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/6/14)

WHEREAS, The processing, printing, and distribution of paper checks is a non-value added process which detracts from the duties of employees in Accounts Payable, the Treasurer;'s Office and supervisors; and

WHEREAS, Currently approx. 100% of County employees are enrolled in direct deposit of paychecks (Electronic Fund Transfer - EFT); and

WHEREAS, Following a period of information to employees, all employees will be enrolled in the EFT system for reimbursement of expenses by June 1, 2014; and

WHEREAS, Labor savings will result from EFT system implementation for employee reimbursements; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes the Finance Department to implement the EFT system for all employee reimbursements, effective June 1, 2014.

KIM COONAN, CHAIR
AND COMMITTEE

Finance - Electronic Fund Transfer System - Employee Implementation

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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 _____