

Guide to Bay County Government



Produced by the Office of:

Thomas L. Hickner

Bay County Executive



**OFFICE OF
BAY COUNTY EXECUTIVE**

515 Center Avenue, Suite 401
Bay City, Michigan 48708-5125
(989) 895-4130 ● FAX (989) 895-7658

Thomas L. Hickner
County Executive

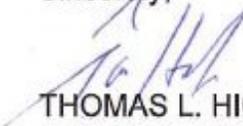
Dear Friends:

This Guide to County Government is designed to help you easily navigate through the Bay County departments, divisions, and programs. Our goal with this guide is to promote understanding and awareness of what Bay County does and the services we provide to our citizens.

The vision of Bay County is to provide efficient customer and taxpayer-focused public services that improve the quality of life for our residents.

If I can ever be of any assistance to you regarding county government, please do not hesitate to contact me by calling my office at 989-895-4130, emailing me at countyexecutive@baycounty.net or by writing to my office.

Sincerely,


THOMAS L. HICKNER
Bay County Executive
515 Center Avenue, Suite 401
Bay City, MI 48708

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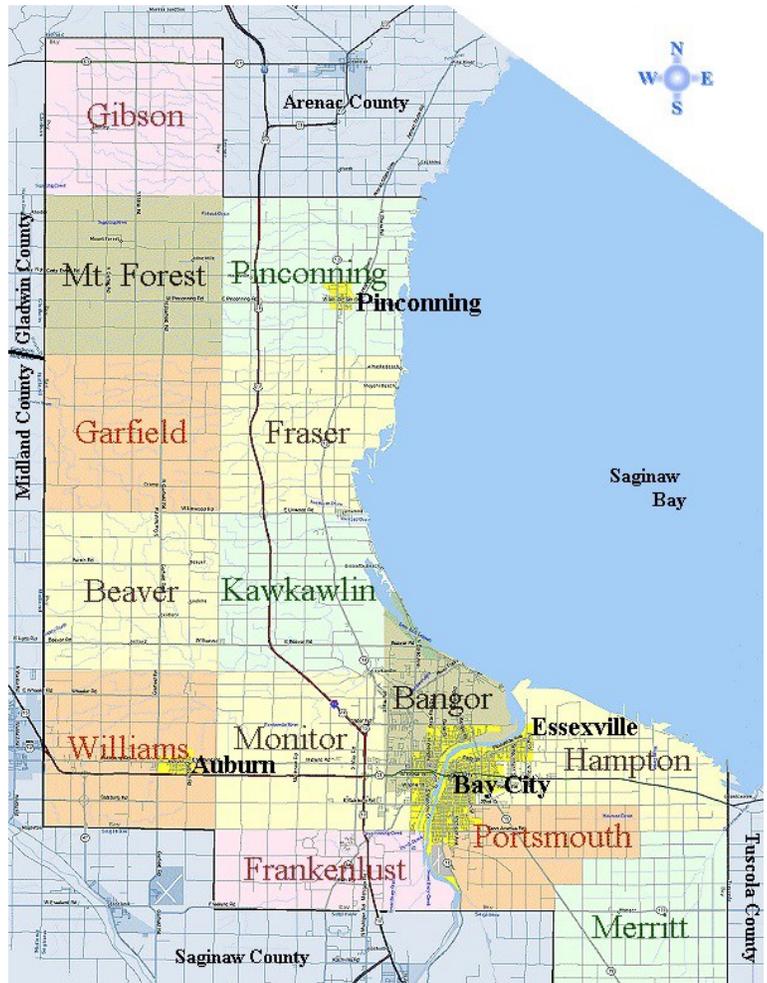
Your County Government

Because government, at all levels, is so broad and provides many services, many citizens do not know what county government does or what services it provides. That is why we have prepared this publication, to give you an idea of what county government is all about.

As employees and public servants, we are proud of what Bay County government is and what it has accomplished. We believe we have a government that is efficient, cost effective and accountable to the citizens of Bay County.

Government is a business—a business of people helping people. One reason we have succeeded in this business is that there are many talented and dedicated people working in county government. The people who work for Bay County are competent, experienced, and committed to public service. We are challenging them to do an even better job, and they are responding with enthusiasm. As public servants, our job is to serve your needs today and also anticipate future need.

Bay County is at a turning point. Long known as a manufacturing area, Bay County is also gaining acceptance as a destination for families and travelers seeking recreation, sporting and cultural events. Bay County is welcoming the service and high technology industries of the day. These are exciting times, filled with periods of demanding change, but fueled with promises of new life for Bay County. Throughout it all, Bay County government must do its part to encourage and lead, but most of all, to continue to provide exceptional services to its citizens.



Bay County Online

For your convenience, most Bay County departments and services can be accessed on the Internet, at the Bay County Website. To visit the Bay County Website type the following URL into your browser: www.baycounty-mi.gov

Bay County also maintains a Facebook Page and YouTube Account. Bay County posts news, videos, events, and updates of interest to the area and to its citizens. Please “Like” us on Facebook and subscribe to us on YouTube to receive updates on things that are happening in our region.

<https://www.facebook.com/baycounty?ref=hl>

<https://www.youtube.com/channel/UCZyUB-UGWm9BpqTEsTslmTQ/playlists>

~ Bay County Elected Officials ~

County Executive

Bay County Building
515 Center Avenue, Suite 401
Bay City, MI 48708

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

The County Executive as chief administrator, has influence over all departments, except those headed by other elected officials. The County Executive appoints and supervises all department directors. It is the duty of the County Executive to coordinate all county activities and unify the management of county affairs, enforce all orders, rules, and ordinances passed by the Board of Commissioners, and all laws enacted by the State of Michigan. In addition, the County Executive must submit to the Board of Commissioners a recommended budget each year. The County Executive, like other elected officials, is independent of the Board of Commissioners. The Office of the County Executive is a county-wide elected office for the term of four years.

County Hotline: (989) 895-4118— The Hotline is established for citizens to suggest ways to improve county services or to report alleged fraud or abuse. All calls are confidential.

Office of the Ombudsman: (989) 895-4130— The office of the Ombudsman was established to receive, investigate, and seek to resolve all justified citizen complaints against Bay County government. The Ombudsman will provide information and referrals, and recommend alternative action when citizen complaints do not fall within the jurisdiction of services rendered by the County Executive.



Thomas L. Hickner
Bay County Executive

Stay informed about what is going on in Bay County, subscribe to Bay County Executive Tom Hickner's Newsletter:

<http://www.baycounty-mi.gov/Executive/Newsletters-from-the-County-Executive.aspx>

Bay County Vision & Mission Statement

Vision

The vision of Bay County Government is to provide a continuously improving quality of life in our community through leadership and services.

Mission

Bay County will provide efficient customer and taxpayer-focused public services that improve the quality of life for Bay County residents.

Board of Commissioners

Bay County Building
515 Center Avenue, Suite 405
Bay City, MI 48708-5125

Phone: (989) 895-4120
Fax: (989) 895-4226
TDD/TTY (989) 895-4049
bergerd@baycounty.net

Your County Commissioner is your representative in county government. Your commissioner is most effective in representing your concerns at county committee meetings and Board of Commissioners' meetings.

The Board of Commissioners of Bay County is the legislative body and discharges its duties as required by federal and state law. It is the function of the Board of Commissioners to: set fees; contract for a yearly audit of all County funds; and implement the recommendations of its auditing firm to ensure the legal and efficient use of tax dollars. The Board of Commissioners appoints other boards and commissions, adopts ordinances, buys land for county use, sells county-owned property, and enters into contracts and agreements on behalf of Bay County.

The Board of Commissioners meets on the second Tuesday of the month at 4:00 p.m. in the Commission Chambers on the Fourth Floor of the Bay County Building.

The members of the current Board of Commissioners are:

District 1

Michael J. Duranczyk (D)
710 Bermuda Street
Pinconning, MI 48650
(248) 867-3272
BAYCOUNTY1st@aol.com

District 2

Ernie Krygier (D)
785 Aplin Beach
Bay City, MI 48706
(989) 684-2830 (H)
(989) 793-3711 (W)
erniekrygierservice@hotmail.com

District 3

Vaughn Begick (R)
5353 Lorraine Court
Bay City, MI 48706
(989) 686-0578
vaughnpac@aol.com

District 4

Kim Coonan (D)
706 Sidney St.
Bay City, MI 48706
kjcwcc@att.net

District 5

Tom Herek (D)
1606 30th Street
Bay City, MI 48708
tch1606@hotmail.com

District 6

Don Tilley (D)
617 Green Avenue
Bay City, MI 48708
reelectdontilley@yahoo.com

District 7

Michael Lutz (D)
1704 Borton Avenue
Essexville, MI 48732
(989) 233-0387
lutzbrothers@charter.net



Front Row (Left to Right) Herek, Krygier, Coonan, Tilley, Lutz
Back Row (Left to Right) Duranczyk, Begick

County Clerk

Bay County Building
515 Center Avenue, Suite 101
Bay City, MI 48708-5122

Phone: (989) 895-4280
Fax: (989) 895-4284

The Bay County Clerk files and maintains all vital records including birth, death, and marriage certificates. Records date back as far as 1867. The County Clerk serves as the chief election officer and maintains an accreditation with the State of Michigan.

The Clerk is the chief election officer and programs optical scan voting equipment to be utilized in every election. Legislation effective January 1, 2005, places the County Clerk in charge of all school elections. The County Clerk, with the assistance of local clerks, maintains a highly advanced state-wide voter registration system known as QVF, the Qualified Voter File. Many states have followed the lead of Michigan election officials in this technology. Campaign finance reporting is held accountable under the watchful eye of the clerk, who files and scrutinizes reports of candidates, ballot question committees, and independent committees.

The office also secures military discharge records, verifies notary public applications for the state, and concealed weapons permits. The County Clerk is also clerk of the 18th Judicial Circuit Court and maintains all court files.

The clerk is a member of various committees by virtue of the office including: Plat Board, Gun Board, Board of Canvassers, Apportionment Committee, Election Commission, and Bay County Board of Commissioners.

The computer terminals for genealogy are available from 2:00 to 4:00 p.m. daily. Record retrieval by staff is only available on Wednesdays and Thursdays during that time. Business professional names on assumed names and co-partnership forms are also issued by the County Clerk.



Cynthia Luczak

County Drain Commissioner

Bay County Building
515 Center Avenue, Suite 601
Bay City, MI 48708-5122

Phone: (989) 895-4290
Fax: (989) 895-4292

The Bay County Drain Commissioner's primary responsibility is to protect the lives and property of Bay County residents. The Bay County Drain system was developed over the last 125 years. There are more than 350 drainage districts, nearly 1,400 miles of drains, 28 storm water pumping stations and 5 regional detention facilities. The network allows for the draining of 166,071 agricultural acres and 58,000 acres of developed property in the County.

The Drain Commissioner's authority is provided for under Public Act 40 of 1956, known as the Drain Code. The act provides for the establishment, construction and maintenance of drains as petitioned by residents within a draining district. Once a project is authorized, the Drain Commissioner is responsible for developing the scope of each project, insuring its completion and apportionment of costs to the stakeholders.

In 2005, the Drain Commissioner assumed responsibility for the National Pollutant Discharge Elimination System (NPDES). A federally mandated non-point source pollution reduction program, the NPDES involves seven townships, two cities, the County and Bay County Road Commission. The Bay Area Storm Water Authority (BASWA) is a cooperative association created to comply with the federal regulations. The program is a comprehensive, multifaceted approach to reducing storm water pollution entering the Saginaw Bay.



Joseph Rivet

In 2007, the Drain Commissioner assumed responsibility for soil erosion enforcement in the County. With sedimentation being a major factor in drain operation and maintenance, coordination of erosion control integrates well with the overall efforts of the Drain office.

The Office of Drain Commissioner is made up of six full-time employees. They include: a Surveyor/Engineer, Accountant, Administrative Coordinator, and three Maintenance Crew members. The staff is responsible for the maintenance of the drain system, pumping stations and all support functions. State law requires the County to provide the funds necessary to carry out the administrative activity of the Drain Office. In addition to general fund activity, there are over \$3 million in drain funds and assets under the jurisdiction of the Drain Commissioner.

Office of the Drain Commissioner

Remonumentation Program

The Bay County Remonumentation Program, approved by the Bay County Board of Commissioners in July, 1992, calls all General Land Office (GLO) survey corners to be remonumented. The Remonumentation Program is the result of Act 345 of 1990 (the State Survey and Remonumentation Act) that became effective in January 1991. The act provides for the remonumentation of the original U.S. public land survey corners that serve as the basis for all public and private property locations in Michigan.

Act 346, which went into effect January 1992, is a companion act to 345 and authorizes the collection of fee revenue to fund the program. The Bay County plan will also establish a High Accuracy Reference Network (HARN) B-Order Station through the National Oceanic and Atmospheric Administration (NOAA), the National Ocean Service (NOS), and the National Geodetic Survey (NGS). Through grant year 2008, the Bay County Remonumentation Program has reestablished 1,795 corners of an estimated total of 1,900 corners. The program utilizes local surveying firms for the research, presentation of evidence to a peer review group, and the final placement of a permanent marker for each corner completed. Approximately 100 corners have been

completed per year since the start of the program.

Office of the Drain Commissioner

Soil Erosion and Sedimentation Control

Sedimentation is the product of uncontrolled erosion and is a significant pollutant of our lakes, streams, and drain systems. With construction being one of the major causes of soil erosion in Michigan, steps have been taken to control the amount of sedimentation that enters our waterways through Part 91 of the Michigan Natural Resources and Environmental Protection Act as adopted by resolution of the Board of Commissioners.

A soil erosion permit is required for an earth change that disturbs one or more acres of land. Disturbances less than one acre in size may require a permit depending on the proximity to a waterway and other factors. Before beginning any construction project or substantial earth change, residents are urged to contact the Drain Commissioner. The staff of the Drain office is also available to answer any questions concerning erosion control methods and to work with the public on new construction projects.

Prosecuting Attorney

Bay County Court Facility
1230 Washington Avenue, Suite 768
Bay City, MI 48708-5737

Phone: (989) 895-4185

Fax: (989) 895-4167

The Prosecuting Attorney is the chief law enforcement officer of the county, with help from assistant Prosecuting Attorneys. The prosecuting attorney reviews citizen and police complaints and decides if any criminal activity has taken place and whether to issue complaints. The Prosecuting Attorney represents the people in all criminal matters in Bay County District, Circuit, and Probate Courts and cases going through the Appellate Court System. The prosecuting Attorney initiates child protective proceedings in Probate Court to protect abused and neglected children. The Prosecuting Attorney ensures that the rights of victims of crime are enforced and that the restitution is made by criminal offenders.



Kurt Asbury

County Register of Deeds

Bay County Building
515 Center Avenue, Suite 102
Bay City, MI 48708-5122

Phone: (989) 895-4228

Fax: (989) 895-4296

The Register of Deeds is responsible for recording, indexing, and maintaining the records of all deeds, mortgages, liens, and other legal documents affecting real estate in Bay County, along with many other miscellaneous legal documents.

The Register's office provides customer service to the residents of Bay County as well as many businesses (lending institutions, title companies, realtors, etc.) in the county and surrounding areas. The records in the Register of Deeds office are used extensively by many of these businesses to assist in making financial decisions.

The Register's office is computerized from 1985 forward. The index is available on the internet for individuals to use at no charge. Images available on the internet for a nominal fee.



Brandon Krause

County Sheriff

Law Enforcement Center
503 Third Street
Bay City, MI 48708

Phone: (989) 895-4050

Fax: (989) 895-4007



Sheriff John Miller

The Sheriff is in charge of maintaining peace throughout the county. The Sheriff operates the county jail, executes court orders, serves civil papers and criminal warrants, make arrests, and detains accused offenders. Criminal violations are investigated by the Sheriff's Department, which also provides support to other local police agencies when requested. The Sheriff's office also issues permits to purchase hand guns, registers hand guns, conducts vehicle inspections and liquor license inspections, and investigates violations of the liquor law.

The Sheriff's Department also patrols the waterways of the county, provides marine safety classes, conducts marine safety inspections, and provides emergency service including search and rescue operations. In addition, enforcement of snowmobile laws falls under the control of the Sheriff's Department.

County Treasurer

Bay County Building
515 Center Avenue, Suite 103
Bay City, MI 48708-5122

Phone: (989) 895-4285

Fax: (989)895-4082

The job of Treasurer goes far beyond being the county tax collector and keeper of county funds. Besides receiving all county monies, investing reserve funds, and collecting delinquent property taxes, the County Treasurer also sells property on which taxes are unpaid, sells and distributes dog and cat licenses to local units of government, and certifies deeds and plat maps and other documents concerning tax histories and litigations.

The County Treasurer serves on several boards, including the county Election Commission and the Plat Board. The Board of Commissioners may also assign the Treasurer additional duties such as serving on the Building Authority, Land Bank Authority, Library Commission, Retirement Board, Local development companies, economic development corporations, or acting administrative agent for tax administration funds.



Rick Brzezinski

~ Bay County Departments and Divisions ~

In Bay County, the County Executive oversees twelve (12) departments under Act 139 of 1973. These Departments are: Central Dispatch, Corporation Counsel, Environmental Affairs, Equalization, Finance, Health, Housing, Juvenile Detention and Child Care Services, Personnel and Employee Relations, Public Defender and Recreation and Facilities. Each of these Department Directors supervise their respective Divisions.

Administrative Services/Risk Management

Bay County Building
515 Center Avenue, Suite 403
Bay City, MI 48708

Phone: (989) 895-4130

Fax: (989) 895-7658

The Department of Administrative Services, an office of the County Executive, was created to help in streamlining the flow of communication through Bay County.

Other areas of responsibility:

- ◆ Coordination of [Freedom of Information Act \(FOIA\) requests](#)
- ◆ Coordination of communication to and from the County Executive
- ◆ Liaison with all [Act 139](#) Department heads and elected officials
- ◆ Supervise [Animal Control](#)
- ◆ Serves as Risk Manager for Bay County, overseeing liability insurance coverage, risk prevention services, and claims management. Bay County is insured through the Michigan Municipal Risk Management Authority (MMRMA) and the Housing Authority Insurance Group.
- ◆ Provides assistance to the County Executive in overseeing the [Office of Veterans Affairs](#)
- ◆ Web Team Coordination with Information Systems.



Debra Russell

If you want to keep up-to-date on what's happening in county government, several avenues are available:

- ◆ Visit Bay County's Website at www.baycounty-mi.gov.
- ◆ Attend Board of Commission Meetings held on the 2nd Tuesday each month at 4:00 p.m. on the Fourth Floor of the Bay County Building.
- ◆ Bay 3-TV viewing of county activities and events, including the Board of Commission meetings.
- ◆ E-mail messages addressed to: administrativeservices@baycounty.net
- ◆ Visit Bay County's Facebook Page: <https://www.facebook.com/baycounty?ref=hl>

Division on Aging

Bay County Building
515 Center Avenue, Suite 202
Bay City MI, 48708-5123

Phone: (989) 895-4100
Toll-Free: 1-877-229-9960
Fax: (989) 895-4094
divonaging@baycounty.net

Under the Bay County Health Department, Division on Aging provides services and programs to Bay County residents age 60 and older and is funded primarily by a .04999 mill assessment on property taxes. Donation, cost-share contributions, and fees from senior citizens, as well as grants from the State and Federal government, help pay for some programs offered by Division on Aging.

Case Coordination and Support

Case Managers are employed under this program to interview, assess, and arrange services to meet the needs of older residents. The service is targeted to homebound, frail, and minority elders with limited family support. Seniors are made aware of programs provided by Division on Aging and other community agencies that will help them maintain their independence.



Tammy Roehrs

Elder Abuse Coordinated Community Response (CCR) Team

The CCR is a collection of professionals from various disciplines, agencies/organizations in Bay County who believe it is important to ensure that victims of elder abuse are safe and encouraged to become independent. The purpose of the Elder Abuse CCR Team is to function as the lead organization in Bay County for the development and coordination of a seamless network of services among Bay County agencies/organizations for victims of elder abuse, aged 50 and greater, that will keep them safe and lead to independence and to support the work of law enforcement and courts in holding offenders accountable. In addition, the Team will work to prevent abuse of older persons, and educate people how to recognize and report suspected abuse. **To report abuse or suspected abuse call: 1-855-444-3911**

Home Delivered Meals

Home delivered meals are available to homebound individuals in Bay County four days per week. A recipient must be 60 years of age or older who does not leave the home under normal circumstances, or the spouse of a homebound person at least 60 years of age or older. The recipient must also be unable to prepare full meals and must have no adult living in the same building or area who is willing to prepare all meals. There is a suggested donation for the service. Individuals receiving home delivered meals must be able to feed themselves. Division on Aging also offers a low-fat, low sodium "Eat Smart" home delivered meal for those with dietary restrictions. Services may be provided to individuals under the age of 60 if they qualify for other State or Federal Programs.



Homemaking Services

If you know a senior who needs help with routine household tasks, this program may be able to help. Chores such as vacuuming, light cleaning, laundry, and grocery shopping are done by several part-time Homemakers to maintain minimum health and safety standards in the home for seniors who meet certain physical, social, and income requirements. Clients are encouraged to make a cost-share contribution to the program.

Caregiver Training

Division on Aging employs staff who can provide training to family caregivers on tasks such as medication management, providing a bath, home safety, etc. Support and information to address caregiver stress is also provided. At least one person in the caregiver relationship must be age 60 or older.

Personal Care

Division on Aging offers a Personal Care program to individuals age 60 or older who need basic bath services but do not qualify for skilled care under Medicare. Services are provided in the home setting and clients are asked to pay a cost-share fee for the services. Limited grant funding or third-party funding may be available for those who meet established guidelines. Individuals are asked to call 895-2010 to schedule or revise their appointments.

Information and Referral

Staff members of the Division on Aging Information and Referral Service try to answer questions and solve problems for callers or visitors who stop by the office. Referral information can be provided by phone or more complex questions can be directed to a case manager. Staff can also help with identification pictures for seniors, signing a senior up for the *Wonderful Times* newsletter, Bay City Lions Club assistance for eye care and hearing aids, and the Vial of Life. The Vial of Life is a packet containing an individual’s personal and medical information and is intended to be used when a senior is in an emergency situation and is unable to communicate.

Medicare Part D Counseling

Division on Aging assists with the annual open enrollment period for Medicare Part D coverage prescription coverage. Individuals can schedule an appointment with a counselor to review plan choices.

Senior Dining Centers

Five Dining Centers, throughout the County, provide not only a nutritious meal, but fun and fellowship as well. Most meals are served cafeteria style at noon. Hampton Senior Center also serves dinner at 5:00 p.m. for those who prefer an evening meal. All individuals age 60 and older and their spouses are welcome to attend Dining Center programs. There is a suggested donation and diners are encouraged to bring their own table service. Reservations are needed one day in advance. Contributions from individuals, property taxes, and Federal reimbursements fund the program. Transportation through Bay Metro Specialized Services program can be arranged to and from the Dining Center if the transportation is requested in advance.

Bay County’s Senior Dining Centers

<p>Rainbow Senior Center 800 Livingston Ave. Bay City, MI 48708 (989) 892-6605 9:30 a.m. to 1:30 p.m. Wed.- Fri.</p>	<p>Kawkawlin Senior Center 1800 East Parish Road Kawkawlin, MI 48631 (989) 686-5127 9:00 a.m. to 1:00 p.m. Wed.-Fri.</p>
<p>Riverside Friendship Center 800 J.F. Kennedy Drive Bay City, MI 48706 (989) 893-7070 9:00 a.m. to 2:00 p.m. Mon.– Fri.</p>	<p>Williams Senior Center 1080 West Midland Road Auburn, MI 48611 (989) 662-6521 9:00 a.m. to 1:00 p.m. Mon.– Fri.</p>
<p>Hampton Happy Hearts Center 801 West Center Road Essexville, MI 48732 (989) 895-5968 10:00 a.m. to 2:00 p.m. Tues.– Fri. 2:00 p.m. to 6:00 p.m. Mon.– Fri.</p>	

Socialization and Recreation

Division on Aging plays a supportive role in a variety of social opportunities planned for seniors. These include music and dances, picnics, speakers, special events, exercise and group activities, and recreational games.

Volunteer Program

Division on Aging has always relied on volunteers to help at Dining Centers and prepare the *Wonderful Times* newsletter for mailing. Volunteers also assist with special events, transportation, friendly visitor programs, and home delivered meals. If you are interested in volunteering, please call (989) 893-5834 to speak to the Volunteer Coordinator.

Wonderful Times Newsletter

Division on Aging prints a newsletter, *Wonderful Times*, which is distributed to Dining Centers and is mailed to Bay County residents, age 60 and older, ten times a year. The newsletter includes information on upcoming events, menus, activities, and program information. There is a fee for the newsletter to be mailed to non-residents.

Animal Control

800 Livingston Street
Bay City, MI 48708

Phone: (989) 894-0679
Fax: (989) 894-0129

Animal Control is a division under Administrative Services, open from 10:00 a.m. through 6:00 p.m., Monday through Friday and Saturday 9:00 a.m. through 1:00 p.m.

When people think of who cares for stray or abandoned animals, they think of Animal Control. However, this division provides many more services to the citizens of Bay County, especially when it comes to protecting the public's health. Animal Control investigates all reported animal bites, quarantines animals that have bitten humans and consults with medical and veterinary medicine professionals, the Health Department and the public when there is a possibility of any transmittable disease from animals to humans. Enforcing county ordinances and ensuring that state laws are upheld are other duties handled by the Animal Control Division. The division is also busy selling dog and cat licenses, lending live traps to the public, and giving educational presentations.



Mike Halstead

Pet Adoption Program

There are many dogs and cats, and a few other species adopted from the Bay County Animal Control each year. All adoptions are completed through a contract. By signing the contract, the adopting party agrees to have a dog, cat, or ferret sterilized and rabies vaccinated by a certain date. A licensed veterinarian, of the owner's choice, must perform these medical procedures. All adopted dogs must be licensed by the same designated date. Cats that will remain in Bay County must also be licensed. Other provisions in the adoption contract include providing adequate food, water, shelter and exercise for the animal; professional medical care for the animal; and compliance with state laws and county ordinance.

Bay-Arenac Behavioral Health Authority

201 Mulholland Street
Bay City, MI 48708

Phone: (989) 895-2219

Fax: 1-800-327-4693

This public agency provides the mental health services for Bay and Arenac counties. Assistance is designed for adults and children with problems in living as a result of emotional disturbance, mental illness or developmental disabilities. Services include crisis and emergency services, screening and referral, outreach, counseling, case management, residential services, day programs, and arrangement for hospital admission when necessary. Substance abuse treatment is not provided. Fees are based on an ability to pay determination. Insurance and Medicaid are accepted.

Bay Medical Care Facility

201 West Hampton Road
Essexville, MI 48732

Phone: (989) 892-3591

Fax: (989) 892-6991

In operation since 1962, the Bay Medical Care Facility, operating under the direction of the Bay County Social Services Board, is a licensed, skilled nursing home that provides long-term, highly skilled care to residents of Bay County who are at least 15 years old. Patients in need of convalescent or specialized care are usually transferred from a local hospital or a private facility. Other patients admitted to Bay Medical Care Facility may need rehabilitation or be terminally ill and are unable to be cared for at home. The facility is funded by Medicare and Medicaid reimbursement and private pay insurance.

Building Authority

Bay County Building
515 Center Avenue, Suite 406
Bay City, MI 48708-5125

Phone: (989) 895-4120

Fax: (989) 895-4226

The Building Authority, created by the Board of Commissioners in 1975, was originally organized for the purpose of constructing a new law enforcement center. Since their inception, the seven member Building Authority has provided oversight for the renovation of the Bay County Building, renovations to the Law Enforcement Center, and building group homes for the Bay-Arenac Community Mental Health Services Board. The Bay County Building Authority was also responsible for building the Civic Arena, the Pere Marquette Parking Facility, the Court Facility, the 911 Building, the Animal Control and Mosquito Control facilities and built or renovated four branches of the Bay County Library System.



Bob Redmond

Membership

The Building Authority is comprised of seven members, each serving a six-year term. Current members are:

Richard Bukowski	Christopher Hennessy
Darrell L. Maciag	C. John Pflueger
Gary Phillips	Scott Brink
Tom Ryder	

Buildings and Grounds

Bay County Building
515 Center Avenue, Suite G101
Bay City, MI 48708-5121

Phone:(989) 895-4097

Fax: (989) 895-4222

Buildings and Grounds is a division of the Recreation and Facilities Department. Behind the scenes, the staff of Bay County Buildings and Grounds performs all maintenance needs from grounds maintenance at all county facilities (including Civic Arena, Community Center, Fairgrounds, Pinconning Park, Veteran's Memorial Park ball diamonds, etc.), to installing and servicing the mechanical equipment in all facilities. The division's goal is not only to repair but to keep equipment updated to stay with present and future technology. The office is busy coordinating scheduled maintenance, facility rentals, and planning for future renovation and expansion projects.



Jon Morse

Central Dispatch / 9-1-1

1228 Washington Avenue
Bay City, MI 48708-5121
Emergencies: 911

Phone: (989) 892-9551

Administration (989) 895-4051

Fax: (989) 892-3744

Bay County 911 began operation in 1986 and consolidated dispatching services for all county police, fire, and ambulance departments during that time. Prior to 911, in the event of an emergency, a 7 digit number was dialed. 911 provides all of Bay County with an easily accessible emergency telephone system. When a 911 call is dialed from a land-line telephone, the caller's phone number, address and billing name appears on the dispatcher's



Chris Izworks

computer screen. In most circumstances, when a person dials 911 from a cell phone, the dispatchers are able to get their location. Technology in this industry is very challenging, but it will provide dispatchers with more techniques and systems that could save even more lives. That is why continuous training is essential to the operation of a 911 system from a rookie to the veteran. It takes 6 months of training before a dispatcher is allowed to work by themselves. All dispatchers must be certified in the following areas; as an Emergency Medical Dispatcher, which includes CPR, Law Enforcement Information operator and in National Incident Management training.



Civic Arena

4231 Shrestha Drive
Bay City, MI 48706

Phone: (989) 671-1000

Fax: (989) 671-9726

The Civic Arena is part of the Recreation Division under the Recreation and Facilities Department.



The Bay County Civic Arena is a state-of-the-art facility offering two ice surfaces year round. An Olympic-sized ice surface (100' x 200') and NHL sized ice surface (80' x 180') provide opportunities for hockey, figure, speed, and open skating. The quality of the ice is world renowned, having established world, national, and state record speed times in short track speed skating. The facility also offers concessions, an arcade area, pro shop and nine locker rooms. A community room can seat up to 75 people comfortably for birthday parties and other special events like wedding showers.

Working in partnership with the Bay County Hockey Association, the arena offers year-round hockey programming for youth of all ages. SK8 Bay Figure Skating Club offers lessons and advanced instruction. Learn to Skate and Learn to Play Hockey programs are also offered for all ages year round.

Public Skating sessions are offered daily throughout the year. Noon skate is an excellent opportunity to workout on your lunch hour. An adults-only skate held on Friday morning offers social and recreational activities for those age 18 and above. Friday and Saturday night skates are perfect for middle school children looking for a fun activity with their friends. Saturday and Sunday afternoon skates are perfect for the whole family. Special theme skates are held periodically including the Halloween Scary Skate. These events and many evening sessions feature music, special lighting effects, contests and prizes.

The arena pro shop offers a variety of everyday and hard to find skating merchandise, including hockey sticks, shafts, and blades. It also offers services such as skate repair and sharpening. A concession area offers tasty snacks and beverages to enjoy during the many special events and skating sessions. An arcade area is also available.

The Bay County Civic Arena has a 20,000 square foot Dry Floor surface in order to host a variety of events, such as concerts, auto/boat/rv shows and trade shows, etc. For information on availability and pricing, please call Tara at (989) 671-1000 ext. 105 or visit the website at www.baycounty-mi.gov/civicarena.

The Civic Arena is generally open Monday through Friday, from 8:00 a.m. to 11:00 p.m., and on Saturday and Sunday from 7:00 a.m. to 1:00 a.m. Note that these times may vary with special events and the season.

Community Center

Veteran’s Memorial Park
800 John F. Kennedy Drive
Bay City, MI 48706

Phone: (989) 894-0671
Fax: (989) 893-5532

The Community Center is part of the Recreation Division under the Recreation and Facilities Department.



Beth Trahan

The Bay County Community Center offers a regulation sized gymnasium with basketball and volleyball courts. A multi-purpose room offers space of basketball, meetings, and other large special activities. Banquet tables, folding chairs, and audio-visual equipment is available for use. Smaller meeting rooms are perfect for birthday parties, wedding and baby showers, and other small events. The weight room provides access to weightlifting, exercise bicycles, and treadmill equipment. Exercise equipment is ADA compliant, allowing individuals of all ability levels to utilize the Community Center fitness equipment.

The Community Center regular hours of operation are Monday through Friday, from 7:00 a.m. to 10:00 p.m. Hours vary on Saturday and Sunday, please call for times.

Throughout the year, the Community Center offers a range of activities for all ages. Examples of programs include:

- ◆ Adult Men’s Basketball League
- ◆ Adult Men, Women & Co-Ed Volleyball Leagues
- ◆ Bay Arenac ISD Adult and Continuing Education
- ◆ Commodities Food Distribution
- ◆ Michigan Driving School
- ◆ Fitness Classes
- ◆ Summer Recreation Program
- ◆ Swim Lessons



Community Corrections

503 Third Street
Bay City, MI 48706

Phone: (989) 895-4142

The Bay County Division of Community Corrections seeks to develop and evaluate programs for local adult non-violent criminal offenders. Working closely with the courts, probation departments, and community resources. Community Corrections provides services through contracts with local agencies. Substance abuse assessments and treatment services are provided to help an offender reduce the risk of recidivism by dealing with substance abuse issues. All programs are offered in lieu of incarceration as part of a structured sentence to ensure public safety. These programs aim to reduce risk factors such as substance abuse and anger issues while meeting the needs of the offender.

Residential Treatment placement is available for offenders who need intensive treatment, while Outpatient services and Cognitive Change Groups are available as after care or in lieu of incarceration. Zero Tolerance drug testing provides frequent, random drug testing for offenders who appear to have serious substance abuse issues. In this program, offenders who test positive are sanctioned to immediate jail time and the are referred to substance abuse treatment.

The Pre-Trial Services Specialist makes recommendations to the Court regarding inmate's bonds or possible release. The program was implemented to free jail space for more serious sentenced offenders. The Pre-Trial Specialist conducts risk/needs assessments and also performs background checks. After release, offenders are then placed under supervision. Components of supervision includes, but is not limited to, electronic monitoring, drug testing and weekly reporting.

Corporation Counsel

Bay County Building
515 Center Avenue, Suite 402
Bay City, MI 48708

Phone: (989) 895-4131

Fax: (989) 895-7658

The Department of Corporation Counsel is located within the Bay County Executive's Office. Amber Davis-Johnson is responsible for all civil legal affairs of Bay County government and is the attorney appointed as Corporation Counsel.



Amber Davis-Johnson

Under Bay County's Optional Form of County Government, the County Executive appoints the Bay County Corporation Counsel to perform all civil law functions, and to provide property acquisition services for the County as provided by law. These duties include defending the County against all civil complaints and providing legal opinions. Corporation Counsel supervises work of Assistant Corporation Counsel, Shawna Walraven.

The Department of Corporation Counsel provides services required by Bay County officials and departments as they carry out the business of the county, such as contract renewal and preparation. The office is not authorized to provide citizens with legal representation or advice for personal matters which are appropriately directed to private attorneys.

Dog Park

800 Livingston Street
Bay City, MI 48708

The Bay County Dog Park is part of the Recreation Division under the Recreation and Facilities Department.

This is Bay County's first OFF-LEASH Dog Park! It is the only public place in Bay County where dogs can legally be off their leash. The Dog Park was made possible through a \$15,000 donation from the Humane Society of Bay County and efforts of Bay County officials. The Dog Park will provide a barrier free recreation facility for dog owners. The Dog Park is connected to the Bay County Rail Trail and it provides a playground for people to stop and play with their dogs.

Included in the Dog Park:

- ◆ Large fenced-in area for play
- ◆ Fenced-off area for smaller dogs
- ◆ Jumps
- ◆ Tunnels
- ◆ Weave Poles
- ◆ Teeter Totter
- ◆ Accessible Drinking Fountain for owners and their pets

With the exception of the teeter-totter, the equipment is constructed to United States Dog Agility Association (USDAA) standards.

Emergency Management

1200 Washington Avenue
Bay City, MI 48708-5125

Phone: (989) 895-4112
Fax: (989) 895-4014

Emergency Management is a Division of Bay County Central Dispatch 9-1-1.

Emergency Management is a Division that coordinates Bay County homeland security and emergency management programs. The roles of the Emergency Management Division is to mitigate, prevent, prepare for, respond to and recover from emergencies and disasters in order to save lives, protect the public's health, safety and property within Bay County.

No matter what the size and scope, all disasters are local. In most instances, disasters are responded to without the assistance of state or federal assets. The Emergency Management Division provides leadership in coordinating the development of a sustainable all hazard, regional approach, to large-scale emergencies or disasters. The Emergency Management Division emphasizes an integrated process for establishing preventative measures, emergency operations, planning and training to minimize the impact of catastrophic events on the people, property, environment and economy of Bay County.



Ryan Manz

Environmental Affairs and Community Development

Bay County Building
515 Center Avenue, Suite 501
Bay City, MI 48708-5126

Phone: (989) 895-4135

Fax: (989) 895-4068

It's no secret that Bay County's quality of life could be improved by focusing on critical water quality and natural resource issues. With that in mind, county government established this department and directed it to coordinate and facilitate the participation of local government officials, farmers and agribusiness representatives, recreational users, local environmental groups, business and economic development organizations, and the public to increase community awareness and involvement.

The department also encourages conservation and reasonable use of natural resources and is responsible for implementing several recreational and educational access projects for Bay County. This department seeks and receives a variety of grants for such projects, and is also responsible for updating the Solid Waste Management Plan as defined by the Michigan Department of Environmental Quality.



Laura Ogar

De-

Environmental Affairs and Community Development has the following divisions under its administration: Geographic Information System (GIS), Gypsy Moth Suppression, Mosquito Control, and Transportation Planning.

Additionally, the following ongoing committee work and board activities are undertaken: Partnership for the Saginaw Bay Watershed, Waterfront Task Force, The Bay Area Community Foundation Environmental Committee, Saginaw Bay RC&D Council, Saginaw Bay Advisory Council, Saginaw Bay Watershed Initiative Network (WIN), Saginaw Bay Land Conservancy, and the Bay Area Land Use Tax Force.

Equalization

Bay County Building
515 Center Avenue, Suite 602
Bay City, MI 48708-5127

Phone: (989) 895-4075

Fax: (989) 895-4078

The duties of the Equalization Department include annually performing sales and appraisal studies by class within each local unit to assure that assessments are maintained at 49-50% throughout the County; preparation of a Millage Reduction Report for all tax levying jurisdiction within the County; annual determination and reporting of millage rates allowed to be levied for approval by the Board of Commissioners; maintenance of property descriptions within the County (except for Bangor and Hampton Townships and the cities of Bay City and Essexville); assisting local assessors in all matters of assessment administration; assisting the County Board in all equalization and property value related issues. This office also contracts with the local units of government to assist in the assessment change notices, personal property statements and tax billing. As Bay County does not have a county-wide assessor, the local assessor determines individual assessments.

County Equalization is mandated by Section 211.34 of the General Property Tax Act of the State of Michigan. This act states: The county board of commissioners of a county shall establish and maintain a department to survey assessments and assist the board of commissioners in the matter of equalization of assessments, and may employ in that department, technical and clerical personnel which in its judgment are considered necessary. The personnel of the department shall be under the direct supervision and control of a director of the tax or equalization department who may designate an employee of the department as his or her deputy. The director of the county tax or equalization

department shall be appointed by the county board of commissioners. The County Board of Commissioners, through the department, may furnish assistance to local assessing officers in the performance of duties imposed upon those officers by this act, including the development and maintenance of accurate property description, the discovery, listing, and valuation of properties for tax purposes, and the development and use of uniform valuation standards and techniques for the assessment of property.

Discovery Preserve at Euclid Park

Bay County leases the Discovery Preserve at Euclid Park, formerly Euclid Linear Park, to the Saginaw Basin Land Conservancy (SBLC). It is part of the SBLC urban nature network. This urban nature reserve will be home to native plants and animals, primarily birds and waterfowl. Boardwalks and informative signage will provide visitors access to the parks sights and sounds.

Fairgrounds

800 Livingston Street
Bay City, MI 48708

Phone: (989) 894-0671

The Fairgrounds is part of the Recreation Division under the Recreation and Facilities Department.

The Bay County Fairgrounds is by far the most widely utilized county recreational facility, used year-round for leisure-time activities. Family picnics and reunions, company picnics, car shows and trailer rallies, pow-wows and Figure-8 derbies are spotted often at the Fairgrounds. The Bay County Fair, sponsored by the Bay County Fair Board, is held annually at the Fairgrounds in early August. The Fairgrounds Community Building can be rented for wedding receptions, showers, graduation parties, reunions, etc.

Finance

Bay County Building
515 Center Avenue, Suites 701-708
Bay City, MI 48708-5128

Phone: (989) 895-4030

Fax: (989) 895-4039

Accounting Division

The Accounting Division of the Finance Department is a service division which provides accounting and financial services to all county departments and funds. Accounting maintains a system of accounts to accumulate, classify, and report on the financial activities of the county's various funds and departments. The system provides for the proper accounting assess, liabilities, revenues, and expenditures which facilitates the preparation of financial reports to be submitted to the Board of Commissioners, the County Executive, the Federal Government, and the State of Michigan. Other duties performed by the Accounting Division include: internal audits; financial forecasting; development of fiscal policies; the design and implementation of accounting and financial reporting systems; preparation of the Comprehensive Annual Financial Report; maintaining a property and equipment (fixed assets) inventory; issuance of bonds; servicing and accounting for the county's long and short term debt; facilitates the annual budget process; and provides a centralized accounts receivable function which is responsible for invoicing, monitoring and collecting all funds due for goods and services provided by all county departments and funds.



Budget/Grant Division

The function of the Budget/Grant Division is to apply accounting principles in all aspects of the budgeting process in order to assist the executive, legislative, and judicial branches of Bay County in the rational allocation of county resources pursuant to Public Act 139 of 1973, the Unified Form of County Government Act, Public Act 621 of 1978, and the Uniform Local Budgeting Act. Specific duties relating to the budget can be divided into three areas; 1) financial planning ,2) budget administration, and 3) information requests. Grant accounting involves the preparation and submission of financial reports to various state and federal agencies for reimbursement. Additional duties of this division include accounts payable and single audit reporting.

Geographic Information System (GIS)

Bay County Building
515 Center Avenue, Suite 505
Bay City, MI 48708-5126

Phone: (989) 895-4064
Fax: (989) 895-4068

GIS is a division of the Environmental Affairs and Community Development Department.

A geographic information system (GIS) is a computerized mapping system that also contains a large database of information about the areas mapped. Examples include water well locations, FEMA flood plain boundaries, current tax parcels, as well as soils, aerial photographs, wetlands, and a variety of other information. This creates the ability to map specific pieces of information about an area, or to have the computer seek its database and provide mapped information as its output. GIS is a powerful tool for integrating information electronically.

GIS systems are becoming the standard of the future, and Bay County is advancing in development and use of this technology. Potential applications include: emergency response management, business-related demographic information, and management of public utilities such as electrical lines and water mains. Staff is available to assist with mapping request and potential applications of the information layers in the GIS system.

Golf Course

584 West Hampton Road
Essexville, MI 48732

Clubhouse: (989) 892-2161
Maintenance: (989) 892-2355

The Golf Course is part of the Recreation Division under the Recreation and Facilities Department.

This popular and beautifully maintained 18-hole course is generally open for public play from mid-April through mid-November, depending on weather conditions. This par 72 course offers a combined total of 6,557 yards with a slope rating of 119. The course offers rental carts, a full service pro shop, and a limited service snack shop.



Brent Goik

The pro shop stocks a variety of popular and some hard-to-find items, like putters, drivers, golf balls, gloves, and shoes. It also offers a line of clothing for both men and women, including the popular logo and sweatshirts, wind shirts, and hats. The course hosts a number of local golf leagues and special events. Each year a “County Champion” is named following the men’s, women’s, and junior golf tournaments. Tee time reservations can be made up to seven days in advance.



In its on-going effort to meet the needs of a diverse customer base, the golf course has a mobility golf cart. This powered golf cart is designed to help those with mobility limitations enjoy the game of golf. The mobility cart is a

single rider cart. The seat swivels left and right to permit the user to swing a golf club without leaving the cart itself. The cart has special tires and a unique design that permits the user to take the cart on the greens and tees, weather and conditions permitting. Generally, if golf carts are limited to “paths only” then the mobility cart cannot be taken directly on the tees and greens. Users must also stay a safe distance away from hazards. The mobility cart is rented like any other powered cart, for the same fee. Written policies regarding the cart are available at the Clubhouse. To reserve the mobility cart contact the Clubhouse.

Gypsy Moth Suppression Program

Bay County Building
515 Center Avenue, Suite 504
Bay City, MI 48708-5126

Phone: (989) 895-4195

Fax: (989) 895-4068

The Gypsy Moth Suppression Program is a division of the Environmental Affairs and Community Development Department. Funded by a county-wide millage, the purpose of the Gypsy Moth Suppression Program is to provide public outreach and education about gypsy moths, emerald ash borers (EAB) and other invasive, non-native pests that damage local horticulture (trees and plants). In addition the program provides monitoring and treatment of these pests where feasible.

Healthy mature trees are an asset to our community, providing shade to our homes and parks which reduces cooling costs in the summer and wind breaks that reduce heating costs in the winter. Trees reduce air pollution and slow storm water run-off. They add beauty and value to our property and homes. The goal of the Gypsy Moth Suppression Program is to protect our valuable trees that add so many things to our community.

Gypsy moth populations build up quickly and eat all the leaves off of large areas of trees in a few short weeks. This defoliation leaves the trees weakened and vulnerable to attack by other organisms that will eventually kill the trees. The gypsy moth attacks most species of trees, except ash.

EAB attacks and kills all North American species of ash tree. Within three to five years, after becoming infested with EAB, an ash tree will die. New insecticides and application methods have been developed which allow for the treatment of some individual high value trees within our community.

Health Department

1200 Washington Avenue
Bay City, MI 48708

Phone: (989) 895-4009

Fax: (989) 895-4014

The mission of the Bay County Department of Community Health (Health Department) is to improve the community’s quality of life by the promotion of optimum health through the prevention and control of disease. The goal of public health administration is to establish and maintain a community focus on public health through the development of an efficiently organized, adequately staffed and effective health department.

The Mission Statement of the Health Department

“We at the Bay County Health Department commit to providing Bay County residents with quality health services delivered by qualified, compassionate staff. We believe in a holistic approach in promoting the optimal level of wellness in each individual.”



Joel Strasz

The Health Department was created to meet the needs and the expectations of all citizens in Bay County. Many of the services are free of charge while others are based on income, eligibility criteria, and fee for service.

The following programs are provided by the Bay County Health Department:

Bay Health Plan, Part B: (989) 895-4008

A community sponsored health insurance plan for eligible residents between 19 and 64, who do not qualify for any other governmental insurance program. Coverage may include primary care provider office visits, specialty care office visits, outpatient laboratory and radiology services, prescription medication (formulary only) and medical supplies.

Childhood Lead Screening & Education Program: (989) 895-4006

Medicaid eligible children, one year through five years of age, are screened through the Maternal Infant Health Program (MIHP) and Women, Infant, Children (WIC) Program for exposure to lead. Lead poisoning is one of the most common and preventable health problems in children of any social, economical, or racial background. Lead was widely used as a composite prior to 1978, primarily in paints and plumbing units. In Bay County, or 17% of the houses were built before 1979, and 55% were built before 1955, totaling 72% of all homes having lead paint.

Children's Special Health Care Services: (989) 895-4235

The Children's Special Health Care Services (CSHCS) Program provides medical specialty care and assistance to eligible children and some adults within Bay County, who have chronic, physically disabling, conditions. Emphasis is made on family centered, community based, coordinated care. The program helps with appropriate specialized medical treatment, diagnostic evaluations, medications, equipment, supplies, respite care, assistance with transportation and lodging (related to the provision of services). The Family Support Network and the Children's Special Needs Fund are also a part of this program and provide assistance to the families.

Communicable Disease Surveillance, Investigation and Control: (989) 895-4003

The Bay County Health Department plays a key role in communicable disease surveillance , investigation and control. The public health system depends upon reports of disease to monitor community health and to provide the basis for preventive action. Examples of reportable disease include: Measles, Polio, Diphtheria, Hepatitis A, Salmonellosis, Tuberculosis and Botulism. Services are provided while maintaining confidentiality.

Community Health Education: (989) 895-2027

The Bay County Health Department identifies community health needs and provides community education on a variety of public health issues, including emergency preparedness, public health programs, wild game and safe fish consumption education, in addition to coordinating public information.

Early On: (989) 893-0075

The Early On Program provides a network of services for children from birth to 36 months of age who are developmentally delayed, or at risk of developmental delays because of an established condition. No income restrictions for eligibility.

Emergency Preparedness Division: (989) 895-4157

The Emergency Preparedness Division is responsible for the planning, exercising and response to bioterrorism, outbreaks of infectious diseases, and other public health threats and emergencies.

Environmental Health: (989) 895-4006

The Environmental Health Division promotes and protects the public's health through the management and control of environmental conditions. Services include: campground inspections, child and adult foster care home inspections, home lead risk assessments, surface water quality management, loan evaluations, food

service sanitation, food-borne illness investigation, household hazardous waste management, non community water supply operation, on site wastewater management, on site water supply management, public swimming pool inspections, subdivision land plat approval, mercury consultation and clearance testing, Servsafe training course and temporary mobile food licensing.

Family Planning/Women’s Health Services: (989) 895-4015

The Family Planning/Women’s Health Services is a federal and state funded program designed to provide medical, nursing, social, and education services; services include education, pap smear/pelvic/breast examinations, diagnostic laboratory testing, contraceptives, and teen services.

Health Screening: (989) 895-4003

The Health Screening Program provides confidential needs assessments and plans for appropriate care and treatment. Services include: testing for sexually transmitted diseases (STDs) including Human Immunodeficiency Virus (HIV), pre/post HIV test counseling, as well as counseling, diagnosis, and treatment of STDs. Appropriate referrals are made as necessary. All services are provided while maintaining strict confidentiality.

Hearing/Vision Screening: (989) 895-4009

Children can have their hearing checked by certified technicians before they enter school through the Bay County Health Department. Technicians go directly to schools in grades K, 2, 4, and 6. Children who do not pass the hearing tests are referred to a diagnostic hearing clinic held at the Health Department. Vision screening is provided to children between the ages of three and five and those in grades 1, 3, 5, 7, 9, and 11. If a child does not pass the vision test, he or she is referred to physician for more extensive vision testing.

Immunization Clinic: (989) 895-4009

This Division provides immunizations to individuals in the community with an emphasis on the pediatric population. Childhood immunizations prevent widespread occurrence of vaccine preventable diseases such as: Haemophilus Influenza, Polio, Measles, Mumps, Rubella, Diphtheria, Tetanus, Pertussis, Hepatitis B, and Varicella. The Immunization Clinic also provides services to adults over the age of 18, including: Influenza and Pneumonia vaccinations, TB testing, Hepatitis A and B vaccines, and Meningococcal vaccine. Call for clinic hours and/or to schedule an appointment.

Laboratory: (989) 895-4013

The Bay County Health Department Laboratory provides testing and diagnostic analysis for many Health Department programs, including testing for sexually transmitted diseases, cholesterol screening, lipid profiles, glucose screening, and pregnancy testing. Complete blood counts and urinalysis are performed with a physician's order. The Bay County Health Department Lab also tests well water for fecal coliform, measures bacterial counts of public swimming pool water, and analyzes water from rivers, beaches and streams for suspect contaminations. Call for hours.

Maternal/Infant Health Program (MIHP): (989) 895-4004

The Maternal Infant Health Program is voluntary, supportive, and educational health care program certified by the Michigan Department of Community Health. The purpose of the MIHP is to provide preventative health care to reduce the complications of pregnancy, the rate of low birth weight infants, prevent infant deaths, and to provide information regarding infant growth and development.

The MIHP provides psycho social and nutritional assessments, plan of care development, multi disciplinary team services consisting of a qualified Social Worker, Registered Dietitian, and Public Health Nurse. Transportation can be arranged, as needed, or obstetrical or pediatric related appointments for clients.

Referral arrangements are coordinated with medical care providers, and childbirth education payment assistance is available to those enrolled.

Medicaid Outreach & Maternity Outpatient Medical Services: (989) 895-4004

The Maternal & Infant Health Program support staff provides Medicaid Outreach for pregnant women based on income and family size.

Healthy Kids (Medicaid) insurance helps pay for medical care, prescriptions, and related lab tests for children under 19 years of age and pregnant women during pregnancy and for two months after pregnancy ends.

Maternity Outpatient Medical Services (MOMS) covers pregnant women during pregnancy and for two months after pregnancy ends. MOMS is for women who are at 185% or below the Federal Poverty level are not eligible for full Medicaid and meet one of the following criteria: teenager under the age of 17; emergency service only for non resident aliens, who are illegal aliens, or who have failed to provide proof of citizenship status; and women who are incarcerated/institutionalized for longer than one calendar month.

Public Health Nursing: (989) 895-2077

The Public Health Nurse provides consultant and direct services to families, schools, and other social/health agencies, participates in community health in-services and projects as related to STDs, HIV, communicable disease, immunizations, Children's Special Health Care Services, women's health issues, nutrition and health promotional fairs.

University Clinic: (989) 895-2035

The University Clinic at Bay County Health Department provides high quality primary care medical services for patients of all ages. From routine and preventive care to care for more complicated or chronic conditions, the University Clinic is here to meet the medical needs families and individuals in our community.

Women, Infants, and Children Supplemental Food Program (WIC): (989) 895-4002

Women, Infants, and Children (WIC) is a supplemental food and nutrition program available to families with children under the age of five, or women who are pregnant or breastfeeding. WIC services low to moderate income families and provides a combination of nutrition education, supplemental foods, breastfeeding promotion and support, and referrals for health care. Many infants and children have a greater opportunity of proper growth and development because of the WIC program.

Historical Museum

321 Washington Avenue
Bay City, MI 48708

Phone: (989) 893-5733

The Bay County Historical Society has been preserving the unique and rich history of Bay County, Michigan since 1919. The Society has taken up residence in the former National Guard Armory. The Society holds extensive archives and artifacts, some of which date back to the Pioneer Society organized in the 1870's, which preserved information about the settlement of the area. The Pioneer Society became inactive as the original members died in the late 1800's. The Bay County Historical Society also coordinates the annual River of Time festival. The Historical Museum is open Monday through Friday 8:00 a.m. to 5:00 p.m. and Saturday from 12:00 Noon to 4:00 p.m.

Housing Department– Center Ridge Arms

798 North Pine Road
Essexville, MI 48732

Phone: (989) 895-8191

Fax: (989) 895-7419

The Bay County Housing Department (BCHD) was established in 1983, pursuant to the United States Housing Act of 1937, as amended, to provide decent, safe, sanitary, and affordable housing to those over 62 or disabled.

The BCHD, also known as Center Ridge Arms, was built in 1983 with funds provided by the US Department of Housing and Urban Development (HUD). Center Ridge Arms is a 5 story apartment building comprised of 100, one bedroom units.

The majority of funding is provided by grants from HUD. These grants provide the BCHD with funds to assist in covering daily operating costs and in making capital improvements. The balance of income is supplied by rental income using a HUD formula for calculation. Re-certifications and inspections of individual apartments are done annually.



Racehelle Anderson

The staff at Center Ridge Arms consists of a Director, occupancy specialist, maintenance supervisor, and custodian.

Housing Rehabilitation

Bay County Building
515 Center Avenue, Suite 802
Bay City, MI 48708-5126

Phone: (989) 895-4138

Housing Rehabilitation is a division of the Finance Department.

The mission of the Housing Rehabilitation Division is to conserve and improve housing stocks in Bay County for moderate to low-income home owners. With funds provided by the Michigan State Housing Development Authority (MSHDA), an applicant, depending on their income level, can obtain a three percent (3%) monthly repayment loan or a zero percent (0%) deferred loan that is repaid at the time of ownership or occupancy change. The maximum loan amount is \$25,000, which is used for the elimination of Section 8, local, and state building code violations and other necessary repairs or improvements.

The long-term goal of the Housing Rehabilitation Division is to create a mortgage pool large enough to become self-funding through re-using its recaptured program funds. The Housing Rehabilitation Division also coordinates with other governmental and non-profit agencies to improve housing in the community for its citizens.

Please call the call the above telephone number for more information on all housing programs. If you live within the city limits of Bay City, contact Bay City Redevelopment at (989) 894-8158.

Information Systems Division (ISD)

Bay County Building
515 Center Avenue, Suite 801
Bay City, MI 48708-5129

Phone: (989) 895-4085

Fax: (989) 895-2070

The Information System Division (ISD), a division of the Finance Department, was formed to assist all county employees and citizens with an effective technological platform to process the day to day activities that are necessary to run a productive operation. The technical processes in place are the latest state of the art methodology to ensure that the overall costs involved are well spent and that waste is kept to a minimum.

The internal platforms supported by the technical staff include the VM Ware operating system. With VM Ware and utilizing virtual machines, the cost for numerous servers is at a minimum and the theory of the “go green” adage is attainable. These virtual machines consist of the financial applications, taxations systems, health department, public safety, courts and all other branches of county government. The county is in the process of removing an other legacy systems and replacing these systems with the latest technology, utilizing virtual machines concepts.



Julie Coppens

There is a 24/7/365 Help Desk line that answers all phone requests for technical services and on average the Help Desk receives over 300 calls per month. In addition to day to day operations, the staff assists with the implementation of new software releases and maintaining systems that are up to date with upgrades and other vital enhancements to each individual operation.

The IS division is engaged in numerous endeavors with other municipalities and local schools to enhance collaboration efforts to reduce the costs of overall technical operations. There is a solid disaster recovery plan in place and the backup and storage of critical county information is secure and accessible in the event that a disaster occurs. In 2010 and 2011, the County of Bay received a top ten rating from Digital County Survey. This ranking was for counties that have a population less than 150,000.

Juvenile Detention and the Department of Child Care Services

520 West Hampton Road
Essexville, MI 48732

Phone: (989) 892-4519

Fax: (989) 892-4419

As a 29 bed secure detention facility, the Bay County Juvenile Home is designed specifically for delinquent offenders under the supervision of a Probate Court or Office of the Michigan Department of Human Services. Children aged 10 through 17 are accepted only under court order. Secure detention is generally a short term deterrent to further criminal behavior. Sometimes detention is used to motivate the offender to remain crime free in the future or as a temporary holding facility while the court implements other rehabilitative efforts. All time spent in detention is highly structured and continuously supervised. Residents participate in academic, physical, and other activities designed to encourage positive behaviors while sanctioning negative conduct. The Bay Arenac Intermediate School district provides academic instructions. Daily school attendance is required year round. The facility also provides nutritious meals and informal counseling services. Parents and grandparents only are allowed to visit two times per week.



Juli Reynolds

Library System

www.baycountylibrary.org



Alice & Jack Wirt Library—(989) 893-9566



Pinconning Branch Library—(989) 879-3283



Auburn Branch Library—(989) 662-2381



Sage Branch Library—(989) 892-8555

The Bay County Library System's mission is *"...to promote the love of reading and foster the pursuit of knowledge by delivering quality library service which furthers the information, education, recreation and cultural interests of the community, thus enriching the quality of life for all county residents."*

The Bay County Library System provides public library materials, services, and programs for the citizens of Bay County, Michigan. It consists of a central library, three branch libraries, and a bookmobile. The central library, the Alice & Jack Wirt Public Library, is located on the east side of Bay City. The three branches include: the Sage Branch Library, which is located on the west side of Bay City; the Auburn Area Branch Library, which is located in the city of Auburn; and the Pinconning Branch Library, which is located in the city of Pinconning. The bookmobile provides outreach services for multiple locations throughout the county. All of the library buildings provide both wireless and wired high-speed access to the Internet.

The Wirt Public Library houses the administrative offices as well as the largest collection of materials in the library system. It includes an independently operated coffee shop, a business resource center and core reference collection, a local history and genealogy room, computer lab, outdoor reading garden, and a large community meeting room.

The three branches also provide full library service for their communities, including programming and materials for people of all ages as well as study and community meeting rooms. The Auburn Area Branch, like the Wirt Public Library, also proudly maintains a beautiful outdoor reading garden.

The Bay County Library System maintains membership in the Mideastern Michigan Library Cooperative (MMLC), the Valley Library Consortium (VLC), the Midwest Collaborative for Library Services (MCLS), the Michigan Library Association (MLA), and the American Library Association (ALA).

Michigan State University Extension

Bay County Building
515 Center Avenue
Bay City, MI 48708-5124

Phone: (989) 895-4026
Fax: (989) 895-4217
msue09@msu.edu

<http://www.baycounty-mi.gov/MSUE>

Michigan State University Extension (MSUE) is a diversified educational, high technological organization, serving residents throughout the county and Michigan. Michigan State University (MSU) is Michigan's "land grant" university, which has the special charge of bringing research from campus to local communities for practical application to meet the needs of local communities and government. Extension is cooperatively funded by four major funding partners: the United States Department of Agriculture (USDA), the State of Michigan, local county government, and other cooperating agencies. Federal funding links MSUE to national trends and issues affecting Michigan communities. State funding ensures that the needs of Michigan citizens are being met. Local funding means that MSUE is in place to handle needs and issues presented in every county. Michigan State University Extension programs are very cost effective. They involve volunteers and community leaders who bring special expertise and knowledge to MSUE programming to address our community's needs.

MSU Extension Redesign

Every successful organization must routinely look at its mission and structure to make sure it is meeting the needs of its stakeholders and maximizing its resources. MSU Extension (MSUE) is no different, and is mandated by the USDA to regularly examine and fine-tune its work and how it can focus its resource to best serve the state. The findings of that process were shared with numerous audiences in constructive dialogs and used to make informed decisions. The end result is a structure that will ensure that MSU Extension will remain responsive to Michigan's needs and apply research-based education to contribute to a brighter future for all of Michigan.

The structure of five administrative offices, each lead by a regional director, and 82 county offices managed by county Extension directors has been discontinued. A new structure will facilitate seamless response and action on important issues facing the state. Bay County is part of MSU Extension's District 9, which consists of Bay, Midland, Saginaw, Shiawassee, and Genesee counties. As of July 1, 2010, the District 9 coordinator is:

Deanna East

MSU Extension District 9 Coordinator

eastd@msu.edu

Extension Program Institutes and Statewide Program Areas

Four administrative units called Extension Program Institutes have been created, one for each of the statewide programs. As it moves ahead with new programs and initiatives, MSU Extension programming will focus on:

- ◆ Greening Michigan: Leveraging Natural and Human Assets for Prosperity
- ◆ Enhancing Michigan's First Green Industry: Agriculture and Agribusiness
- ◆ Preparing Michigan's Children and Youth for the Future
- ◆ Improving Health and Nutrition for Michigan's residents

To learn more about these program areas got to our MSU Extension– Bay County Website at <http://www.baycounty-mi.gov/MSUE/>.

MSU Extension– Bay County Extension Educator Staff

Extension programs link the local community to our state, and world, through trained flexible staff who can adapt to serve the needs of our community. Extension education staff housed at the MSU Extension– Bay County office are:

Jodi Wrzezinski	Ann Arnold	Jodi Schulz
Extension Educator	Extension Educator	Extension Educator
Wrzesinski@baycounty.net	arnolda@msu.edu	schulzj@msu.edu

Mosquito Control

810 Livingston Street
Bay City, MI 48708

Phone: (989) 894-4555
Fax: (989) 894-0526

The Mosquito Control Division is part of the Environmental Affairs & Community Development Department.

While mosquitoes can be quite a nuisance to porch sitters and picnickers alike, the primary reason behind this publicly-funded program is to decrease the mosquito population so there is reduced risk of diseases transmitted by mosquitoes. The cornerstone of the Mosquito Control Program is the Biology Division, whose main function is to determine timing and priority of treatment based on larval and adult mosquito surveys. The Biology Division also provides an extensive disease surveillance network coordinated through the Michigan Department of Public Health and Michigan State University to monitor mosquito-borne disease.



Tom Putt

There are various ways to monitor for diseases carried by mosquitoes. First, female mosquitoes collected in traps are sorted by species and location and submitted to MSU for viral testing. The next method, which involves a natural indicator, is to obtain a small blood sample from live-trapped house sparrows. These blood samples are also sent to MSU where they are tested for presence of West Nile or St. Louis encephalitis antibodies. Lastly, deceased American Crows and Blue Jays are collected, after having been reported by Bay County citizens, and tested in-house using a VecTest viral antigen test kit which tests saliva from the bird. A duplicate sample is also forwarded to the State of Michigan for confirmation.

The program consists of field operations, including the daytime control of immature mosquitoes in their aquatic habitats and nighttime control of adult mosquitoes in flight. All residents and property owners can assist by eliminating breeding sites such as stagnant water collecting on their property. Mosquito Control is designed to promote a safe and healthy environment for county residents. An education program for school-age children and the general public is also included.

Personnel and Employee Relations

Bay County Building
515 Center Avenue, Suite 301
Bay City, MI 48708-5121

Phone: (989) 895-4098

Fax: (989) 895-2076

The Personnel and Employee Relations Department coordinates the recruiting and hiring process for Bay County, negotiates and administers labor contracts for the County's 13 bargaining units, and coordinates safety and training activities for employees. The Personnel Department is also in charge of the county wellness programs.

The Department assures that fair and equal employment opportunities are available to all current and future Bay County employees.

The Department also oversees the administration of the County's Personnel Policy and work rules as well as assuring that employment policies are carried out in accordance with state and federal law.

In terms of training, the Department is responsible for conducting mandated employee training as well as coordinating communications within the County system.

All job vacancies are listed on the County's website at www.baycounty-mi.gov. Current openings are also posted in the Personnel Department as they occur.

Also under the direction of the Personnel and Employee Relations Department is the **Payroll and Benefits Division**.

The Payroll and Benefits Division administers payroll functions and a variety of employee benefits. The administration of payroll includes processing bi-weekly payroll checks, timely filing of all payroll taxes and forms, and the accurate maintenance of employee records.

The county offers a variety of benefits to employees which are also administered by the staff in this division. Those benefits include the Bay County Employees' Retirement System, 401(K) Plan, 457 Plan, Health and Life Insurance, Flexible Spending Plan, Workers Compensation, Sickness and Accident (short term disability plan), and the Voluntary Employees' Beneficiary Association (VEBA- post-retirement healthcare fund).

In general, the day-to-day administration of employee benefits requires the timely remittance of contributions, answering employee questions, corresponding with consultants and representatives, and maintaining accurate employee records. On an annual basis, the administration of benefits require the issuance of an actuarial valuation and the preparation of reports that are incorporated into the county's financial statements.

Pinconning Park

3041 East Pinconning Road
Pinconning, MI 48650-9731

Phone: (989) 879-5050

Pinconning Park is part of the Recreation Division and the Recreation and Facilities Department. Situated on a 200 acre nature preserve overlooking the Saginaw Bay, Pinconning Park provides a host of activities and is open year round.

The park features include 50 modern (electric) campsites and six log cabins, rental facilities, miles of nature trails, two wildlife viewing towers, a handicap accessible modern bath house, picnic, beach, and playground areas.



Tim Quinn

The Saginaw Bay, as well as Pinconning, is well known for its boating and year-round fishing opportunities. Walleye, perch, bass, northern pike, blue gill, and crappie are among the many species of fish native to the area. All access trails allow for visitors to view the natural beauty of the park with ease. Whether launching water craft from the improved boat launch or enjoying ice fishing during the winter, Pinconning Park visitors are sure to have a great time.



Pinconning County Park is located five miles off I-75 (Exit 181) on Pinconning Road.

Pool

Bay County Community Center
Veteran’s Memorial Park
800 John F. Kennedy Drive
Bay City, MI 48708

Phone: (989) 894-0671
Fax: (989) 893-5532

The Bay County Recreation Division, under the Administrative Service Department, operates the community swimming pool.

Located in Veteran’s Park adjacent to the Community Center, the pool offers residents seasonal swimming opportunities. Generally open from mid-June through late August, his regulation-sized pool includes a diving well and water slide.

Local swimming associations use the pool for practice and meets. Swimming lessons are offered for all ages. Open swim and unlimited use of the water slide is available for a nominal cost. Special activities like water aerobics, family nights, and beach nights are offered periodically throughout the season. The pool is open during the prime swimming season, please call the Community Center or visit <http://www.baycounty-mi.gov/CommunityCenter/Community-Center-Pool.aspx> for times.

Purchasing

Bay County Building
515 Center Avenue, Suite 701
Bay City, MI 48708-5121

Phone: (989) 895-4037

The Purchasing Division is under the Finance Department.

Purchasing provides for centralized purchasing of all materials, equipment, supplies, and services required by all departments and funds. The goal of the Purchasing Division is to maximize the purchasing value of public funds in the procurement process and to provide for the fair and equitable treatment of all involved in public purchasing by Bay County. Purchasing also informs and provides guidance to all involved in public purchasing regarding the application of the policies and procedures to be adhered to in the procurement of products and services; provide safeguards for maintaining a procurement system of the highest quality and integrity; and ensures that expenditures are incurred and recorded timely in compliance with the annual budget as adopted and amended by the Bay County Board of Commissioners via the General Appropriation Budget Act Resolution.



Frances Moore

Recreation and Facilities

Bay County Building
515 Center Avenue, Suite 403
Bay City, MI 48708

Phone: (989) 895-4130

Fax: (989) 895-7658

The Recreation and Facilities Department initiates, and coordinates recreational activities for Bay County while making special efforts to design programs which may enhance the development of youth in the community. It also maintains the county facilities and grounds. The Recreation Division consists of the following:

- ◆ Community Center
- ◆ Civic Arena
- ◆ Dog Park
- ◆ Euclid Linear Park
- ◆ Fairgrounds
- ◆ Golf Course
- ◆ Pinconning Park
- ◆ Pool
- ◆ Summer Recreation



Cristen Gignac

Road Commission

2600 East Beaver Road
Kawkawlin, MI 48631

Phone: (989) 686-4610

Fax: (989) 686-4620

A three member County Road Commission is elected by the citizens of Bay County and is charged with the construction and maintenance of all county roads, totaling over 1,022 miles. This does not include any city streets or state highways. The commission is independent of the County Board of Commissioners because it has a separate source of money, provided by state taxes collected on motor vehicle licenses and fuels. The Road Commission does not have the authority to levy or increase property taxes and receives no direct property tax revenues. The Road Commission is also responsible for overseeing the Department of Water and Sewer.

The Bay County Road Commission:

Richard Gromaski, Chairman Edward Rivet, Vice Chair Michael Rivard

Summer Youth Recreation Program

Bay County Community Center
800 John F. Kennedy Drive
Bay City, MI 48706

Phone: (989) 894-0671

Fax: (989) 893-5532

The Summer Recreation Program is held at the Bay County Community Center and is part of the Recreation Division under the Recreation and Facilities Department.

The summer youth recreation program is designed specifically for children aged 5 to 12 years old. Beginning in early June, the program offers up to eight weeks of fun, educational, and social activities for youth. Children enjoy hands-on learning activities like arts and crafts, group games, and recreational sports. Weekly field trips to a destination in the community provide children with new experiences and increased awareness of our local recreational resources. The program is coordinated by experienced educators who lead a staff of older youth trained to help younger children. By maintaining a low staff to student ratio, every child receives a lot of attention. There is a participation fee and advanced registration is required.

Transportation Planning

Bay County Building
515 Center Avenue
Bay City, MI 48708

Phone: (989) 895-4064

Fax: (989) 895-4068

The Transportation Planning Division is part of the Environmental Affairs and Community Development Department. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requires a continuous, cooperative, and comprehensive transportation planning process in all urbanized areas of the United States with a population of more than 50,000. The flow of federal transportation funds is dependent on the continuation of a certified planning process.

The Transportation Planning Division is responsible for fulfilling these duties. The division prepares required annual reports, develops a Transportation Improvement Program (project list), reviews and updates the 2035 Metropolitan Transportation Plan, provides staff coordination for the Bay City Area Transportation Study (BCATS), and conducts various transportation studies in the community.

The division also works closely with the Michigan Department of Transportation, the Bay Metro Transit Authority, the Bay County Road Commission, and the Cities of Bay City and Essexville to plan for the safe and efficient movement of people and goods throughout the Bay County area. In addition, the Division prepares an area-wide annual traffic count report.

Veteran's Affairs

Bay County Building
515 Center Avenue, Suite 201
Bay City, MI 48708

Phone: (989) 895-4189

The Bay County Veteran's Affairs office provides services for veterans in a range of areas. Bay County has a Veterans' Trust Fund that is financed by the Michigan Veterans' Trust Fund that supplies emergency assistance to veterans in need. It is governed by a four-member board which is elected by the members of the various veterans organizations throughout Bay County. Recipients of this emergency assistance must meet the eligibility requirements outlined by state law.

The Bay County Soldier and Sailors Relief fund receives financial resources from the Bay County general fund and is administered by a three member commission, who are appointed by the county Probate Judge. The Soldiers and Sailors Relief Commission is responsible for allocating emergency assistance to eligible veterans in the form of food, shelter or clothing. It provides relief for medical and transportation expenses. The Bay County Administrative Services Department oversees the expenditures in the activity after submission for payment by the Commission.

The Veteran's Burial expenditures are administered by the Soldiers and Sailors Relief Commission. The Commission can authorize up to \$300 for the burial expenses of any veteran who dies and meets the provision of Public Act 225 of 1911, as amended, MSA 4. 1321 et. Seq. of 1978.

Bay County has a Veteran Van Program, operated by veterans to provide transportation assistance to any veteran who needs a ride to the doctor's office. Volunteers drive all over the county for pick up and drive to appointments as far away as Detroit.

◆ American Legion Service Officer

Monday– 10:00 a.m. to 3:00 p.m.

◆Michigan Veterans Trust Fund Service Officer

Monday, Tuesday, Wednesday, and Friday– 9:00 a.m. to 12:00 p.m.

◆Bay County Veterans Affairs Service Officer

Monday through Thursday– 7:30 a.m. to 10:30 a.m.

The Bay County Building has two Veteran’s monuments in front of the building on Center Avenue. Please feel free to stop by anytime to visit the monuments.

Water and Sewer

3933 Patterson Road
Bay City, MI 48706-1993

Phone: (989) 684-3883

The West Bay County Wastewater Treatment plant is located on a 25-acre site and is a secondary treatment facility utilizing the activated sludge process. The plant was constructed in the later 70’s and began receiving wastewater in 1980. The West Bay County Wastewater Treatment Plant serves Bangor, Monitor, Kawkawlin, Frankenlust, Williams Townships and the City of Auburn. The average daily design flow is 10.28 gallons. The average flow for the past five years is 4.01 MGD.

~ The Bay County Judicial System ~

The Michigan court system is divided into a Supreme Court, a Court of Appeals, a Circuit Court, District Court, and Probate Court. Each court performs a certain role within the legal system as assigned by Michigan law. Most cases are initially tried or heard in the District, Circuit, or Probate Courts. These courts are not branches of county government, but are housed by county government. Court employees are county employees.

18th Judicial Circuit Court

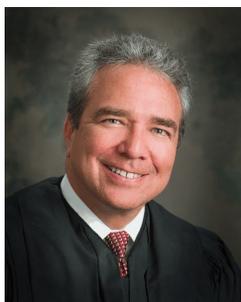
Bay County Court Facility
1230 Washington Avenue, Suite 725
Bay City, MI 48708-5737

Phone: (989) 895-4265
Fax: (989) 895-4099
TDD/TTY (989) 895-2059

Circuit Court is the highest trial court in the state. The 18th Judicial Circuit Court consists of three judge seats. It hears all civic cases involving more than \$25,000, and all felony and divorce cases. It also hears appeals from district and probate courts.



Judge Kenneth Schmidt



Judge Joseph K. Sheeran



Judge Harry Gill

Circuit Court Probation

Bay County Court Facility
1230 Washington Avenue, Suite 725
Bay City, MI 48708-5734

Phone: (989) 895-4265
Fax: (989) 895-4099

The Probation Department of the Circuit Court conducts background investigations (description of offense, defendant's version, criminal history, family, marriage, employment, education, substance abuse, health, and finances) and prepares a pre-sentence report with a sentencing recommendation to the court on all convicted felons awaiting sentencing. The probation staff provide supervision of felon sentenced to probation to ensure their compliance with the conditions ordered by the court.

Friend of the Court

Bay County Court Facility
1230 Washington Avenue, Suite 660
Bay City, MI 48708-5734

Phone: (989) 895-4295
Fax: (989) 895-4220

The Friend of the Court office is a branch of the Circuit Court. The duties of the office are established by statute and include both mandatory and discretionary duties which include:

- ◆ Conducting investigations and making reports and recommendations to the court regarding custody, parenting time, and child support (including medical support and sometimes spousal support).
- ◆ Offering mediation, when both parents agree to participate, as an optional way of settling disagreements about custody or parenting time.
- ◆ Providing enforcement services for custody, parenting time, and support orders.

A handbook explaining the Friend of the Court functions is available at the Friend of the Court Office.

Jury Board: (989) 895-4272

Ever wonder how you were selected to serve on a jury? It's the responsibility of the three-member Jury Board to follow the procedures provided by law. Potential jurors are selected from state driver's license lists and personal identification cardholder lists, not from voter registration lists, as in the past.

74th District Court

Bay County Court Facility
1230 Washington Avenue, Suite 736
Bay City, MI 48708

Phone: (989) 895-4232
Fax: (989) 895-4233

The 74th District Court of Bay County is a court of "limited jurisdiction." The court was established in 1963 by the Michigan Constitution. The 74th District Court began in 1969 and court's jurisdiction covers the entirety of Bay County.



Judge Tim Kelly



Judge Mark Janer



Judge Dawn Klida

The bench of the 74th District Court is comprised of three judges. Each serves a six year term and one judge is elected every two years. The Chief Judge of the 74th District Court is Judge Timothy J. Kelly who was first elected to the court in 2000. Judge Klida was appointed to her first term in 2009. Judge Janer was elected in 2010.

The 74th District Court is responsible for the litigation of Traffic Matters— both traffic civil infractions and traffic misdemeanors (including drunk driving cases) - and criminal matters (both misdemeanors and arraignments for criminal felony cases). District Court also has jurisdiction in civil cases (non-criminal matters), general civil matters up to the maximum amount of \$25,000; landlord/tenant matters; and summary proceedings, as well as small claims cases (where parties appear without attorneys) up to a maximum amount of \$3,000.

District Court Probation: (989) 895-4275

The District Court Probation department provides information and assistance to the judges of the District Court prior to sentencing, which includes background investigations, criminal record verifications, alcohol assessments and recommendation for treatment programs. They also monitor and supervise the individual defendants during their probationary period.

Bay County Probate Court

Bay County Court Building
1230 Washington Avenue, Suite 715
Bay City, MI 48708-5737

Phone: (989) 895-4205
Fax: (989) 895-4194

The Probate Court administers estates of deceased persons. The court also handles involuntary mental illness petitions for hospitalization, and appoints guardians and conservators for legally incapacitated individuals or the developmentally disabled. The court oversees the public guardian program, which provides protection to vulnerable persons who do not have family members to care for their needs. This court also has jurisdiction to authorize settlements on behalf of minors, name changes for minors and adults, determination of heirs, and appointments to various supervisory board and county offices. The judge of Probate also serves on the county Election Commission. Judge John Keuvelaar was appointed in 2015.

Juvenile Division

18th Judicial Circuit Court
1230 Washington Avenue, Suite 715

Phone: (989) 895-4206
Fax: (989) 895-4194

The Probate Judge is assigned to the Circuit Court, Family Division for matters involving juveniles. These cases include juvenile delinquency (offenses committed by juveniles) and child abuse/neglect cases (offenses committed against juveniles). The court provides probation services and restorative treatment for juvenile offenders, which may include Day Treatment, the GREAT Program for girls, Intensive Probation, as well as substance abuse treatment and parenting classes.

In abuse/neglect cases, the court refers families to the Department of Human Service where foster care and other services are ordered for parents. If reunification efforts fail, the court has the authority to terminate parental rights. This division of the court also handles adoptions and emancipation of minors, and guardianships for minors. Some divorce, custody, support, and parenting time issues are handled by this division when there is an existing case involving delinquency or neglect.

Public Defender

Bay County Court Facility
1230 Washington Avenue
Bay City, MI 48708-5734

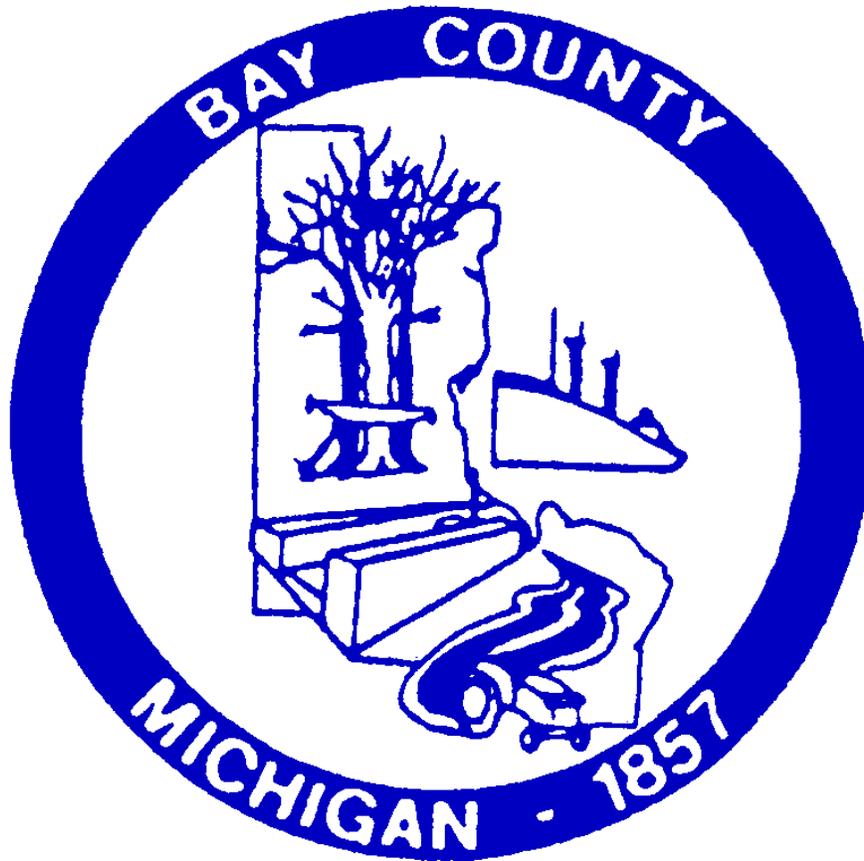
Phone: (989) 895-4020
Fax: (989) 895-4083

The Public Defender Department is under the County Executive administration per Act 139 of 1973.

The Public Defender's office provides legal representation to persons who cannot afford a private attorney and are charged with criminal offenses that may result in a jail sentence. Representation, which is ordered by the U.S. Constitution, is generally provided by one of the two staff attorneys with the Public Defenders office, but may be provided by an appointed private attorney. One staff attorney specializes in Probate Court and Friend of the Court matters.



Bruce Mannikko



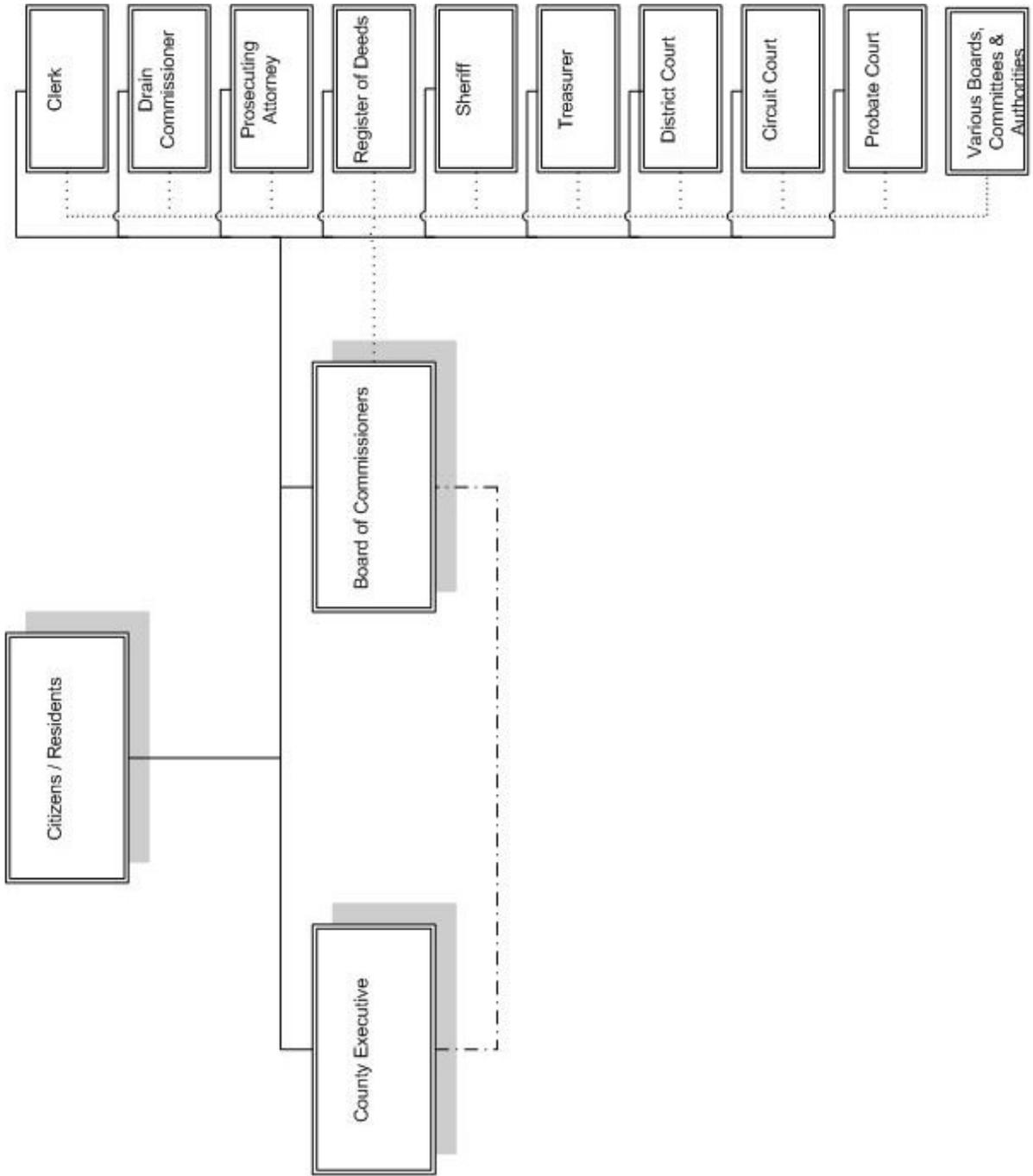
Please remember to visit our website at www.baycounty-mi.gov for more information on any Bay County Department or activity. Be sure to “Like” us on Facebook and keep up to date with events and news in Bay County. You can also “subscribe” to our YouTube page to view Board of Commissioner meetings and other events.

Our website also contains all of our open job postings. If you find a posting that you are interested in, please stop by our Personnel and Employee Relations Department to fill out an application or submit an application online.

Please do not hesitate to contact any Bay County Department or Division or the Bay County Executive’s Office if you have any questions or concerns.



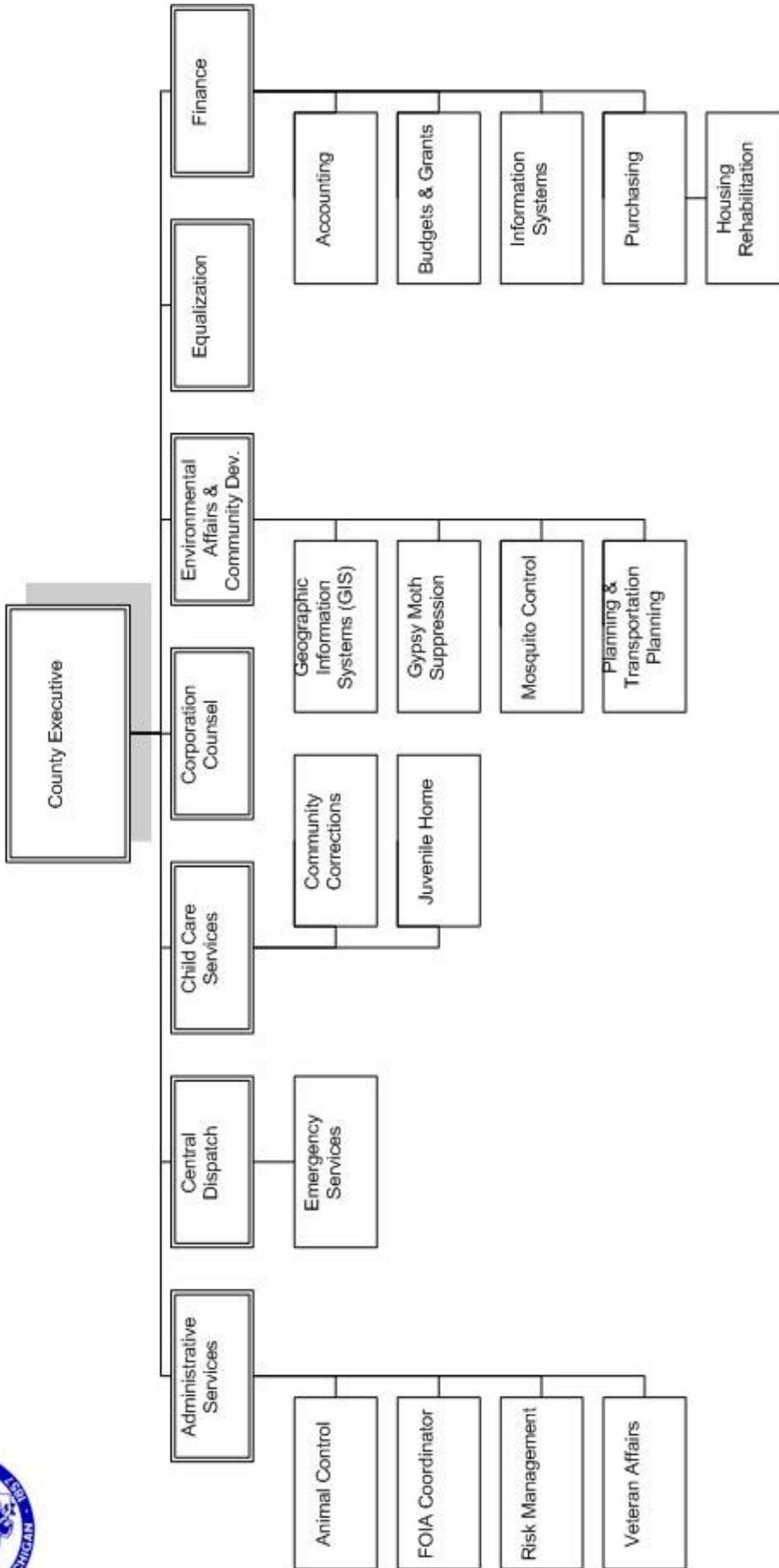
Bay County Organizational Chart
2015



- Legend:**
- Direct Control
 - - - Coordinated Budget/Personnel, etc.
 - · - · Legislative Coordination



Bay County Organizational Chart
County Executive 2015



Legend:

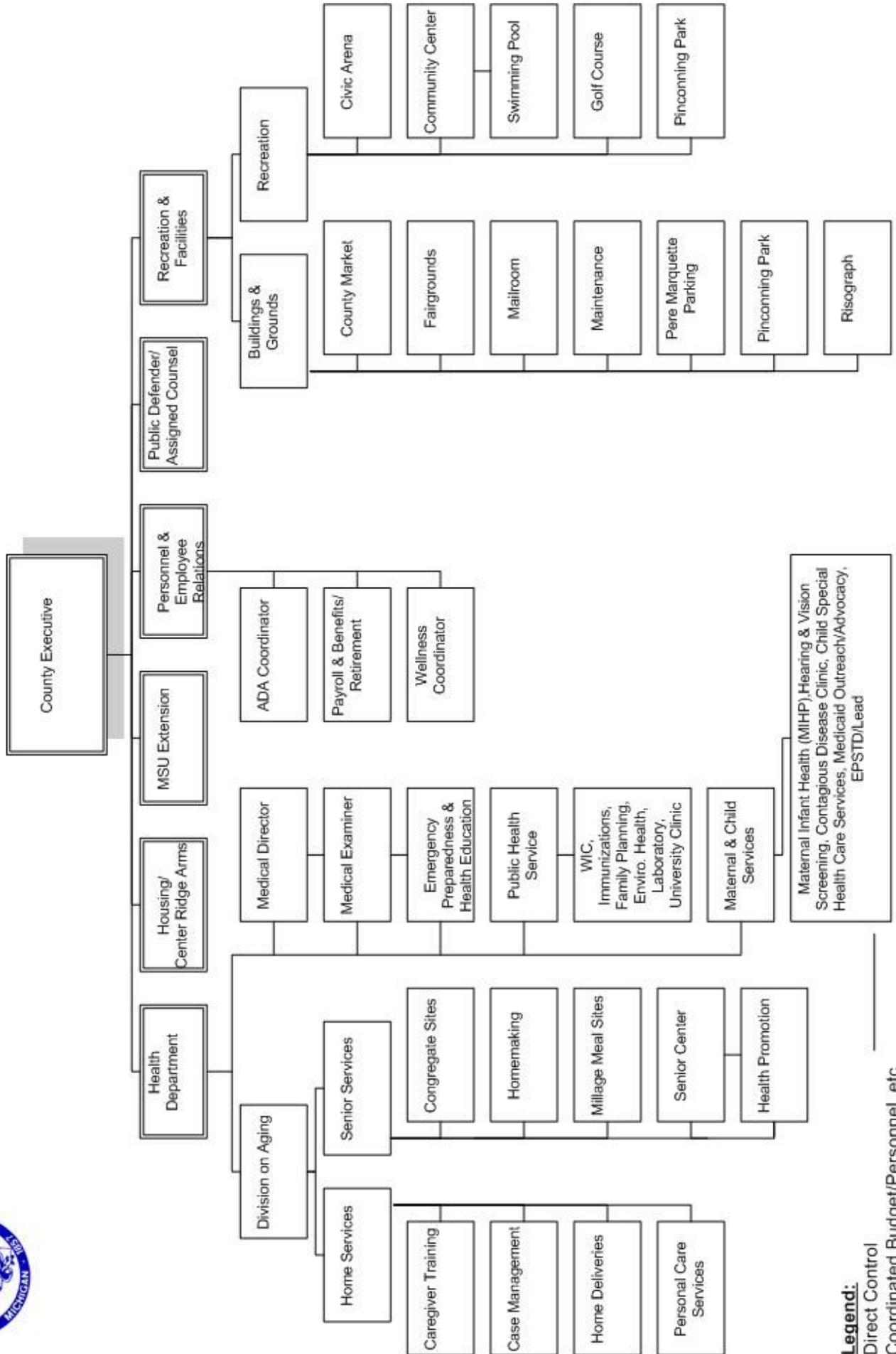
Direct Control

Coordinated Budget/Personnel, etc.

Legislative Coordination



Bay County Organizational Chart
County Executive 2015 (Cont.)



Legend:

Direct Control

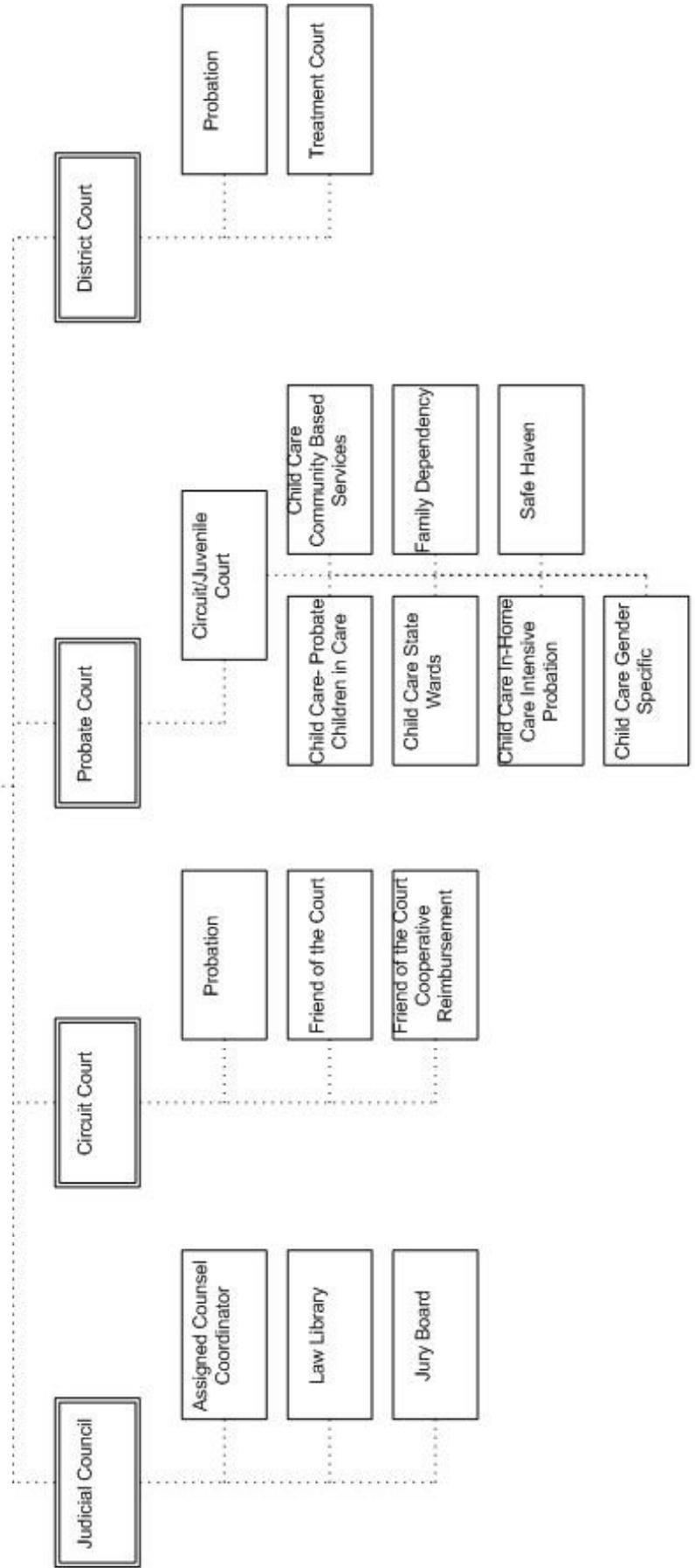
Coordinated Budget/Personnel, etc.

Legislative Coordination



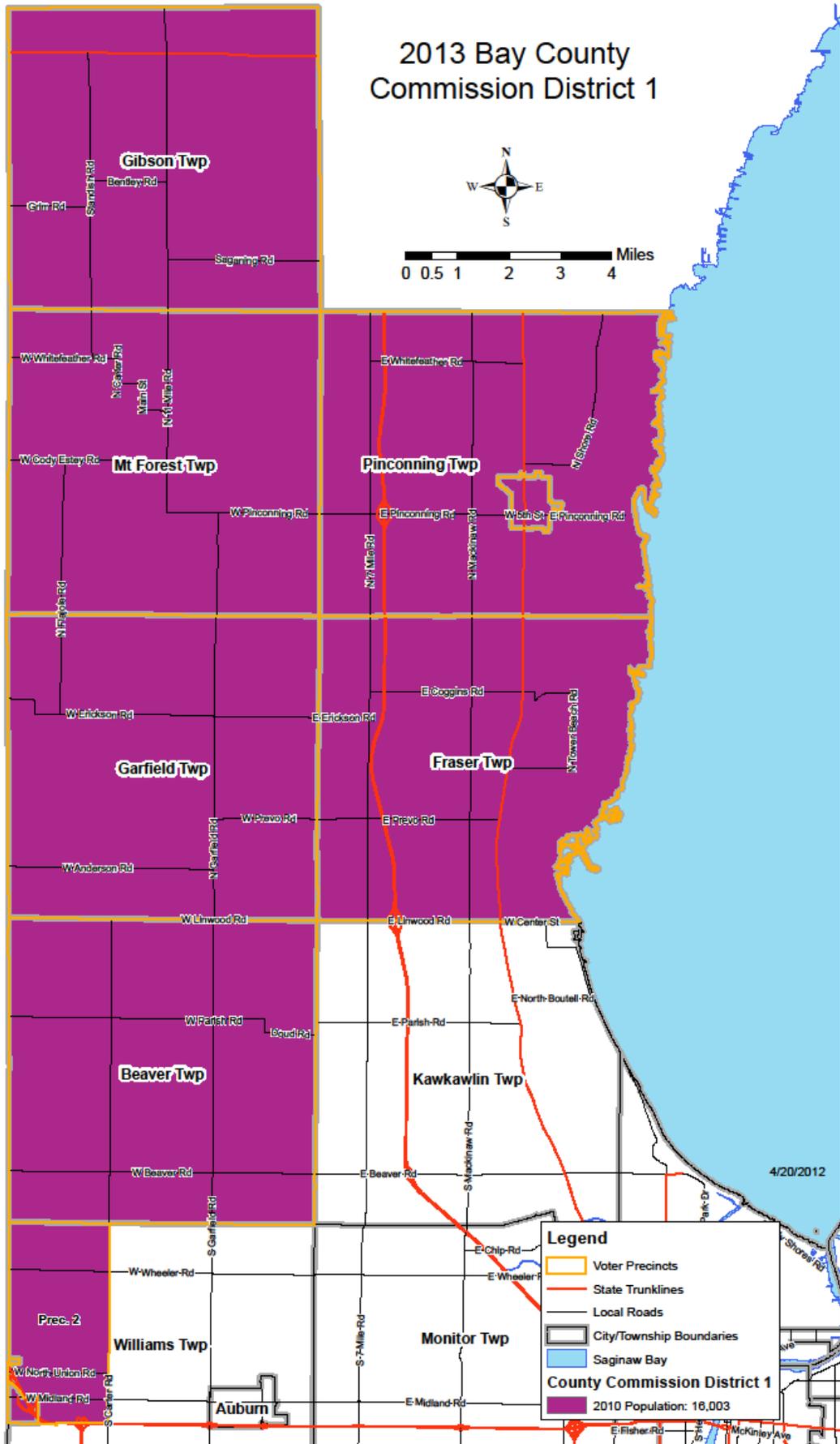
Bay County Organizational Chart Courts 2015

Chief Judge



Legend:
 Direct Control _____
 Coordinated Budget/Personnel, etc.
 Legislative Coordination

2013 Bay County Commission District 1



Legend

- Voter Precincts
- State Trunklines
- Local Roads
- City/Township Boundaries
- Saginaw Bay

County Commission District 1

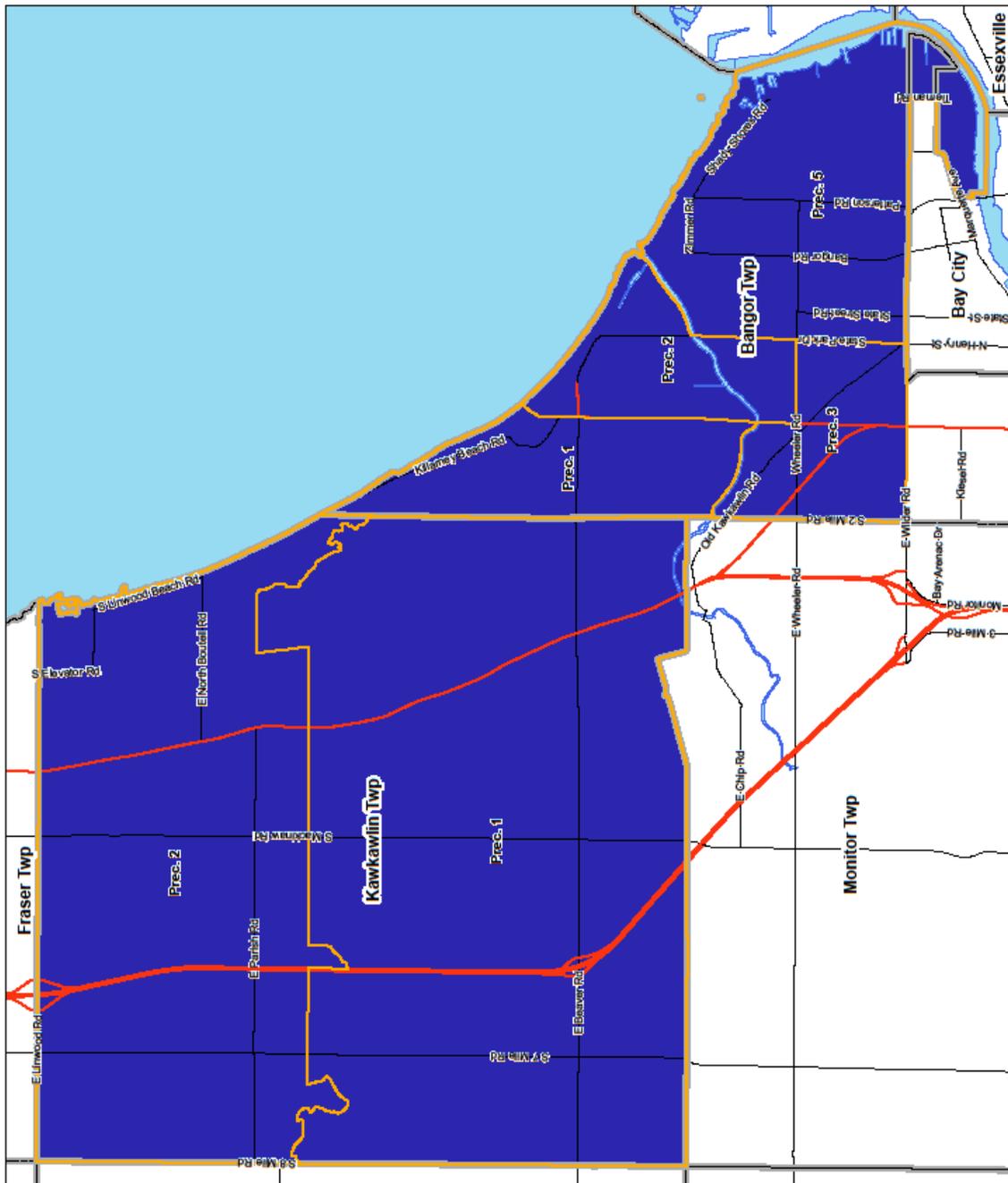
2010 Population: 16,003

2013 Bay County Commission District 2

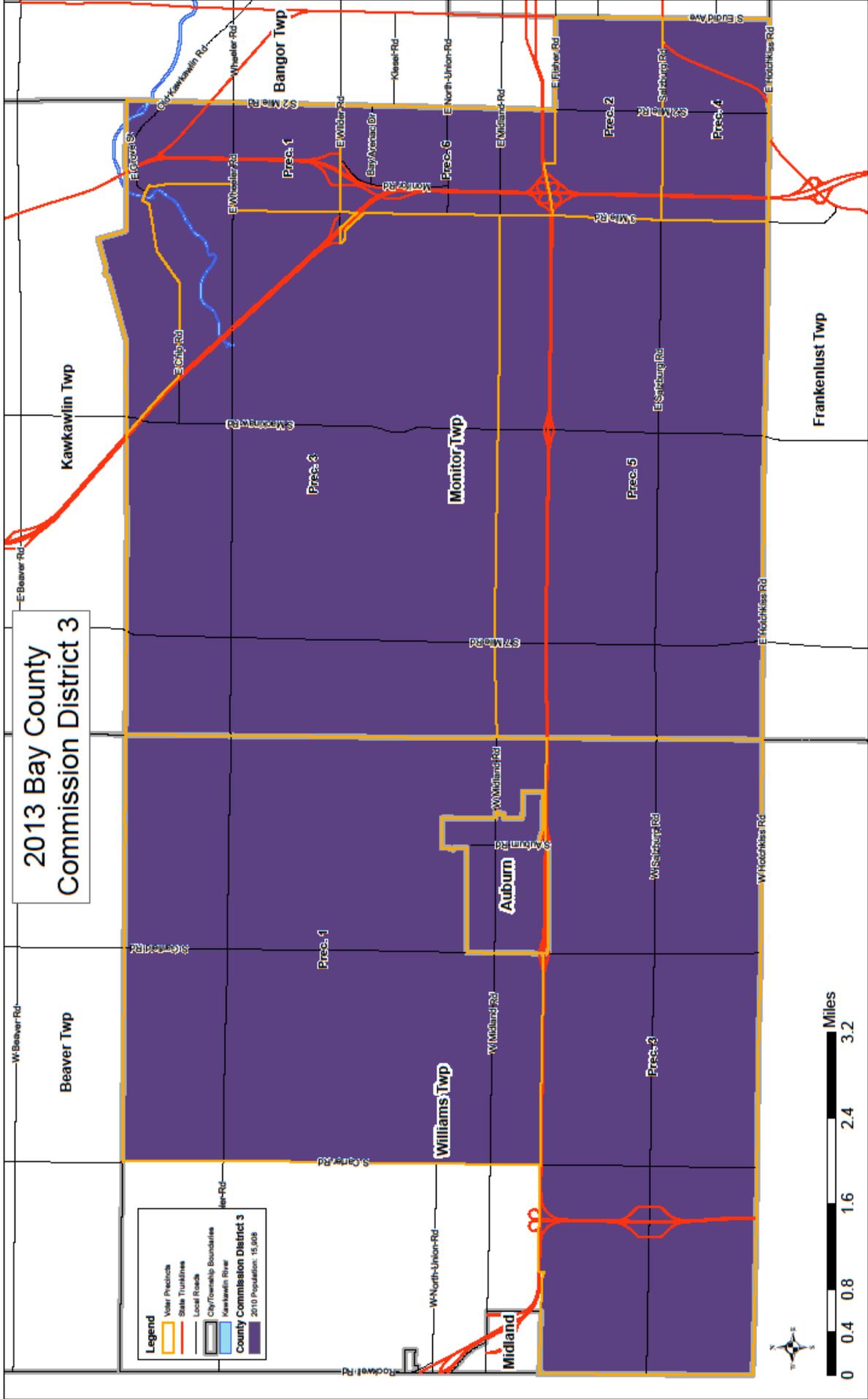


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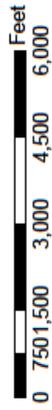
- Voter Precincts
- City/Township Boundaries
- State Trunklines
- Local Roads
- Saginaw Bay
- County Commission District 2
- 2010 Population: 14,528



2013 Bay County Commission District 3

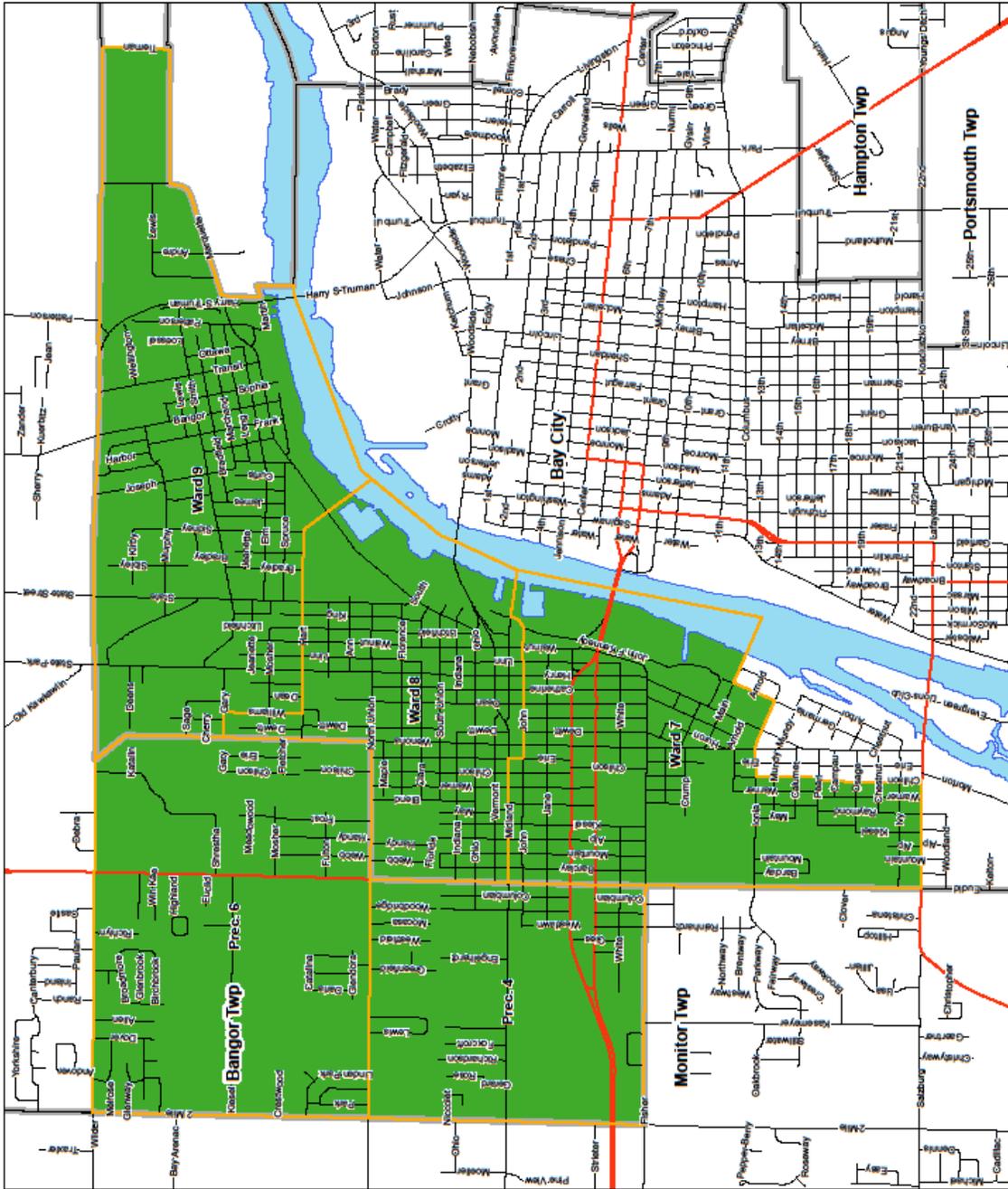


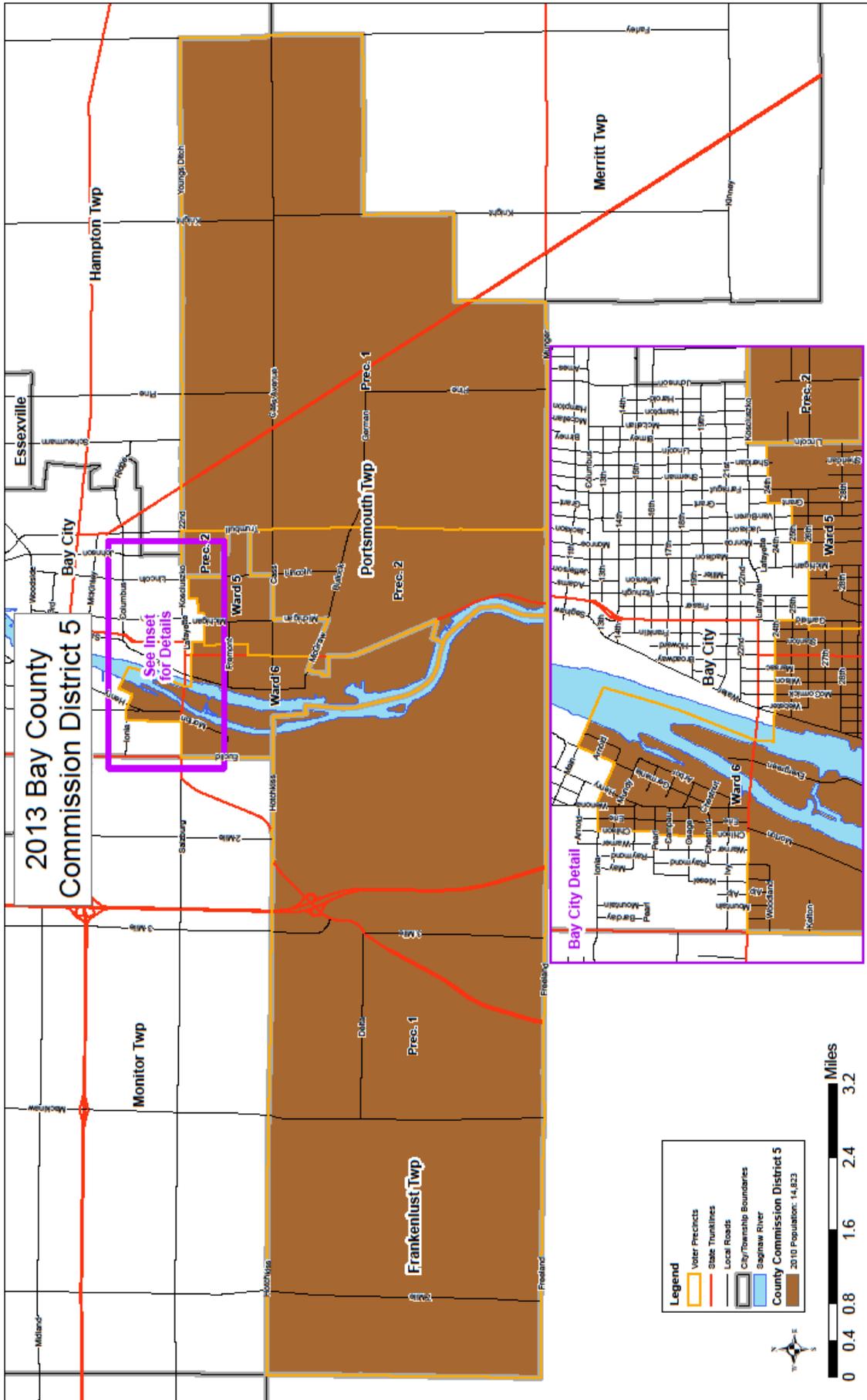
2013 Bay County Commission District 4



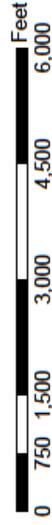
Legend

- Voter Precincts
- State Trunklines
- Local Roads
- City/Township Boundaries
- Saginaw River
- County Commission District 4
- 2010 Population: 16,010





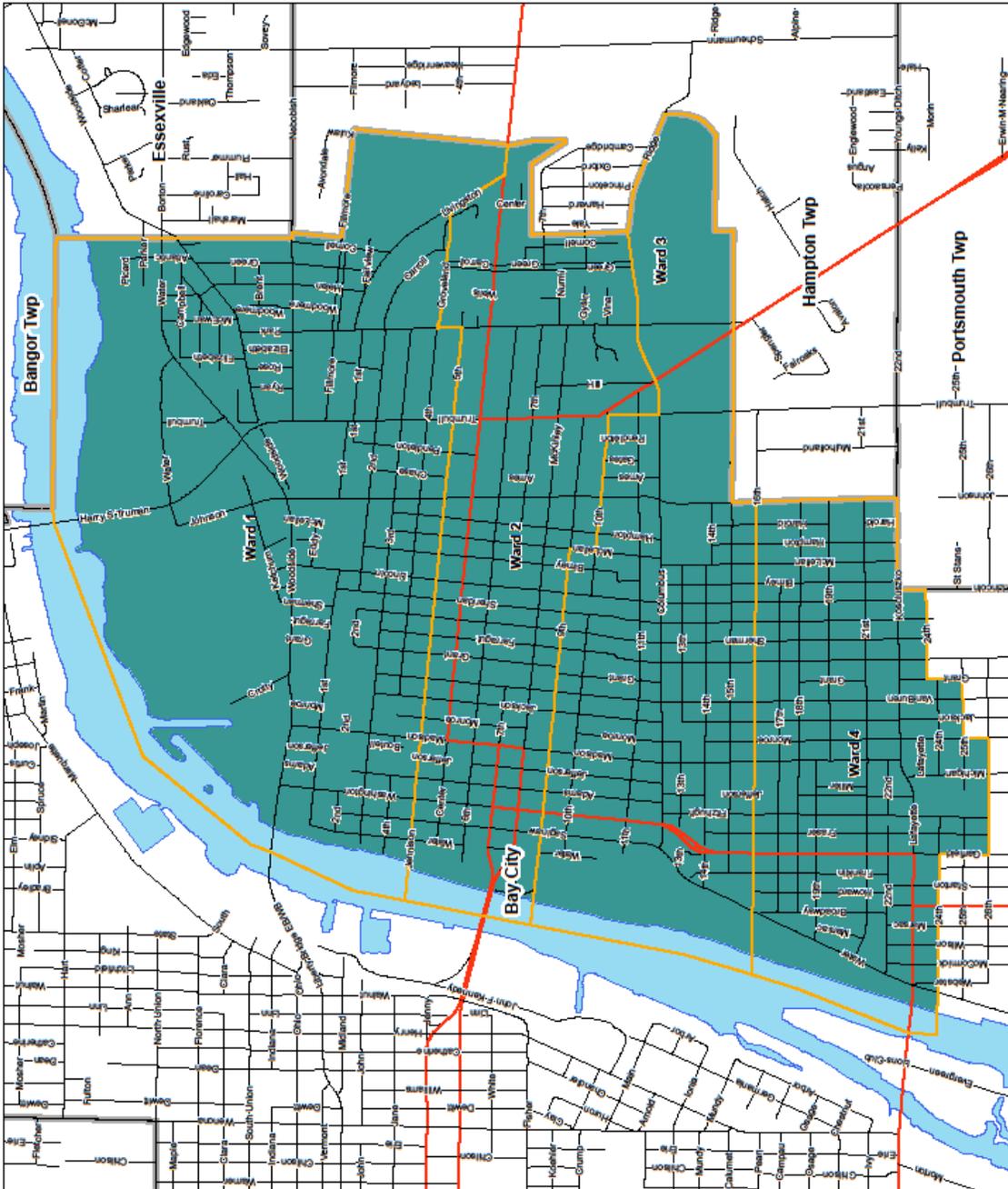
2013 Bay County Commission District 6



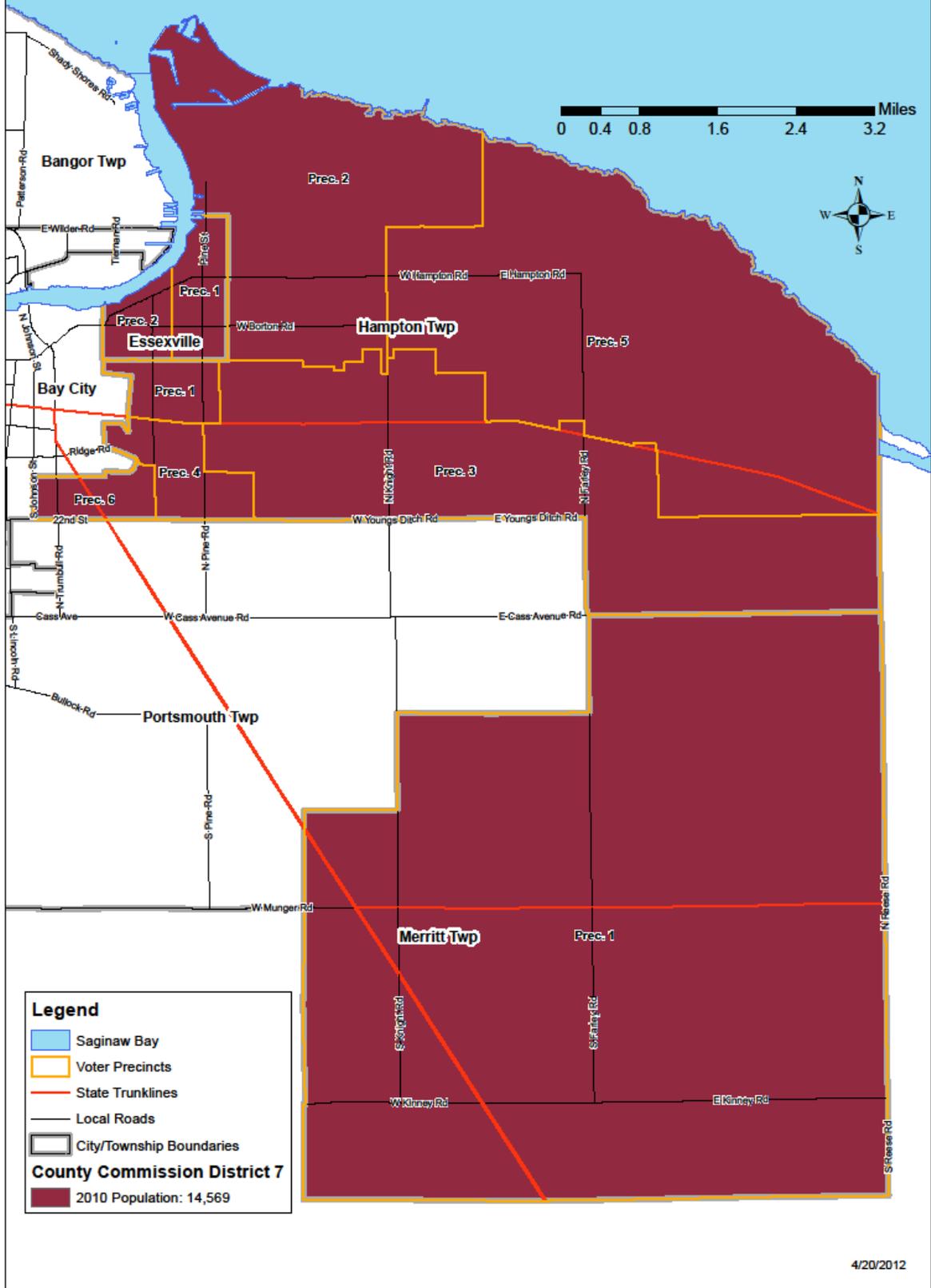
Legend

- Voter Precincts
- State Trunklines
- Local Roads
- City/Township Boundaries
- Saginaw River
- County Commission District 6

County Commission District 6
2010 Population: 15,530



2013 Bay County Commission District 7



Bay County City and Township Directory

For a complete directory of city and township offices visit our webpage or the County Clerk's office for your copy.

Cities

City of Auburn

City Hall
113 East Elm Street
Auburn, MI 48611
(989) 662-6761

City of Bay City

City Hall
301 Washington Avenue
Bay City, MI 48708
(989) 894-8200

City of Essexville

City Hall
1107 Woodside Avenue
Essexville, MI 48732
(989) 893-0772

City of Pinconning

City Hall
208 Manitou Street
Pinconning, MI 48650
(989) 879-2360

Townships

Bangor Township

180 State Park Drive
Bay City, MI 48706
(989) 684-8931

Beaver Township

1850 Garfield Road
Auburn, MI 48611
(989) 662-4988

Frankenlust Township

2401 Delta Road
Bay City, MI 48706
(989) 686-5300

Fraser Township

1474 North Mackinaw Road
Linwood, MI 48634
(989) 697-3820

Garfield Township

1138 West Erikson
Linwood, MI 48634
(989) 879-2552

Gibson Township

7214 North Main Street
Bentley, MI 48613
(989) 846-4933

Hampton Township

801 West Center Road
Essexville, MI 48732
(989) 893-7541

Kawkawlin Township

1836 East Parish Road
Kawkawlin, MI 48631
(989) 686-8710

Merritt Township

48 East Munger Road
Munger, MI 48747
(989) 659-2136

Monitor Township

2483 East Midland
Bay City, MI 48706
(989) 684-7203

Mt. Forest Township

1705 W. Cody-Estey Road
Pinconning, MI 48650
(989) 879-4018

Pinconning Township

1751 Cody-Estey Road
Pinconning, MI 48650
(989) 879-4018

Portsmouth Township

1711 West Cass Avenue
Bay City MI 48708
(989) 892-7221

Williams Township

1080 West Midland Road
Auburn, MI 48611
(989) 662-4408