

WAYS AND MEANS COMMITTEE

AGENDA

TUESDAY, SEPTEMBER 3, 2013

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- 1- 4 III MINUTES (8/6/13)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
- 5- 7 A. Probate Court Administrator - Child Placement Funding (**Seeking appropriation of \$225,000 to cover expenses for balance of 2013 - proposed resolution attached**)
- 8- 9 B. Register of Deeds - Making Strides Against Breast Cancer Fund Raiser 2013 (**Seeking approval to conduct annual bake sale and collect donations to be contributed to American Cancer Society for breast cancer- proposed resolution attached**)
- 10-11 C. Sheriff - Secondary Road Patrol (SRP P.A. 416) Grant (**Seeking authorization to make application for grant funding; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached**)
- 12-13 D. Prosecutor - Victims of Crimes Act (VOCA) Grant Reduction (**Seeking approval Agreement w/Michigan Department of Community Health for VOCA grant; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached**)
- 14-15 E. Corporation Counsel - Retirement Ordinance Amendment for Bay-Arenac Behavioral Health Authority (**Seeking 9/17/13 Board approval of Ordinance Amendment for voluntary early retirement option for BABHA employees - proposed resolution attached**)
- 16 F. Director of Environmental Affairs and Community Development - Project Updates (**Receive**)
- G. Health Director
- 17-18 1. FY2013-2014 Comprehensive Planning, Budgeting and Contracting Agreement (CPBC) (**Seeking approval of CPBC Agreement; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached**)
- 19-20 2. Modification of Capital Outlay Request for Environmental Health (**Seeking authorization to purchase 4 laptops for Environmental Affairs instead of requested GPS trackers - proposed resolution attached**)
- 21-22 H. Animal Control Manager - 2013 Truck & Animal Transport Box (**Seeking \$31,000 appropriation for purchase of 2013 Chevrolet truck and animal transport box - proposed resolution attached**)

- 23-24 I. Equalization - 2013 Tax Rate Request Form (**Proposed resolution attached**)
- 25 J. Financial Analyst - Revised Civic Arena Base Prime Ice (hourly reserved rates) for 2013 (**Proposed resolution attached**)
- K. Personnel Director
- 26-30 1. Tuition Reimbursement - Jill McKeon (Finance Dept.) (**Receive**)
- 31-35 2. Security Updates - Community Center; County Building (**Seeking appropriation of \$19,100 to accomplish security updates - proposed resolution attached**)
- 36-37 3. Payroll Staff Transition (**Seeking appropriation of \$13,451 to increase in overtime and for temporary help for the balance of 2013; approval of required budget adjustments - proposed resolution attached**)
- 38-39 4. Clarification of Requested Waiver of Step Increase for Assistant Prosecutor (**Receive; if favorably recommended, resolution attached reflecting corrected hourly rate amount**)
- L. Finance Officer
- 40-42 1. Budget Adjustments (**Approve**)
- 43 2. Analysis of General Fund Unreserved/Undesignated Fund Balance 2013 (**Receive**)
- 44-45 3. Executive Directive #2007-11 (**Receive**)
- 46-47 4. Accounts Payable Staff Transition (**Seeking appropriation of \$12,615 to cover wages, overtime, fringe benefits; approval of required budget adjustments - proposed resolution attached**)
- 48-55 5. MSHDA Community Development Block Grant Target Area Recommendations (**Seeking approval of recommendations outlined in attached proposed resolution**)
- 56 M. MBS Airport - Appointment to Tri City Area Joint Airport Zoning Board (**Proposed resolution attached**)

VI REFERRALS

VII UNFINISHED BUSINESS

VIII NEW BUSINESS

IX CLOSED SESSION (when requested)

X MISCELLANEOUS

XI ANNOUNCEMENTS

XII ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/ DIVISION HEAD PLACING AN ITEM ON 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, AUGUST 6, 2013, IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR COONAN AT 4:02 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	E	X	C	U	S	E	D					
VAUGHN J. BEGICK P	S/Y	Y	Y	Y	S/Y	S/Y	M/Y	Y	Y	S/Y	Y	Y
THOMAS M. HEREK P	Y	Y	Y	Y	Y	Y	Y	S/Y	S/Y	Y	Y	Y
MICHAEL E. LUTZ P	Y	S/Y	M/Y	S/Y	M/Y	Y	Y	Y	Y	Y	S/Y	M/Y
ERNIE KRYGIER, EX OFFICIO P	M/Y	M/Y	S/Y	M/Y	Y	M/Y	S/Y	M/Y	M/Y	M/Y	M/Y	S/Y

MOTION NO.

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

MOTION NO.

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

OTHERS PRESENT: T.HICKNER, M.FITZHUGH, C.HEBERT, T.QUINN, K.PRIESSNITZ, J.MILLER, T.CUNNINGHAM, M.MARCHLEWICZ, J.RIVET, T.ROEHR, F.MOORE, T.JERRY, J.DECKERT, K.MEAD, D.ENGELHARDT, D.CLAYTON (McLAREN). R.REDMOND, BAY 3 TV, D.BERGER

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

WAYS AND MEANS COMMITTEE

MINUTES

TUESDAY, AUGUST 6, 2013

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MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department 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 JULY 2, 2013 WAYS AND MEANS COMMITTEE MEETING AS PRINTED.**

Public input was called. Sheriff John Miller introduced his new Undersheriff Troy Cunningham and indicated that Mr. Cunningham would do a great job as Undersheriff.

Dave Clayton, representing McLaren Bay Regional, spoke to the proposed wellness program and voiced his pleasure that a local provider has been chosen for this program.

Joseph Rivet, Drain Commissioner, noted that he has a budget adjustment included on the agenda. He explained the Drain Office is doing paperwork for the DEQ and receiving payment for that work in the amount of \$27,000 to \$30,000.

A request from the Sheriff for additional funding to cover gasoline purchases through the end of the year was considered. It was

- 2** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL WITH THE DOLLAR AMOUNT TO BE INSERTED IN THE RESOLUTION FOR THE BOARD MEETING.**
- 3** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE WORK RELEASE FEE INCREASE TO \$26.00 (FROM \$20.00).**
- 4** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF A 1 YEAR CONTRACT EXTENSION WITH CORRECTIONAL HEALTHCARE COMPANIES (CHC) FOR INMATE HEALTHCARE SERVICES AT THE CURRENT RATE AND TO GO OUT FOR BID FOR FUTURE YEARS.**
- 5** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF TRANSPORTATION PLANNING GRANTS (BCATS).**
- 6** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD**

WAYS AND MEANS COMMITTEE

MINUTES

TUESDAY, AUGUST 6, 2013

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MOTION NO.

APPROVAL OF AMENDMENT # 6 TO THE CPBC AGREEMENT (HEALTH DEPT.).

7 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF AMENDMENT TO THE EXISTING AGREEMENT WITH BAY HEALTH PLAN (HEALTH DEPT.).

8 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF A LED SIGN FOR THE HEALTH DEPARTMENT.

Commissioner Lutz questioned the need for a permit for the signage indicating that he felt a permit would be required. Health Director Joel Strasz had not checked into that but definitely would do so.

9 MOVED, SUPPORTED AND CARRIED TO REFER THE ISSUE OF ARCHITECT FOR THE DIVISION ON AGING KITCHEN PROJECT TO THE AUGUST 13TH BOARD MEETING.

10 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE BUDGET ADJUSTMENT RESOLUTION.

11 MOVED, SUPPORTED AND CARRIED TO RECEIVE ANALYSIS OF GENERAL FUND UNRESERVED/UNDESIGNATED FUND BALANCE (FINANCE DEPT.).

12 MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE # 2007-11 (FINANCE DEPT.).

The Board's Financial Analyst indicated that efforts will be underway to get the grant changes to the Board in advance of the changes being made.

13 MOVED, SUPPORTED AND CARRIED TO REFER THE WELLNESS CENTER ISSUE TO THE SEPTEMBER WAYS AND MEANS COMMITTEE MEETING.

14 MOVED, SUPPORTED AND CARRIED TO GO INTO CLOSED SESSION PURSUANT TO MCLA 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 LITIGATING OR SETTLEMENT POSITION OF THE PUBLIC BODY. (ROLL CALL VOTE)

WAYS AND MEANS COMMITTEE

MINUTES

TUESDAY, AUGUST 6, 2013

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MOTION NO.

- 15** **MOVED, SUPPORTED AND CARRIED TO BACK TO REGULAR ORDER OF BUSINESS.**
- 16** **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:59 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**



**BAY COUNTY PROBATE COURT
EIGHTEENTH JUDICIAL CIRCUIT COURT - FAMILY DIVISION**

1230 Washington Ave., Suite 715
Bay City, Michigan 48708-5737

KAREN A. TIGHE
Judge of Probate / Family Court

MARGE MARCHLEWICZ
Court Administrator

Estates Division (989) 895-4205
Juvenile Division (989) 895-4206

FAX (989) 895-4194
TDD (989) 895-2059

Kim J. Coonan, Chair
Ways & Means Committee
Bay County Board of Commissioners
515 Center Avenue
Bay City, MI 48708

Dear Commissioner Coonan:

I have been closely monitoring the child placement budget for several months now because we have been receiving an extraordinary number of petitions for removal due to neglect and abuse.

We generally receive about 40 petitions a year requesting children be removed from their families. In 2013, as of this date, we have already received 48 petitions. We currently have 114 families and 157 children under the care of the court due to neglect and abuse. One year ago, even though the numbers were high then, we had only 101 families and 141 children. And there are still 5 months left to the year.

Every one of the children who comes under the care of the court is placed outside their current home. It may be with an unlicensed relative or a foster home or residential facility. In cases where placement is with a foster home or residential facility, if the child is not Title IVE eligible, then the cost of care for that child is covered by the state and county.

As you can see, the number of children under the care of the court has been increasing, so consequently have the total costs. But in addition to the general escalation of costs is the fact that many cases that once were monitored by Department of Human Services foster care workers are now being monitored by outside agencies that the county is required to pay \$37 a day. That cost is for each child that is being monitored in addition to the cost of care that is forwarded to the foster parents. Yet a third factor that has added to the overall cost is the type of children who are being removed from their parents' care. These children are often mentally and emotionally challenged and need specialized services costing hundreds and even thousands of dollars.

The previous two months have cost the county over \$50,000 for the various placements. Our budget will be out of money in September. Because of the circumstances I have outlined above, I am requesting the Board of Commissioners increase our 2013 budget for child placement (292662.00) by \$225,000.

If I can provide you with any additional information, please let me know.

Sincerely,

A handwritten signature in black ink that reads "Marge Marchlewicz". The signature is written in a cursive style with a large, looping 'z' at the end.

Marge Marchlewicz
Court Administrator

BAY COUNTY BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/3/13)
WHEREAS, As the result of an increase in petitions requesting children be removed from their families, the cost of the children under the care of the court has been increasing significantly; and
WHEREAS, In cases where placement is with a foster home or residential facility, if the child is not Title IVE eligible, then the cost of care for that child is covered by the state and county; and
WHEREAS, In addition to the general escalation of costs is the fact that many cases that once were monitored by the Department of Human Services foster care workers are now being monitored by outside agencies and the county is required to pay \$37/day. That cost is for each child that is being monitored in addition to the cost of care that is forwarded to the foster parents; and
WHEREAS, Another factor that has added to the overall cost is the type of children who are being removed from their parents' home, i.e. mentally and emotionally challenged and requiring specialized services costing hundreds and even thousands of dollars; and
WHEREAS, The previous two months have cost the county over \$50,000 for the various placements and the budget will be out of money in September; and
WHEREAS, An appropriation of \$225,000 is requested to cover the anticipated costs for the balance of 2013; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners appropriates \$225,000 to the 2013 budget for child placement (292662.00), monies to come from fund balance.

KIM COONAN, CHAIR
AND COMMITTEE

Probate Ct - \$225,000 Child Placement Appropriation

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 _____



515 Center Ave., Suite 102
Bay City, MI 48708
www.baycounty-mi.gov/rod

Victoria L. Roupe
Bay County Register of Deeds

JILL M. RAYNAK
Chief Deputy Register of Deeds
Phone (989) 895-4228
Fax (989) 895-4296
TDD (989) 895-4049

August 27, 2013

Chairman Kim Coonan
Ways & Means Committee
Bay County Board of Commissioners
515 Center Avenue
Bay City, Michigan 48708

RE: **MAKING STRIDES AGAINST BREAST CANCER**

Dear Chairman Coonan:

In accordance with the Fund Raising Activities Policy, please consider this request at your Ways and Means Committee meeting scheduled for September 3, 2013.

I am leading a team of Bay County employees to raise money and walk in the *Making Strides Against Breast Cancer Walk* on October 26, 2013. We would like to raise money by having a bake sale at the Bay County Building, in addition to asking for donations from Bay County employees.

100% of the donations received will be contributed to the American Cancer Society on October 26, 2013.

If you should require additional information, please feel free to contact me.

Respectfully,

A handwritten signature in cursive script that reads "Vicki Roupe".

Vicki Roupe
Register of Deeds

BAY COUNTY BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/3/13)

WHEREAS, The Bay County Register of Deeds is again leading a team of Bay County employees to raise money and walk in the *Making Strides Against Breast Cancer Walk* on October 26, 2013; and

WHEREAS, Additionally fund raising efforts will be undertaken in the form of a bake sale and by soliciting donations from Bay County employees; and

WHEREAS, 100% of the donations received will be contributed to the American Cancer Society on October 26, 2013; and

WHEREAS, Committee approval for the fund raising efforts are required pursuant to the Bay County Fund Raising Activities Policy; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the fund raising efforts of the Bay County Register of Deeds in support of *Making Strides Against Breast Cancer Walk* and bake sale with all proceeds to be contributed to the American Cancer Society.

KIM COONAN, CHAIR
AND COMMITTEE

Reg of Deeds - Breast Cancer Fund Raiser

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 _____

John E. Miller
Sheriff Of Bay County

Michael T. Janiskee
Undersheriff

Troy A. Stewart
Jail Administrator



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

FROM: Sheriff John E. Miller *JEM*

DATE: August 22, 2013

RE: Grant Application FTY 2014 (SRP P.A. 416)

Background: The Sheriff's Office has participated in the Secondary Road Patrol (SRP) grant program offered through the Office of Highway Safety Planning (OHSP) for many budget years. The County has received SRP grant funding during previous budgeted years, that have provided for three officers, two patrol vehicles and various items of support equipment. This years grant application must be submitted to OHSP no later than September 1, 2014. In order to maintain Grant compliance, Bay County must continue Maintenance of Effort of twenty-three (23) locally funded Road Patrol Officers FTY 2010 grant cycle.

Economics/Finance: This year's anticipated grant allocation for Bay County is projected at \$139,407.00. There is no local funding as a condition of the grant.

Recommendations: I am requesting the Committee's approval and the authorization to move forward with 2014 SRP Grant Application, and upon OHSP approval of the SRP Grant, make necessary budget adjustments.

CC: Undersheriff Troy R. Cunningham
Ernie Krygier, Chairman, Bay County Board of Commissioners
Marty Fitzhugh, Corporate Counsel
Crystal Hebert, Finance Director
Kim Priessnitz, Assistant Finance Director
File Copy

Ls/W&MGrantAppli.FTY2014-SRP PA 416

Phone: (989) 895-4050

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

Fax: (989) 895-4058



BAY COUNTY BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/3/13)
WHEREAS, The Bay County Sheriff Department 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, two (2) patrol vehicles and additional support equipment; and
WHEREAS, Grant funding in the projected amount of \$139,407 is available for FY 2013-2014 and the Bay County Sheriff again wishes to make application for P.A. 416 funding; and
WHEREAS, In order to maintain grant compliance, Bay County must continue Maintenance of Effort of twenty-three (23) locally funded Road Patrol officers for the FY 2013 grant cycle; Therefore, Be It
RESOLVED By the Bay County Board of Commissioners that the application for Secondary Road Patrol (PA 416) and Traffic Accident Prevention Program funding for 2013-2014 is approved; 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 Dept - PA 416 Grant - 2014

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 _____

-11-

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
Scott A. Gordon
Sylvia L. Linton
Jordan Case

TO: Kim J. Coonan
Chairperson, Ways & Means Committee

FROM: Kurt C. Asbury *KCA*
Bay County Prosecutor

RE: VOCA grant

DATE: August 15, 2013

Request: To be placed on the agenda for the next Ways and Means Committee for approval of the VOCA grant

Background: This proposed agreement between Michigan Department of Community Health ("Department") & Bay County-VOCA ("Contractor") covers the time period of October 1, 2013, to September 30, 2014.

This agreement covers part of a Victim Advocate's wages directly related to crime victim's services which are provided to domestic violence and child sexual abuse victims.

The projected one year revenue (from the "Department") under this Grant is \$61,309.00; the match amount from the County ("Contractor") is \$15, 327.00.

Recommendation: Request Board approval, including authorization for the Board Chair to sign the Agreement and any other required documents after Corporation Counsel review, along with any future budge adjustments that may be necessary to comply with this grant.

cc: Martha Fitzhugh, Corporation Counsel

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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

BAY COUNTY BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (9/3/13)
- WHEREAS, The Bay County Prosecutor's Office has received notice that the VOCA grant for the fiscal year 10/1/13 to 9/30/14 has been reduced by the amount of \$6,622; and
- WHEREAS, The fiscal year grant totaling \$76,636 is an 80/20 grant with the federal grant funding being \$61,309 and the County's match being \$15,327; and
- WHEREAS, This grant funding covers part of a Victim's Advocate's wages directly related to crime victim's services which are provided to domestic violence and child sexual abuse victims;
- RESOLVED That the Chairman of the Board is authorized to execute and submit electronically (if required) 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 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; Be It Finally
- RESOLVED That related budget adjustments, if required, are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Prosecutor - VOCA 2013-2014 Grant Reduction

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 _____

DEPARTMENT OF CORPORATION COUNSEL

BAY COUNTY

MARTHA P. FITZHUGH
Corporation Counsel/Risk Manager
fitzhughm@baycounty.net

THOMAS L. HICKNER
County Executive

DEBRA A. RUSSELL
Legal Coordinator/Administrative Assistant
russelld@baycounty.net

TO: KIM COONAN, CHAIR, AND WAYS AND MEANS COMMITTEE

FROM: MARTY FITZHUGH, CORPORATION COUNSEL *mf*

RE: RETIREMENT ORDINANCE AMENDMENT FOR BAY - ARENAC BEHAVIORAL HEALTH AUTHORITY

DATE: AUGUST 28, 2013

The Bay-Arenac Behavioral Health Authority (BABHA) participates in the Bay County Employees' Retirement System (BCERS). On August 15, 2013 BABHA passed Resolution #1308011 which authorized a voluntary early retirement option for BABHA employees 50 years of age or older who have eight years of service enabling them to vest in BCERS before the end of a designated window period. The funding necessary to implement this change is fully the obligation of the BABHA division within the Retirement System. An actuarial study of the financial impact of this option has been completed already as required by law.

This early retirement option permits five years to be added to age or service in any combination of additional age or service that totals five years. Members will retire with a normal (unreduced) retirement benefit. Members must retire by December 31, 2013 to receive the benefit.

The Bay County Board of Commissioners is responsible for amending the Retirement Ordinance to memorialize this voluntary early retirement option within the BCERS Ordinance. In addition, the amendment would be received by BCERS.

To adhere to the schedule requested by BABHA, the amendment wording must be finalized and if possible, would need to be approved by the Board of Commissioners on September 17, 2013. This would provide sufficient time for the extra administrative activity to be completed in order to process these retirements.

On that Board agenda a proposed amendment to the Bay County Employees' Retirement System Ordinance would be placed before the Board of Commissioners for approval in order to implement the BABHA action.

RECOMMENDATION: THAT THIS COMMITTEE RECOMMENDS THE AMENDMENT TO THE FULL BOARD FOR APPROPRIATE ACTION AT THE MEETING SCHEDULED ON SEPTEMBER 17, 2013.

BAY COUNTY BOARD OF COMMISSIONERS

9/17/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/3/13)

WHEREAS, The Bay-Arenac Behavioral Health Authority (BABHA) participates in the Bay County Employees' Retirement System (BCERS) and on August 15, 2013 the BABHA adopted resolution no. 1308011 which authorized a voluntary early retirement option for BABHA employees 50 years of age or older who have eight years of service enabling them to vest in BCERS before the end of a designated window period; and

WHEREAS, The funding necessary to implement this change is fully the obligation of the BABHA division within the Retirement System and an actuarial study of the financial impact of this option has been completed as required by law; and

WHEREAS, This early retirement option permits five years to be added to age or service in any combination of additional age or service that total five years; and

WHEREAS, Members will retire with a normal (unreduced) retirement benefit and must retire by December 31, 2013 to receive the benefit; and

WHEREAS, The Bay County Board of Commissioners is responsible for amending the Retirement Ordinance to memorialize this voluntary early retirement option within the BCERS Ordinance; this amendment would be received by the BCERS; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Amendment to the Bay County Employees' Retirement System Ordinance for the voluntary early retirement option for Bay-Arenac Behavioral Health Authority employees.

KIM COONAN, CHAIR
AND COMMITTEE

Retirement - Ordinance Amendment - BABHA - Early Retirement

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-

**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: August 28, 2013

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

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

RE: **Director Project Updates: Coastal Zone Management Grant Award, \$17,000 Development of Blueways Trail; DNR Shoreline Access Study; Phragmites; and Update of the consolidated Bay County Recreation Plan.**

Blueways Trail:

Environmental Affairs and Community Development was awarded a \$17,000 grant to 'close the gap' in Michigan's Great Lakes Water Trails by developing and mapping access locations and historical sites along the Saginaw Bay shoreline for kayaking and canoeing as well as snow machine access in the winter time. The Saginaw Bay Blueways Trail will be located along the frontage of Bay County and Arenac County and the award is the result of our past work efforts on the Saginaw Bay Coastal Initiative (SBCI). Partners include Arenac County Parks and Recreation, Saginaw Basin Land Conservancy, Bay County Historical Museum, Saginaw Bay WIN, and local kayaking clubs.

DNR Shoreline Access Study

Bay County is partnering with MDNR on this public engagement project to explore options for active recreational development at the shoreline and management along the beach at the Bay City Recreation Area (BCSRA). The purpose of this effort is to be able to increase access to the Saginaw Bay – be it physical access, shoreline fishing access, or even a visual access point. As part of this effort we will also sort through what's needed from a regulatory and operational standpoint to get the beach clean of muck and invasive weeds along the entire shoreline. A stakeholders meeting is scheduled for October 21st, 2013 from 4-6:30pm at the DoubleTree Hotel to get public input on the types of recreational waterfront activities the community would like to see along the waterfront, such as swimming, kite surfing, standup paddle boards, café/restaurant, pier, shops, etc.

Phragmites:

Bay County is currently obtaining permits for Fall 2013 treatment along the northern Bay County coastal area to include Pinconning Park. The U.S. Fish and Wildlife Service requested we enlarge the area we are currently treating for phragmites management along the Saginaw Bay shoreline and provided us supplemental funds for this purpose. Again this grant is a result of the Saginaw Bay Coastal Initiative's work to reduce Phragmites along the shoreline area.

Bay County Recreation Plan Update:

The Kickoff Meeting for the update to the Bay County Recreation Plan is taking place on August 29, 2013 at the Wirt Library in Bay City. Representatives from the local townships and cities will be attending to hear a presentation on the requirements for completing and adopting the consolidated plan.

cc: Tom Hickner, Marty Fitzhugh, Deanne Berger



Thomas L. Hickner
Bay County Executive



Joel R. Strasz
Health Director

1200 Washington Avenue
Bay City, Michigan 48708
(989) 895-4006
FAX (989) 895-4014
TDD (989) 895-4049

TO: Kim Coonan, Chairperson, Ways and Means Committee
FROM: Joel R. Strasz, Interim Health Director
DATE: August 27, 2013
CC: Tom Hickner, Marty Fitzhugh, Crystal Hebert, Kim Priessnitz, Kathy Janer, and Melissa Maillette
RE: FY 2013-14 Comprehensive Planning, Budgeting and Contracting Agreement (CPBC)

BACKGROUND

The purpose of the enclosed FY 2013-14 CPBC Agreement between Bay County (“Contractor”) and the Michigan Department of Community Health (“Department”) is to set forth a joint and cooperative Contractor/Department relationship and basis for facilitating the delivery of public health services to the citizens of Bay County, as described in the Agreement’s Output Measures and Annual Budget, established Minimum Program Requirements, and all other applicable Federal, State and Local laws and regulations pertaining to the Contractor and the Department. Public health services to be delivered under this agreement include Local Public Health Operations (LPHO) and Categorical Programs as specified in the Agreement. This Agreement shall commence on October 1, 2013 and continue through September 30, 2014.

FINANCIAL CONSIDERATIONS

In accordance with the Funding/Reimbursement Matrix, the total proposed State budget and amount committed for this period for the program elements covered by this Agreement is \$ 1,107,654 pending enactment of the FY 13/14 Michigan Department of Community Health (MDCH) Appropriation Bill. Any subsequent allocation changes will be made in Amendment #1.

RECOMMENDATION

Upon favorable review by Corporation Counsel, the Health Department recommends that FY 13/14 CPBC Agreement be approved and signed by the Board Chair, and seeks Board approval for any necessary budget adjustments relating to this Agreement .

BAY COUNTY BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (9/3/13)
- WHEREAS, The 2013-2014 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement between Bay County and the Michigan Department of Community Health sets forth a joint and cooperative Contractor/Department relationship and basis for facilitating the delivery of public health services to the citizens of Bay County; and
- WHEREAS, Public health services to be delivered under this agreement include Local Public Health Operations (LPHO) and Categorical Programs as specified in the Agreement; and
- WHEREAS, In accordance with the Funding/Reimbursement Matrix, the total proposed State budget and amount committed for this period for the program elements covered by this Agreement is \$1,107,654, pending enactment of the FY 13/14 MDCH Appropriation Bill; and
- WHEREAS, Any subsequent allocation changes will be made in Amendment # 1; Therefore, Be It
- RESOLVED By the Bay County Board of Commissioners that the Agreement between Bay County and the Michigan Department of Community Health for the delivery of public health services under the Comprehensive Planning, Budgeting and Contract (CPBC) Process for the period October 1, 2013 through September 30, 2014 is hereby approved and the Chairman of the Board authorized to execute said Agreement and related documents, following legal review/approval; 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

Health Dept - 2013-2014 CPBC Agt.
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



BAY COUNTY
Health Department
Creating A Healthy Environment For The Community

Joel R. Strasz
Health Director

1200 Washington Avenue
Bay City, Michigan 48708
(989) 895-4006
FAX (989) 895-4014
TDD (989) 895-4049

TO: Kim Coonan, Chairperson, Ways and Means Committee
FROM: Joel R. Strasz, Interim Health Director
DATE: August 27, 2013
CC: Tom Hickner, Crystal Hebert, Kim Priessnitz, Braqundon Short, Kathy Janer, and Melissa Maillette
RE: Request to Modify Capital Outlay Request for Environmental Health

BACKGROUND

The approved budget for 2013 included \$4,000 for the acquisition of 4 GPS trackers to be installed in county vehicles operated by Sanitarians while engaged in field work. Improvements in GPS technology have increased to the extent that GPS tracking can be done at minimal or no expense by way of deployment through smartphones, which are currently utilized by Environmental Health Sanitarians. While preparing for the forthcoming 2014 budget, it was determined that four laptops currently in use in Environmental Health will need to be replaced. Pursuant to Section 10-E of the current Bay County Budget Act, the Health Department formally requests permission to modify the capital request for the purchase of said laptops.

FINANCIAL CONSIDERATIONS

The funding currently exists for the modification. Purchase of the laptops in the current year will lessen the amount of capital requests for the forthcoming year.

RECOMMENDATION

The Health Department recommends that the request to modify the capital request for the purchase of laptop computers in the current fiscal year be approved, and seeks Board approval for any budget adjustments, if necessary.

BAY COUNTY BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/3/13)
 WHEREAS, The approved 2013 Environmental Health budget included \$4,000 for the acquisition of 4 GPS trackers to be installed in county vehicles operated by Sanitarians while engaged in field work; and
 WHEREAS, Improvements in GPS technology have increased to the extent that GPS tracking can be done at minimal or no expense by way of deployment through smartphones which are currently utilized by Environmental Health Sanitarians; and
 WHEREAS, While preparing for the 2014 budget, it was determined that four laptops currently in use in Environmental Health will require replacement; and
 WHEREAS, In accordance with Section 10-E of the current Bay County Budget Act, the Health Department is requesting permission to modify the capital request for the purchase of said laptops; and
 WHEREAS, Funding exists to cover the purchase of the laptops and making this purchase now will decrease the amount of capital requests for 2014; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners authorizes the purchase of four (4) laptops for the Environmental Health division of the Bay County Health Department; Be It Further
 RESOLVED That related required budget adjustments are approved.

KIM COONAN, CHAIR
 AND COMMITTEE

Health - Laptops for Env Hlth

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
Administrative Services**

Michael K. Gray
Assistant County Executive for
Recreation & Administrative Services
graym@baycounty.net

515 Center Avenue
Bay City, Michigan 48708

Phone (989) 895-4130
Fax (989) 895-7658
TDD (989) 895-4049
www.baycounty-mi.gov



Thomas L. Hickner
County Executive

ANIMAL CONTROL
Michael Halstead, Manager
halsteadm@baycounty.net
989-894-0679
989-894-0149 FAX

BUILDINGS & GROUNDS
Richard Pabalis, Superintendent
pabalizr@baycounty.net

INFORMATION SYSTEMS
Brandon Short, Interim ISD Manager
shortb@baycounty.net

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

MEMORANDUM:

TO: KIM COONAN, CHAIRMAN
WAYS & MEANS COMMITTEE

FROM: MICHAEL F. HALSTEAD
BAY COUNTY ANIMAL CONTROL

RE: REQUEST FOR APPROVAL TO PURCHASE 2013 CHEVROLET TRUCK &
ANIMAL TRANSPORT BOX FOR SAME

DATE: AUGUST 25, 2013

BACKGROUND: A need to replace a year 2000 Animal Control Truck and Animal Transport Box. Present vehicle shows 209,000 miles, requiring frequent repair and attendant Animal Transport Box, same age, in poor condition due to oxidization of aluminum makeup and locking mechanisms failure.

FINANCIAL IMPACT: Request up to \$27,00.00 for Truck purchase and up to \$4,000.00 for purchase of replacement Animal Transport Box.

RECOMMENDATION: That the Board of Commissioners appropriates and approves any necessary budget adjustment(s) in honoring this request.

BAY COUNTY BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/3/13)

WHEREAS, A 2000 truck presently utilized by the Animal Control Department has over 209,000 miles requiring frequent repair, and the Animal Transport Box (also 2000) is in poor condition due to oxidization of aluminum makeup and locking mechanisms; and

WHEREAS, Approximately \$31,000 is required to replace the truck and box and funds do not exist in the Animal Control budget; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners appropriates \$31,000 for the purchase of a truck and transport box for the Animal Control Department, monies to come from Fund Balance; Be It Further

RESOLVED That related required budget adjustments are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Animal Control - Appropriation for Truck and Transport Box

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 BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/3/13)

RESOLVED By the Bay County Board of Commissioners that authorization is granted for the Board Chairman and County Clerk to sign the attached 2013 Tax Rate Request form (L-4029) on behalf of Bay County.

KIM COONAN, CHAIR
AND COMMITTEE

Equalization - L-4029

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 _____

2013 Tax Rate Request (This form must be completed and submitted on or before September 30, 2013)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.
County(ies) Where the Local Government Unit Levies Taxes: **Bay**

2013 Taxable Value of ALL Properties in the Unit no of 5-28-13: **2,870,408,411**

Local Government Unit Requesting Millage Levy: **Bay County**

For LOCAL School District: 2013 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2013 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5)** 2012 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2013 Current Year "Headlee" Millage Reduction Fraction	(7) 2013 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Fixed	Operation	08-1986	6.0000	5.7257	1.0000	5.7257	1.0000	5.7257	5.7257		Frozen
Extra Voted	Library	11-2010	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	12-2013
Extra Voted	Library	08-2000	1.0000	0.9953	1.0000	0.9953	1.0000	0.9953	0.9953	0.9953	12-2019
Extra Voted	S Citizen	08-2010	0.5000	0.5000	1.0000	0.5000	1.0000	0.5000	0.5000	0.5000	12-2015
Extra Voted	S Citizen	11-2012	0.3000	0.3000	1.0000	0.3000	1.0000	0.3000	0.3000	0.3000	12-2016
Extra Voted	911	08-2010	0.7000	0.7000	1.0000	0.7000	1.0000	0.7000	0.7000	0.7000	12-2015
Extra Voted	Historical Medical	08-1998	0.1000	0.0952	1.0000	0.0952	1.0000	0.0952	0.0952	0.0952	12-2013
Extra Voted	Care	11-2012	0.7500	0.7500	1.0000	0.7500	1.0000	0.7500	0.7500	0.7500	12-2016
Act 214	Veterans		0.1000	0.1000	1.0000	0.1000	1.0000	0.1000	0.1000	0.1000	12-2013
Extra Voted	Gypsy Moth	08-2012	0.1000	0.1000	1.0000	0.1000	1.0000	0.1000	0.1000	0.1000	12-2015
Extra Voted	Mosquito Control	08-2008	0.4500	0.4500	1.0000	0.4500	1.0000	0.4500	0.4500	0.4500	12-2015

Prepared by: **Richard Gruber** Telephone Number: **989-895-4075** Date of Preparation: **08/26/2013**

Equalization Director

CERTIFICATION: As the representative for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Clerk
 Secretary
 Chairperson
 President

Signature: **Cynthia A. Luczak** Date: _____
Signature: **Ernie Krygier** Date: _____

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

BAY COUNTY BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/3/13)

RESOLVED By the Bay County Board of Commissioners that the Civic Arena Base Prime Ice (hourly reserved rates) for 2013 shall be:

	2012	2013
BASE PRIME ICE (hourly rates reserved):	226.00	230.00
Annual Hours Reserved: over 100	219.00	220.00
U8	38.50	40.00

Plus \$50 per child over 15 children
per 20 sessions

KIM COONAN, CHAIR
AND COMMITTEE

Civic Arena - Prime Ice Rates 2013

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**

**Thomas L. Hickner
County Executive**

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

August 22, 2013

Tiffany Jerry, Payroll/Benefits Super.
jerryt@baycounty.net
(989) 895-4032 (T)
(989) 895-4039 (F)

Danean Wright, Retirement Adm./Acct.
wrightd@baycounty.net
(989) 895-4043 (T)
(989) 895-4113 (F)

Rebecca Smutek, Payroll Clerk
smutekr@baycounty.net
(989) 895-4044 (T)
(989) 895-4039 (F)

Kim Coonan, Chairman
Ways and Means Committee
Bay County Board of Commissioners
515 Center Avenue, Suite 401
Bay City, MI 48708-5125

RE: *Tuition Reimbursement Request*

Dear Commissioner Coonan:

Please consider the item listed below for the agenda of your committee.

Request: Tuition reimbursement request received from Jill McKeon, Account Clerk IV/ Finance Department (USW employee). Federal Taxation (ACCT 315) and Professional Writing (ENGL 311) at Davenport University.

Background: The collective bargaining agreement with the USW full-time unit provides for the Bay County Executive to approve or deny requests for tuition reimbursement, but the committee prefers to review tuition requests prior to payment.

Financial: Funds are budgeted. Tuition reimbursement is \$3,797.75. Note: This is reimbursement for tuition and books as per the USW contract.

Recommendation: Receive this item concerning a request for tuition reimbursement submitted by Jill McKeon, Account Clerk IV/Finance Department.

Thank you for considering this item for the agenda of your committee.

Sincerely,

Tim Quinn, Director
Personnel and Employee Relations

cc: Tom Hickner
Marty Fitzhugh
Crystal Hebert
Wanda Behmlander
Jill McKeon
Personnel file

G:\Board\WAYS&MEA\2013\Jill McKeon Tuition - August.wpd

PRE-CLASS APPROVAL FORM: TUITION REIMBURSEMENT

JILL HOKFON
Applicant's Name

RIDD - FINANCE
Department

U.S.O.A. # 15157
Bargaining Unit

School: DAVENPORT UNIVERSITY

Program BBA- ACCOUNTING

Are you on a degree program? YES NO

Course Number	Credit Hours	Tuition Per Hour	Fees	Books	Beginning Date	Ending Date	Class Title
1. 12125	3	\$ 532.00	\$ 225.00	\$ 331.00	9/4/13	10/21/13	ACCT 315 - FEDERAL TAXATION
2. 10207	3	\$ 514.00	\$ —	\$ 148.75	9/4/13	10/22/13	ENGL 311 - PROFESSIONAL WRITING
Totals		\$ + 3318.00	\$ + 225.00	\$ 119.75	Total		
				\$ 4022.75			

How is this class(es) job related? USE OF ACCOUNTING PRACTICES USED DAILY

CFO's and Deputies

Course Number Approved

All Other Units

Applicant's Signature _____ Date _____

Jill Hokfon
Applicant's Signature

Date

Christal Helbert
Department Head's Signature

Date

Sheriff's Signature _____ Date _____

Human Resource Director's _____ Date _____
or County Executive's Signature

Ways and Means Chairperson's _____ Date _____
or Designee's Signature

Human Resource Director's _____ Date _____
or County Executive's Signature

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

6/95



Davenport University
 www.davenport.edu
 (800) 832-9569
 6191 Kraft Ave
 Grand Rapids, MI 49512

Student ID: 518272368
 Due Date: 23-AUG-2013
 Statement Date: 26-JUL-2013
 Student Name: Mrs. Jill M. McKeon
 Term: 201410

Student Schedule/Bill

CRN	SUBJ	CRSE	CMP	COURSE TITLE	CREDS	LV	DAYS	START/STOP	BUILD	ROOM
12125	ACCT	315	117	Federal Taxatio	3.00	UG	R	0600-0850pm	MYACA	108
10207	ENGL	311	123	Professional Wr	3.00	UG	TBA	0000-1159pm	DUOACA	TBA
Course Credits:					6.00					

CHARGES		CREDITS/ANTICIPATED CREDITS	
Registration Fee - Midland	130.00	DU Foundation Scholarship	750.00
Student Activity Fee-Midland	25.00		
Technology Fee - Midland	70.00		
Tuition - Midland	1,696.00		
Tuition-Online	1,722.00		
Total Charges:	\$3,543.00	Total Credits/Anticipated Credits:	\$750.00

NOTE: The balance due may include ESTIMATED FINANCIAL AID and if for any reason aid is not approved, you will be responsible for the resulting charges on your Davenport student account.
 COMPLETE THE PAYMENT PROCESS AT www.davenport.edu

Previous Balance:	\$0.00
Current Term Balance:	\$2,793.00
Amount Due:	\$2,793.00
Future Balance:	\$0.00

Review Your Cart

The items currently in your shopping cart are listed below. To remove any of these items, simply click the button next to the respective item's price.

Items in Your Cart (3)

[Continue shopping for another course](#)

Title	Format	Quantity	Price
South-Western Federal Taxation : Comp. Volume, 2014 • With CD REQUIRED	New	1 <small>NO OTHER</small>	\$331.00
Pocket Style Manual REQUIRED, BUT MAY HAVE BEEN PREVIOUSLY PURCHASED	New	1 <small>NO OTHER</small>	\$31.00
Technical Communication REQUIRED	New	1 <small>NO OTHER</small>	\$117.75

You're about to save \$6.50 today!

Current Total \$479.75

[Proceed to Checkout](#)



[Continue shopping for another course.](#) You will be returned to the Site selection page.

COURSE DESCRIPTIONS - DAVENPORT UNIVERSITY

ENGL311

This course develops the written and presentation skills necessary for success in professional, supervisory, or managerial positions. Emphasis on communication in both on-paper and digital media is included. Students also learn to use a variety of formats, styles, and delivery systems to achieve the clear, concise, and professional communication required to communicate in global markets. To stress the importance of workplace communication, students create a major professional document as a team. Prerequisite(s): ENGL110 and COMM120

ACCT315

This course provides an explanation of the federal tax structure and provides training in the application of tax principles as they pertain to individuals. In addition, the course will provide an introduction to taxation for businesses, federal tax laws and regulations, taxation theory, and tax research and planning techniques. Note: A grade of C or better is required to take the next course in the sequence. Prerequisite(s): ACCT202



**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) 895-4039 (F)

Danean Wright, Retirement Adm./Acct.
wrightd@baycounty.net
(989) 895-4043 (T)
(989) 895-4113 (F)

To: Kim Coonan, Chair Ways and Means

From: Tim Quinn, Personnel Director, Acting Director Recreation

Date: August 28, 2013

Re: Security Issues – Community Center, Request for funds to mitigate risk

Rebecca Smutek, Payroll Clerk
smutekr@baycounty.net
(989) 895-4044 (T)
(989) 895-4039 (F)

Please consider the following item on the agenda of your committee meeting.

REQUEST

Consider approving security upgrades to Community Center, as detailed in Mr. Pabalis' letter.

BACKGROUND

On July 19, 2013, I received information that there had been an incident regarding possible misappropriation and a fight outside of the Community Center the previous evening. I immediately investigated the allegations and interviewed the employees. During the course of my investigation, I became concerned about the safety of the employees and the public in that facility.

I called a meeting with Ryan Manz, Rick Pabalis, Chris Izworski, Beth Trahan, and Robert Metcalfe to address these concerns and outline what remedial steps should be taken. During the meeting, assignments were given and a date for a follow-up meeting was established.

Some of the concerns that surfaced are:

- The security of employees working alone in isolated areas.
- The lock system was inadequate and improperly gated.
- The sufficiency of the protocol for workers notifying someone in the event of a threatening or emergency situation.
- The lack of communication devices for workers.
- The inadequacy of cameras.

- Inadequate lighting outside of the facility.
- Workers leaving the facility after dark.

Mr. Izworski did an excellent job of setting up immediate and long-term communications and protocol between the Community Center and Central Dispatch. Mr. Pabalis and Mr. Manz did a thorough and effective analysis of the situation and have recommended several items which will greatly enhance the security around the building in a very cost-effective manner, all within a very short time. Ms. Trahan and Mr. Metcalfe offered valuable input to the process as well.

FINANCE

The total cost for all enhancements is \$19,100, labor and materials. These funds do not exist in the departmental budget.

RECOMMENDATION

Approve the funds for Mr. Pabalis' request. Time is of the essence as the days are getting shorter.

Thank you for your consideration.



**BAY COUNTY
BUILDINGS & GROUNDS DIVISION**

Richard C. Pabalis
Superintendent of Buildings & Grounds
pabalisc@baycounty.net

Thomas L. Hickner
County Executive

MEMO

TO: TIM QUINN
PERSONNEL DIRECTOR/EMPLOYEE RELATIONS

FROM: RICHARD PABALIS 
SUPERINTENDENT OF BUILDINGS & GROUNDS

DATE: AUGUST 27, 2013

RE: SECURITY UPDATES

REQUEST:

Approve \$19,100 to upgrade the security in the Community Center and County Building.

BACKGROUND:

After meeting with staff from the Community Center, County Building and our Emergency Management Coordinator, we have a recommendation to make our facility(s) better able to respond to an emergency situation and to make the facility(s) safer. The following areas have been identified:

1. Install two (2) parking lot bases and poles with four (4) light fixtures on the parking lot south of the pool at Community Center and install three (3) motion sensors w/lights on the three (3) main entrances.
\$7,800.00
2. Add five (5) additional cameras along with wiring and installation at Community Center.
\$6,000.00
3. Add four (4) wireless panic devices to the existing alarm system at the Community Center.
\$500.00
4. Install electrical latch's, power supply switches and installation to lock down the main entrance doors at the Community Center in an emergency situation.
\$4,000.00
5. Add wireless panic devices to the alarm system in the Treasurer's office to provide panic switches to the Treasurer and Register of Deeds.
\$500.00
6. Add a large TV monitor for camera system in the main office at the Community Center.
\$300.00

GRAND TOTAL: \$19,100.00

515 Center Avenue, Suite G101, Bay City, MI 48708-5121
(989) 895-4097 • FAX (989) 895-4222 • TDD (Hearing Impaired) (989) 895-4049
Web: www.baycounty-mi.gov

ECONOMICS:

No funds exist for these improvements. We respectfully request monies come from the General Fund Balance.

RECOMMENDATION:

Approve \$19,100 from the General Fund Balance to add safety and security to the Community Center and County Building.

Cc: Ryan Manz
Bob Metcalfe
Beth Trahan
file

BAY COUNTY BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/3/13)

WHEREAS, As the result of a recent incident at the Bay County Community Center and follow-up investigation, there is a concern about the safety of the employees and the public at that facility; and

WHEREAS, Following a meeting with key employees, it has been determined that security updates/enhancements are required and the total cost for which is \$19,100 which includes labor and materials; and

WHEREAS, Funds do not exist in the Buildings and Grounds budget to cover these required security updates and enhancements for the Community Center and County Building; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners appropriates the sum of \$19,100 from Fund Balance for security updates at the Community Center and County Building to include additional lighting, motion sensors, additional cameras, electrical latches, monitoring, panic devices, and a large TV monitor for camera system at Community Center; Be It Further

RESOLVED That related required budget adjustments are approved.

KIM COONAN, CHAIR AND COMMITTEE

Bldgs & Grnds - Security Updates - County Bldg & Community Center

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 _____



**BAY COUNTY
PERSONNEL DEPARTMENT**

Tim Quinn, Director
quinnt@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) 895-4039 (F)

Danean Wright, Retirement Adm./Acct.
wrightd@baycounty.net
(989) 895-4043 (T)
(989) 895-4113 (F)

Penny Weller, Payroll Clerk
wellerp@baycounty.net
(989) 895-4044 (T)
(989) 895-4039 (F)

DATE: August 13, 2013
TO: Tim Quinn
Director of Personnel
FROM: Tiffany Jerry, Payroll & Benefits Supervisor
SUBJECT: Authorization to use General Fund dollars to cover Payroll staff transition

BACKGROUND:

In December of 2012, a replacement was selected pursuant to the Union Contracts to replace the Payroll Clerk. The replacement opted not to stay in the Payroll Clerk position and Personnel began the recruiting process for a second time. Due to this turn over, the Payroll Clerk position was filled in February of 2013. Due to the complexity and cyclical nature of the payroll position, training and overtime is necessary. I am requesting that overtime be restored to the original 2012 budget of \$15,000, currently the 2013 budget is \$7000 (10120200-70600). I am also requesting an increase in temporary help (10120200-70500) to replenish the 2012 & 2013 training dollars of \$3600 provided.

FINANCE/ECONOMICS:

There will be an additional cost to Bay County of \$13,451 which includes fringe benefits. Funds do not currently exist in the payroll budget therefore I am requesting the use of General Fund dollars.

RECOMMENDATION:

I am requesting approval and authorization for the increase in overtime and temporary help dollars for the payroll department and upon approval to make necessary budget adjustments.

CC: Tom Hickner, County Executive
Crystal Hebert, Finance Officer
Kim Priessnitz, Assistant Finance Officer

BAY COUNTY BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/3/13)

WHEREAS, In December 2012 a Payroll Clerk vacancy was filled in the Finance Department, however, the individual filling the vacancy opted not to stay and the position was ultimately filled in February 2013; and

WHEREAS, Due to the complexity and cyclical nature of the payroll position, training and overtime is necessary and the Personnel Director is requesting restoration of overtime to the original 2012 budget of \$15,000 (the 2013 overtime budget is \$7,000); and

WHEREAS, The Personnel Director is also requesting an increase in temporary help to replenish the 2012 & 2013 training dollars of \$3,600 provided; and

WHEREAS, There will be an additional cost to Bay County of \$13,451 which includes fringe benefits, however, funds do not exist in the payroll budget; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners appropriates \$13,451 from Fund Balance to cover the increase in overtime and temporary help for the balance of 2013; Be It Finally

RESOLVED That related required budget adjustments are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Personnel Director - Appropriation for Payroll Staff Transition

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 _____

Deanne Berger

From: Tim Quinn
Sent: Wednesday, August 21, 2013 5:08 PM
To: Don Tilley; Ernie Krygier
Cc: Tom Hickner; Michele Reilly; Robert Redmond; Brandon Krause; Deanne Berger; Ernie Krygier; kjcwcc@att.net; Mike Lutz; Don Tilley; Robert Redmond; Tom Herek; VaughnPAC@aol.com
Subject: Prosecutors wage rate

Commissioner Tilley and Chairman Krygier:

I'm sorry I could not get back to you earlier on this but I have been tied up with negotiations, negotiations issues, and full moon issues until now.

I advertently entered the wrong requested rate of pay on the letter to Personnel /HS. The request should have read : PN10 @ 1 year rate which is **\$30.75** hr. or **\$63,690** annually. What we actually hired him at was PN 10 hire rate of **\$27.74** or **\$57,699** annually and that is what he will be paid absent Board action to the contrary. The difference is **\$3.01** hr. or **\$6,261** annually.

When Mr. Asbury brought this to me, I supported it for the following reasons:

- Mr. Stroud has 27 years of experience as a prosecutor – under Mike Thomas in Saginaw County, he was the Assistant Prosecutor.
- Part of the reason for step raises is the fact that new hires are not as productive or as experienced as long time employees, as a rule. To get someone fresh out of law school who has never been in court will probably not be productive or effective for 2-3 years. Mr. Stroud has tried many capital cases and is a seasoned veteran.
- When we hired J. Dee. Brooks, also an experienced prosecutor (although not with the experience of Mr. Stroud), we hired him at PN 10 1 year rate also.

Additionally, Mr. Stroud has indicated that he will be opting out of our insurance. Had he taken the family plan, the County's portion of that payment would about \$19K.

As I mentioned before, Mr. Asbury originally intended to ask for this rate, but somehow he did not put it in the request letter.

Although I am not in favor of wholesale hiring people out of step sequence, sometimes it makes sense to do so to get the experience that is required to do the job properly and we all benefit from eliminating the learning curve in this crucial area. Therefore I support Mr. Asbury's recommendation. I will await further direction and, of course, will defer to your judgment in this matter.

BAY COUNTY BOARD OF COMMISSIONERS

8/20/13

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (8/20/13)

WHEREAS, On May 21, 2013, via resolution no. 2013-93, the Bay County Board of Commissioners authorized filling an Assistant Prosecutor vacancy which resulted from a retirement; and

WHEREAS, Applications were received and interviews conducted with the candidate chosen being an Assistant Prosecutor in Saginaw County with over 27 years of experience; and

WHEREAS, The Bay County Prosecutor is requesting a waiver of the County's step process in the PN10 pay scale to allow this candidate to hire in at the 1 year step of the PN10 level instead of the entry level; and

WHEREAS, In 2006, the Board of Commissioners waived the step process and an Assistant Prosecutor, with prior experience, was also hired in at the PN10 1 year rate; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners waives the County's Personnel Policy to allow the newly hired Assistant Prosecutor to be compensated at the PN10 1 year step (\$30.75/hr.) effective with the date said Assistant Prosecutor begins employment.

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Prosecutor - Waiver of Pay Scale - Assistant Prosecutor

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 _____

RESOLUTION

NO. _____

BY: WAYS AND MEANS COMMITTEE 09/03/2013

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on 09/10/2013 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
2013-09-002	SOLDIERS' RELIEF FUND VETERANS COUNSELOR SERVICES SOLDIERS AND SAILORS RELIEF Total SOLDIERS' RELIEF FUND		\$1,270	
	INCREASE SOLDIERS AND SAILORS VETERANS COUNSELOR SERVICES 2013 BUDGET.			
2013-09-003	GENERAL FUND BOARD OF COMMISSIONERS SECONDARY ROAD PATROL Total GENERAL FUND		\$71,675	
	TO BUDGET FOR THREE SHERIFF DEPARTMENT VEHICLES WHICH WILL BE PURCHASED UNDER STATE CONTRACT.			

Kim Coonan, Chairman W. & M. and Committee

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Budget Adjustment Detail

Journal Request Number **2013-09-002**

Ref: S & S

Desc: S & S

Eff Date: 09/10/2013

Org / Object	Description	I/D	Amount
SOLDIERS' RELIEF FUND			
VETERANS COUNSELOR SERVICES			
29368400	72700 OFFICE SUPPLIES	I	350
29368400	72900 POSTAGE	I	200
29368400	85200 TELEPHONE	I	300
29368400	95500 MISCELLANEOUS	I	160
29368400	96000 EDUCATION AND TRAINING	I	260
SOLDIERS AND SAILORS RELIEF			
29368900	40001 FUND BALANCE	I	1,270
			Favorable
Total SOLDIERS' RELIEF FUND			\$0
			Unfavorable
			\$1,270

Explanation

INCREASE SOLDIERS AND SAILORS VETERANS COUNSELOR SERVICES 2013 BUDGET.

- 41 -

Budget Adjustment Detail

Journal Request Number **2013-09-003**

Ref: SHERIF

Desc: SHERIFF CA

Eff Date: 09/10/2013

Org / Object	Description	I/D	Amount
GENERAL FUND			
BOARD OF COMMISSIONERS			
10110100 40001	FUND BALANCE	I	71,675
SECONDARY ROAD PATROL			
10131500 98100	VEHICLES	I	71,675
Total GENERAL FUND			
		Favorable	Unfavorable
		\$0	\$71,675

Explanation

TO BUDGET FOR THREE SHERIFF DEPARTMENT VEHICLES WHICH WILL BE PURCHASED UNDER STATE CONTRACT.

Analysis of General Fund Unreserved/Undesignated Fund Balance 2013

Report Date: 8/22/2013

Description	Journal Number	2,013 Fund Balance
Assigned Fund Balance or (Deficit) 12/31/2012		\$7,133,913
Reverse previous years Committed Fund Balance *		\$111,383

Assigned Fund Balance or (Deficit)		\$7,245,296

2013 Budgeted Surplus /(Deficit)		\$92,309
 BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH AUGUST 2013		

Budget for Pinconning Park grant	13-01-0005	\$10,000
Budget for Prosecutor & Courts document management, workflow analysis	13-02-0133	-\$30,000
Budget for 5 year Recreation Plan	13-04-0237	-\$8,000
To budget for time clocks at the Juvenile Home	13-04-0004	-\$1,532
Adjust 2013 Civic Arena Proshop merchandise sales budget	13-05-0008	8,800
Update the District Court owi grant budget all under 10113731 org.	13-05-0012	-15,121
Budget adjustment closes out District Court 10113701 org all goes to 10113731	13-05-0011	-20,614
Increase Parks & Recreations Maintenance budget for Temporary Help	13-05-0009	-4,884
Budget for Health Educator/Analyst position under Personnel Department	13-06-0002	-35,065
Increase Risk Management budget for settlement of a claim	13-06-0056	-9,000
Reduce Board of Canvassers per diem account 10126201-71000 to zero	13-07-0127	12,050
Secondary Rd Patrol Grant increased \$8,994 used for equipment & personnel	13-07-0005	6,054
Budget for rollover of 2012 PO's @12/31/12	13-08-0297	-111,383
Per Board resolution 2013-131 restore Bd. Of Canvassers 2013 budget plus \$3,100	13-08-0284	-15,150
Probate Court Juvenile Drug Court grant was eliminated	13-08-0008	-45,440
Budget for Sheriff Department gasoline price increases	13-08-0006	-31,100
Budget for roll over of Michigan lake plain regional reference curve grant dollars	13-08-0005	7,083

August 22, 2013		-283,302

Assigned Fund Balance or (Deficit) 8/22/2013		\$7,054,303



BAY COUNTY
FINANCE DEPARTMENT

Thomas L. Hickner
Bay County Executive

Crystal A. Hebert
Finance Officer
hebertc@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: August 21, 2013

REQUEST:

Please place this memo on the September 3, 2013, agenda for your committee's information.

BACKGROUND:

On August 12, 2013, 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 2013 and/or 2014 appear to have no changes, except what is noted below:
 - A. The Bay County Prosecutor's Office has received notice that the Domestic/Child Sexual Abuse Intervention (VOCA) grant has been reduced.

Prosecutors Office VOCA Grant
10126703-50100

<u>Fiscal Year</u>	<u>Agreement Amount</u>	<u>Federal Grant Funding (80%)</u>	<u>Contractors Match (20%)</u>
October 1, 2012 through September 30, 2013	\$84,914	\$67,931	\$16,983
October 1, 2013 through September 30, 2014	\$76,636	\$61,309	\$15,327
Amount of Grant decrease		<u>\$6,622</u>	

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A representative from the Prosecutor's Office will attend the Ways & Means Meeting.

RECOMMENDATION:

To receive.

c: Tom Hickner
Marty Fitzhugh
Kim Priessnitz
Tim Quinn



BAY COUNTY
FINANCE DEPARTMENT

Thomas L. Hickner
Bay County Executive

Crystal A. Hebert
Finance Officer
hebertc@baycounty.net

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

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

TO: Tim Quinn, Personnel Director

FROM: Kimberly Priessnitz, Assistant Finance Officer

DATE: August 13, 2013

RE: Authorization to Use General Fund to Cover Accounts Payable Staff Transition

BACKGROUND

By resolution No. 2013-102 the Board authorized the posting of the Account Clerk IV position in the Finance Department. The vacancy is due to the pending retirement of the current Accounts Payable clerk in January 2014. Filling high-level administrative support positions that require a wide range of complex skills, knowledge and are deadline driven, need to have the new hiree train side-by-side with the experienced employee for the smoothest transition. Between October and December the new hiree will learn several critical and complex financial procedures, for example; year-end grant closing, next year budget processing, year-end closing for Purchasing and Accounts Payable. This is in addition to learning the weekly check run process, county policies and the day-to-day procedures associated with accounts payable.

FINANCIAL CONSIDERATIONS

Currently \$2,000 exists in the 2013 Budget Department budget for training but based on the Payroll Department's experience filling a full time employee's position, this amount will not adequately cover the dual training required. Therefore; the Budget Department requests an additional \$9,615 to cover wages and fringes plus \$3,000 to cover overtime.

RECOMMENDATION

The Bay County Board of Commissioners authorizes the Budget Department an additional \$12,615 of General Fund dollars to cover the wages, overtime, fringes and any additional budget adjustments.

C: Tom Hickner, County Executive
Crystal Hebert, Finance Officer
Brandon Krause, Chairman of Personal/Judicial
Bob Redmond, Board Financial Analyst

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BAY COUNTY BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/3/13)

WHEREAS, There is a pending Account Clerk IV retirement in the Finance Department and Board authorization has been granted to fill this upcoming vacancy; and

WHEREAS, Filling high-level administrative support positions that require a wide range of complex skills, knowledge and are deadline driven, require that the new hiree train side-by-side with the experienced employee for the smoothest transition; and

WHEREAS, Between October and December, the new hiree will learn several critical and complex financial procedures, i.e. year-end grant closing, next year budget processing, year-end closing for Purchasing and Accounts Payable, in addition to learning the weekly check run process, county policies and the day-to-day procedures associated with accounts payable; and

WHEREAS, Currently \$2,000 exists in the 2013 Budget Department budget for training but, based on the Payroll Department's experience filling a full time employee's position, this amount will not adequately cover the dual training required; and

WHEREAS, \$12,615 to cover wages and fringe benefits (\$9,615) plus overtime (\$3,000) is required; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby appropriates \$12,615 from Fund Balance to the Budget Department budget to cover wages, overtime, and fringe benefits is approved; Be It Finally

RESOLVED That related required budget adjustments are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Finance - Funding for Accounts Payable Staff Transition

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
FINANCE DEPARTMENT
Crystal A. Hebert
Finance Officer
hebetc@baycounty.net

Thomas L. Hickner
Bay County Executive

Kimberly A. Prlessnitz
Assistant Finance Officer
prlessnitzk@baycounty.net

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

August 20, 2013

To: Kim Coonan
Chair, Ways & Means Committee

From: Frances Moore 
Housing Rehabilitation Coordinator

Jason Ball
Kuntzsch Business Services, Inc.

Re: MSHDA Community Development Block Grant Target Area Recommendation

BACKGROUND

This memorandum provides recommendations to Bay County for targeting the 2013-2015 County Allocation Grant. In September 2011, the Michigan State Housing and Development Authority (MSHDA) added a special condition to the County Allocation Program requiring counties to target 50% of the Program to "forward the goal of placemaking." MSHDA then contracted Kuntzsch Business Services, Inc. (KBS) to provide assistance to counties attempting to meet this special condition. As such, county staff that administer the grant and KBS are providing recommendations to the Bay County Board of Commissioners for meeting the special condition.

MSHDA, with input from KBS and others, has created a three-step process for targeting the County Allocation Program. The first two steps of this process are required in order for counties to receive the second 50% of the County Allocation grant; the third step is optional. The process required for targeting the County Allocation Program is illustrated in Figure 1.

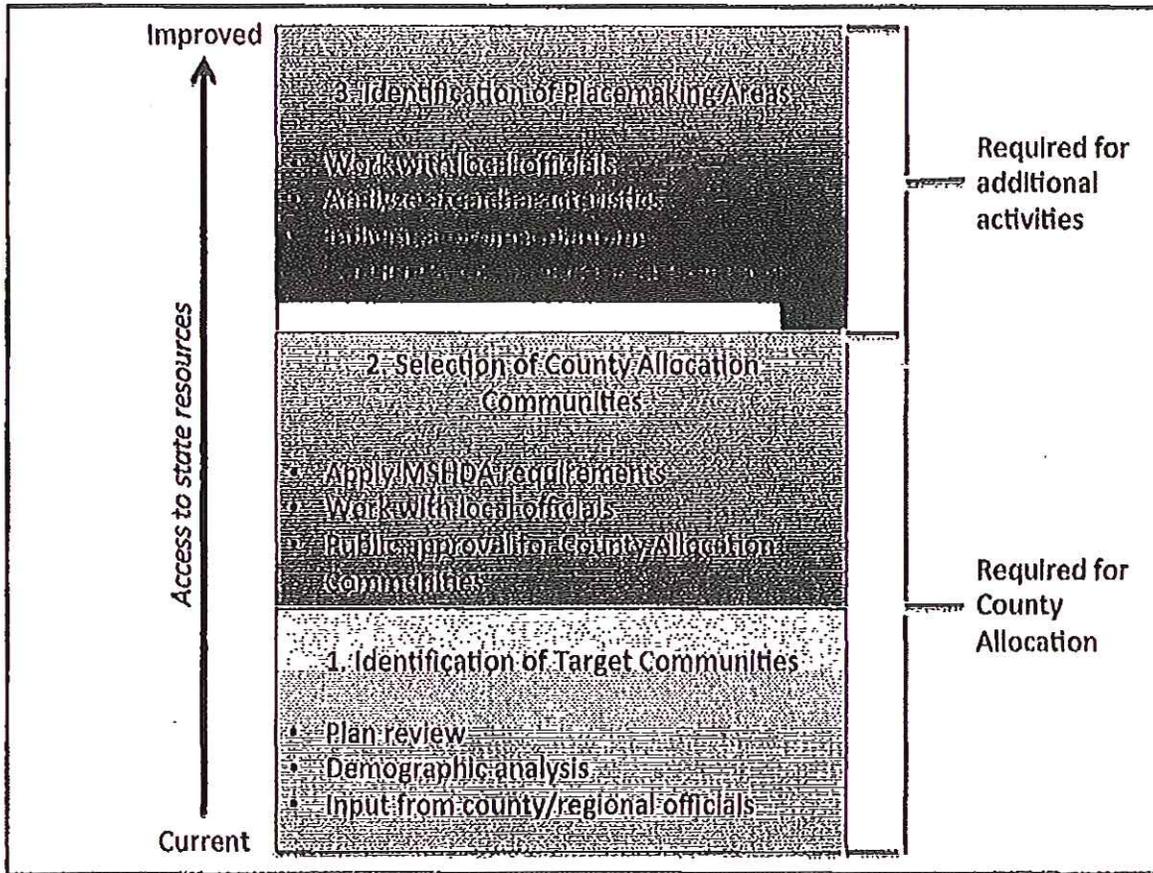
County staff is requesting the Board approve these recommendations so Bay County can move forward with submitting a Place-Based Targeting Strategy to MSHDA. This strategy will be based on the following recommendations and will provide the necessary documentation for the County to meet the new targeting requirements and receive its full grant.

RECOMMENDATION FOR STEP 1: IDENTIFICATION OF TARGET COMMUNITIES

The first step of targeting the County Allocation Program is selection of *Target Communities*; these are the areas within Bay County that are the highest priority for Community and Economic Development. Bay County staff and KBS recommend this include the Cities of Essexville and Pinconning and the Charter Township of Bangor.

-4/8-

Figure 1: PBTS Process



By identifying these communities as Target Communities in the County's PBTS, future projects within their boundaries will be prioritized for state resources. The PBTS provides an opportunity for Bay County to identify needs within these communities for MSHDA, thereby initiating conversations about potential state resources to support both County and local government activities.

RECOMMENDATION FOR STEP 2: IDENTIFICATION OF COUNTY ALLOCATION COMMUNITIES

In order to receive 50% of the current County Allocation Grant, MSHDA requires counties to select no more than three of their Target Communities as *County Allocation Communities* for the current grant cycle. The communities selected in this step may change with each grant (every two years). County Allocation Communities must meet specific requirements developed by MSHDA (see attached Program for Creating a Place-Based Targeting Strategy).

Bay County staff, with assistance from Kuntzsch Business Services, Inc., developed the following criteria for selecting three County Allocation Communities (as required by MSHDA) for the current grant cycle.

- The number of low-value (below \$25,000 State Equalized Value (SEV)) owner-occupied properties
- The number of owner occupied households at or below 80% of area median income
- The age of owner occupied housing units

Based on the criteria evaluation, Bay County staff and KBS recommend Bay County select the Cities of Essexville and Pinconning and the Charter Township of Bangor as County Allocation Communities for the 2013-2015 grant cycle. This will require the County to spend 50% of its County Allocation Grant within the boundaries of these areas.

The information used to evaluate each criterion is provided in detail in the attached *Evaluation of Criteria for County Allocation Selection* document.

RECOMMENDATION FOR STEP 3: IDENTIFICATION OF PLACEMAKING AREAS

The third and final step for targeting the County Allocation Program is optional. If Bay County chooses to identify *Placemaking Areas* (downtowns, neighborhoods or some combination), within one or more target areas, it may have the ability to spend County Allocation funds on activities other than homeowner rehabilitation in these areas. Additional activities include demolition, rental rehabilitation and infrastructure improvements related to housing projects. Furthermore, by identifying Placemaking Areas, the County will indicate to MSHDA and other state agencies which areas are highest priority for investment in community and economic development. This may help communities and the county be more competitive for other state funding programs in the future.

County staff and KBS will revisit this third and final step when Bay County Economic Development completes their current survey on the topic in September of this year.

cc: Bob Redmond, Financial Analyst, BOC
Crystal Hebert, Bay County Finance Officer
Thomas Hickner, Bay County Executive
Martha Fitzhugh, Bay County Corporation Counsel
Erin Riley, President & CEO Bay Area Housing, Inc.

Evaluation of Criteria for County Allocation Community Selection: Bay County

Bay County staff, with assistance from Kuntzsch Business Services, Inc., developed the following criteria for selecting three County Allocation Communities (as required by MSHDA) for the current grant cycle.

- The number of low-value (below \$25,000 State Equalized Value (SEV)) owner-occupied properties
- The number of owner occupied households at or below 80% of area median income
- The age of owner occupied housing units

Low-Value Properties

The Bay County Department of Environmental Affairs & Community Development conducted a GIS analysis of all properties in the County to determine in which communities the most low-value properties exist that would potentially be ripe for home rehabilitation activities. Table 1 provides a summary of this analysis. Properties listed in Table 1 meet the following criteria:

- Their State Equalized Value (S.E.V.) is less than \$25,000
- They have a 100% homestead exemption (i.e. are owner occupied)
- They are classified as residential property
- The parcel has an address
- The building is not in a 100 year flood zone

Table 1: Low-Value Properties

Township/City	Low-Value Properties
Bangor Twp	299
Essexville	213
Hampton Twp	185
Pinconning City	164
Gibson Twp	135
Pinconning Twp	128
Kawkawlin Twp	89
Williams Twp	72
Fraser Twp	69
Monitor Twp	68
Portsmouth Twp	63
Mt. Forest Twp	56
Auburn	49
Frankenlust Twp	41
Merritt Twp	38
Garfield Twp	34
Beaver Twp	25

As Table 1 shows, Bangor Township, the City of Essexville, Hampton Township and the City of Pinconning have the largest numbers of low-value properties eligible for the rehabilitation through the County Allocation Program.

Below 80% of Area Median Income

Table 2 provides a summary of the information gathered for household income and age of owner occupied housing units. Each cell is shaded to provide a visual illustration of the relative need for home rehabilitation; red cells indicate the most need while dark green cells indicate the least.

Bangor Township and Monitor Townships have by far the most owner occupied households below 80% of Area Median Income (1,281 and 1,080 respectively). The City of Pinconning has the highest percentage of owner occupied households that are below 80% AMI (46%), followed by Mount Forest Township (35%), the City of Essexville (32%) and Gibson Township (32%).

Age of Housing Units

Bangor Township has the most owner occupied households built prior to 1970 (3,111), followed by Monitor (1,963) and Hampton (1,379) Townships. The City of Essexville has the highest percentage of owner occupied households built prior to 1970 (83%), followed by the City of Pinconning (70%) and Merritt Township (70%).

Table 2: Additional Housing Data

Geography	Population	Owner Occupied Housing Units					
		Total	Below 80% AMI	Percent Below 80% AMI	Built Before 1970	Percent Built Prior to 1970	Median Year Built
Auburn city	2,087	685	330	20%	364	55%	1988
Bangor charter township	11,176	31,874	2,888	25%	3,111	62%	1964
Beaver township	2,885	906	187	21%	468	52%	1969
Essexville city	3,478	1,274	411	32%	1,082	83%	1974
Frankenlust township	3,562	1,167	217	19%	412	35%	1973
Fraser township	3,192	1,276	254	20%	666	52%	1969
Garfield township	3,974	1,632	185	29%	263	17%	1973
Gibson township	1,230	319	120	32%	110	29%	1980
Hampton charter township	9,692	2,662	761	29%	1,379	52%	1969
Kawkawlin township	4,848	1,689	313	19%	740	44%	1973
Merritt township	1,810	491	307	30%	349	70%	1975
Monitor charter township	10,749	4,038	1,080	27%	1,963	49%	1971
Mount Forest township	1,592	780	155	15%	167	21%	1980
Pinconning city	3,882	804	373	46%	242	70%	1960
Pinconning township	2,731	1,750	1,176	23%	1,118	42%	1973
Portsmouth charter township	3,306	1,278	301	24%	761	60%	1962
Williams charter township	4,772	1,679	301	18%	769	46%	1978

¹Population data is from the 2010 US Census SF 1, all other data is from the 2007-2011 American Community Survey.

²The number of owner occupied households at or below 80% AMI is based on the number of owner occupied households with a median income below \$35,000. Median household income for Bay County in the 2007-2011 ACS is \$45,962, 80 percent of which is \$36,769.

Summary

- Bangor Township presents the largest market for County Allocation Program home rehabilitation activities, it has the most low-value properties, the most owner occupied households below 80% of AMI and the most owner occupied housing units built prior to 1970. Because the Township fails to meet MSHDA requirements for County Allocation Communities by a very small margin, it is therefore likely to be approved by MSHDA if selected.
- The City of Pinconning, while relatively small in total population, has the highest percentage of owner occupied households below 80% of AMI, has the second highest number of households built prior to 1970 and has the third-oldest median year built for owner occupied structures. While the City of Pinconning ranks fourth in the number of low-value properties, these properties make up a much larger portion of the total community than in the three communities that rank ahead of the City. The City of Pinconning meets all MSHDA requirements for County Allocation Communities
- The City of Essexville has the second-highest number of low-value properties. The City ranks fourth in the number of owner occupied housing units below 80% of AMI and is tied for third in the percentage of owner occupied households that are below 80% of AMI. As a percentage of all housing, Essexville has the oldest housing stock of all communities. The City of Essexville meets all MSHDA requirements for County Allocation Communities
- Monitor Township has a large number of owner occupied households below 80% of AMI, but it has very few low-value properties and relatively new housing stock compared to Bangor Township. Monitor Township fails to meet two MSHDA requirements for County Allocation Communities (density and home value); it is unlikely that MSHDA would approve it as an area to be targeted.
- Hampton Township has the third-most low-value properties. The Township also has the third largest number of owner occupied households below 80% AMI and has fairly old housing stock. Hampton Township does not meet MSHDA's requirement for home value and it is uncertain whether MSHDA would allow it to be targeted.

BAY COUNTY BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/3/13)

WHEREAS, In September 2011, the Michigan State Housing and Development Authority (MSHDA) added a special condition to the County Allocation Program requiring counties to target 50% of the Program to "forward the goal of placemaking"; and

WHEREAS, MSHDA then contracted Kuntzsch Business Services, Inc. (KBS) to provide assistance to counties attempting to meet this special condition and county staff and KBS are providing recommendations to the Bay County Board of Commissioners to meet this condition; and

WHEREAS, MSHDA, with input from KBS, has created a three step process for targeting the County Allocation Program, the first two steps required in order for counties to receive the second 50% of the County Allocation grant and the third step is optional; and

WHEREAS, The first step of targeting the County Allocation Program is selection of Target Communities (these are the areas within Bay County that are the highest priority for Community and Economic Development) and it is recommended that the Cities of Essexville and Pinconning and the Charter Township of Bangor be included; and

WHEREAS, Step 2 - In order to receive 50% of the current County Allocation Grant, MSHDA requires counties to select no more than three of their Target Communities as County Allocation Communities for the current grant cycle. The communities selected in this step may change with each grant (every two years) and County Allocation Communities must meet specific requirements developed by MSHDA; and

WHEREAS, Based on the criteria evaluation, it is recommended that Bay County select the Cities of Essexville and Pinconning and the Charter Township of Bangor as County Allocation Communities for the 2013-2015 grant cycle and this will require Bay County to spend 50% of its County Allocation Grant within the boundaries of these areas; and

WHEREAS, The third and final step for targeting the County Allocation Program is optional and if Bay County chooses to identify Placemaking Area (downtowns, neighborhoods or some combination), within one or more target areas, it may have the ability to spend County Allocation funds on activities other than homeowner rehabilitation in these areas and it is recommended that County staff and KBS will revisit this third and final step when Bay County Economic Development completes their current survey on the topic in September of this year; Therefore, Be It

BAY COUNTY BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

RESOLVED That the Bay County Board of Commissioners concurs with the recommendations of County staff and Kuntzsch Business Services, Inc. regarding the MSHDA 2013-2015 County Allocation Grant i.e. (1) that the Cities of Essexville and Pinconning and the Charter Township of Bangor be included as Target Communities in the County Allocation Plan; (2) that the Cities of Essexville and Pinconning and the Charter Township of Bangor are selected as County Allocation Communities for the 2013-2015 grant cycle; and (3) that County staff and KBS will revisit this third and final step when Bay County Economic Development completes their current survey on the topic in September of this year.

KIM COONAN, CHAIR
AND COMMITTEE

MSHDA - 2013-2015 County Allocation 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 BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/3/13)

WHEREAS, Bay, Midland and Saginaw Counties each have three seats on the Tri City Area Joint Airport Zoning Board and currently representing Bay County are Richard Byrne and Patrick Beson; and

WHEREAS, It is necessary to appoint a third representative who must reside in Bay County but live south of Linwood Road; and

WHEREAS, This Board does not meet on a regular basis and no per diem is paid to the representatives; and

WHEREAS, Pursuant to the Michigan Aeronautics, the Board of Commissioners must approve the appointments; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that Ernie Krygier is hereby appointed to the Tri City Area Joint Airport Zoning Board for a term of six (6) years or until a successor is named.

KIM COONAN, CHAIR
AND COMMITTEE

MBS - Tri City Area Joint Airport Zoning Board

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 _____