

**WAYS AND MEANS PERSONNEL/HUMAN SERVICES
COMMITTEE OF THE WHOLE
AGENDA**

TUESDAY, MARCH 5, 2024

4:00 PM

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. CHANGES TO AGENDA**
- V. APPROVAL OF AGENDA**
- 18-20 **VI. MINUTES (2/6/24)**
- VII. PUBLIC INPUT**
- VIII. PETITIONS AND COMMUNICATIONS**
 - 1-2 **A. Bay County Treasurer – Temporary Hire of Staff Accountant (Seeking Board approval to hire temporary Staff Accountant with funds not to exceed \$6,000; approval of required budget adjustments – proposed resolution attached)**
 - 3-4 **B. Enviromental Affairs & Community Development Department: Forest Sustainability Program Coordinator - Release of IFB for Spongy Moth Aerial Treatment Application (Seeking Board authorization to release IFB – proposed resolution attached)**
 - C. Recreation & Facilities Director**
 - 5-6 **1. 2024 Swim Lesson Partnership Agreement w/Essexville Hampton Public Schools-\$10,000 (Seeking Board approval of the Agreement; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)**
 - 7-8 **2. Community Events Lease Agreements 2024-2028 (Seeking Board approval of Lease Agreements for community events; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)**

9-10 **D. Personnel Director - RFQ Broker Services Agreement for Worker's Compensation Excess Insurance and Third Party Administrator (Seeking Board authorization to release RFQ for Broker Service Agreement - proposed resolution attached)**

E. Finance Officer

11 **1. Analysis of General Fund Equity 2024 (Receive)**

12 **2. Update Regarding Executive Directive #2007-11 (Receive)**

13-14 **3. Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting (Receive)**

15-16 **4. Staff Account Position Hired at 3-year Rate of \$33.75 (PB08) (Seeking approval to hire selected candidate at 3-year rate – proposed resolution attached)**

17 **F. Payables – General (Proposed resolution attached)**

IX. REFERRALS

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

XII. CLOSED SESSION (WHEN REQUIRED)

XIII. MISCELLANEOUS

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81694266170>

Meeting ID: 816 9426 6170

Passcode: 547697

One tap mobile

+13126266799,,81694266170#,,,,*547697# US (Chicago)

+19292056099,,81694266170#,,,,*547697# US (New York)

The County of Bay will provide necessary and reasonable auxiliary aids and services such as signers for the hearing impaired and audio tapes of printed materials to individuals with disabilities upon 10 days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson, ADA Coordinator

Corporation Counsel

515 Center Avenue

Fourth Floor, Bay County Building

Bay City, MI 48708

989-895-4131



BAY COUNTY TREASURER

Weston Prince
County Treasurer
princew@baycounty.net

Tina Mueller
Chief Deputy Treasurer
muellert@baycounty.net

MEMORANDUM

To: Tim Banaszak, Chairperson, Committee of the Whole
From: Weston Prince, Bay County Treasurer
Date: February 22, 2024
Subject: Temporary Hire of Staff Accountant

Background:

Due to an unanticipated absence with an employee, the Bay County Treasurer office will temporarily be in need of an additional staff accountant. March 1, 2024, begins the settlement process of transferring unpaid 2023 taxes from the local units of government to the County Treasurer office. This is an extensive process that takes more than a month to complete with all 19 of our local units. The Treasurer wishes to obtain authorization to hire this staff accountant on a temporary basis.

Financial Impact:

The costs associated with the hiring of a temporary accountant are in addition to the current budgeted funds. It is anticipated the additional costs of hiring this staff member would be \$6,000. If our staff member goes on leave, reduced costs of staffing could be used to offset the request.

Recommendation:

Provide the additional funds needed to hire an additional staff member to properly complete the settlement process and ensure all local and component units receive tax funds timely and accurately.

CC:
Board of Commissioners
Shawna Walraven
Lindsey Arsenault
Tiffany Jerry

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 19, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (3/5/24)

WHEREAS, Due to an unanticipated absence of an employee, the Bay County Treasurer’s Office will temporarily be in need of an additional staff accountant; and

WHEREAS, Starting March 1, 2024, the settlement process of transferring unpaid 2023 taxes from the local units of government to the Bay County Treasurer’s office. This is an extensive process that takes more than a month to complete with all 19 of our local units; and

WHEREAS, The Treasurer wishes to obtain approval to hire this staff accountant on a temporary basis in order to properly complete the settlement process and ensure all local and component units receive tax funds timely and accurately; and

WHEREAS, The costs associated with the hiring of a temporary accountant are in addition to the current budgeted funds. It is anticipated the additional costs of hiring this staff member would be \$6,000 from the General Fund, Fund Balance. If the current staff member goes on leave, reduced costs of staffing could be used to offset the request; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the hire of a temporary Staff Accountant for the Bay County Treasurer’s Office with funding to come from General Fund, Fund Balance (not to exceed \$6,000); Be It Further

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

TIM BANASZAK, CHAIR
AND COMMITTEE

Treasurer – Temporary Hire of Staff Accountant

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN-___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___

**BAY COUNTY FOREST
SUSTAINABILITY PROGRAM**

515 Center Avenue, Fifth Floor
Bay City, Michigan 48708

JEREMY LOWELL, COORDINATOR

lowellj@baycounty.net

**CARTER ROGERS, ASST.
COORDINATOR**

rogersc@baycounty.net

Phone 989-895-4195

Fax 989-895-4068

TDD 989-895-4049

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



JAMES A. BARCIA
Bay County Executive

LAURA OGAR, DIRECTOR
Environmental Affairs &
Community Development
ogarl@baycounty.net

Community Initiatives
Forest Sustainability Program
Geographic Information Systems
Mosquito Control
Saginaw Bay Restoration
Transportation Planning

MEMORANDUM

Date: February 8, 2024

TO: Tim Banaszak, Committee Chair
Committee of the Whole

FROM: Jeremy Lowell, Forest Sustainability Program Coordinator
Environmental Affairs & Community Development Department

RE: Request Authorization to bid for aerial treatment application to control Spongy Moth populations for the 2025 treatment season and beyond.

Request:

To receive Board Authorization to begin the bid process for Spongy Moth aerial treatment application for a term of three (3) years with an option for a two (2) year renewal (2025-2027 with an option for a 2-year renewal).

Background:

The Forest Sustainability Program has been successful in reducing outbreak Spongy Moth populations throughout Bay County. The success of these treatments begins with effective aerial treatment of spring Spongy Moth caterpillars. Our current contract extension with AI's Aerial Spraying LLC ends after our 2024 treatment season is complete. We will need to go out to bid to secure an aerial applicator for future Spongy Moth aerial application treatments. For cost savings, we will bid for a three (3) year contract with an option for a two (2) year renewal (2025-2027 with an option for a 2-year renewal). We have found that multiple-year contracts result in significant cost savings for the County.

Finance/Economics:

Spongy Moth Treatment: Price per acre under the current contract extension is \$51.56 per acre; we anticipate this cost rising and will be budgeting for up to a 20% increase in the 2025 budget. Funding for 2025 aerial contractor services will be budgeted in Line Item 80200 Contractual Services.

Recommendation:

To receive Board Authorization to begin the bid process for Spongy Moth aerial application. After the bids are reviewed, a recommendation will be submitted to the Board for contract authorization.

cc: James Barcia, Laura Ogar, Shawna Walraven, Frances Moore, Amber Davis-Johnson, Lindsey Arsenault

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 19, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (3/5/24)

WHEREAS, The Bay County Forest Sustainability Program has been successful in reducing outbreak of Spongy Moth populations throughout Bay County; and

WHEREAS, The success of these treatments begins with effective aerial treatment of spring Spongy Moth caterpillars; and

WHEREAS, Bay County's current contract extension with AI's Aerial Spraying, LLC ends after the 2024 treatment season is complete and it is requested to start the bid process to secure an aerial applicator for future Spongy Moth aerial application treatments; and

WHEREAS, For cost savings, it is requested to bid for a three (3) year contract with an option for a two (2) year renewal (2025-2027 with an option for a 2-year renewal). Historically, it has been found that multiple-year contracts result in significant cost savings for Bay County; and

WHEREAS, Spongy Moth treatment price per acre under the current contract extension is \$51.56 per acre; and

WHEREAS, It is anticipated that this cost will rise resulting in a need to budget up to a 20% increase in the 2025 budget. Funding for 2025 aerial contractor services will be budgeted in Line Item 80200 Contractual Services; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes the release of the Invitation to Bid (IFB) for Spongy Moth Aerial Treatment Application.

TIM BANASZAK, CHAIR
AND COMMITTEE

Env. Affairs - Forest Sustainability Program – Release of IFB for Spongy Moth Aerial Treatment Application

MOVED BY COMM. _____
SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN-___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___

RECREATION & FACILITIES

CRISTEN GIGNAC, DIRECTOR
gignacc@baycounty.net

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

Brad Moses, Civic Arena Manager
mosesb@baycounty.net

Daniel Neering, Recreation Manager
neeringd@baycounty.net

Dan Tomczak, Pinconning Park Manager
tomczakd@baycounty.net

Beth Trahan, Recreation Coordinator
trahanb@baycounty.net



BAY COUNTY

JAMES A. BARCIA
County Executive

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

To: Tim Banaszak, Chairman of the Committee of the Whole

From: Cristen Gignac, Director of Recreation & Facilities

Date: February 9, 2024

Subject: Swim Lesson Partnership

Request: To gain approval from the Board of Commissioners to contribute \$10,000 to a Swim Lesson Partnership with Essexville Hampton Public Schools in order to provide pro-rated swim lessons for Bay County children.

Background: Bay County recognizes the value of children knowing how to swim. This is a life saving skill that is necessary for every child, but extraordinarily important in our water-based community. Last year, we partnered with Essexville Hampton Public Schools and provided swim lessons to 154 children, grades K-6th, that reside in Bay County. The children received six 30-minute swim lessons. Additionally, at least three open swim times were offered to our community as part of this program, as well as a holiday time swim. The child's cost of the program will be \$10. Bay County will supplement the remaining cost of the lesson and lifeguard costs. There are also pool rental costs calculated in this allocation of funds.

Economics: N/A. Project was approved in the 2024 budget.

Recommendation: It is recommended that the Board authorize Bay County to enter into an agreement for this swim partnership with Essexville Hampton Public Schools and sign documents as necessary after favorable review from Corporation Counsel.

cc: Jim Barcia, Finance, Corp Counsel, EHPS

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 19, 2024

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (3/5/24)
- WHEREAS,** Bay County recognizes the value of children knowing how to swim as it is a life-saving skill that is necessary for every child, but extraordinarily important in this water-based community; and
- WHEREAS,** Last year, Bay County partnered with Essexville Hampton Public Schools and provided six, 30-minute swim lessons to 154 children, grades K-6th, that reside in Bay County; and
- WHEREAS,** Additionally, at least three open swim times were offered to the community as part of this program, as well as a holiday time swim; and
- WHEREAS,** The renewal of the 2024 Swim Lesson Partnership Agreement with Essexville Hampton Public Schools will provide pro-rated swim lessons for Bay County children; and
- WHEREAS,** The child’s cost of the program will be \$10 and Bay County will supplement the remaining cost of the lesson and lifeguard costs up to \$10,000. There are also pool rental costs calculated in this allocation of funds; and
- WHEREAS,** Funds are currently budgeted in the 2024 budget, and no additional funds are required; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the renewal of the 2024 Swim Lesson Partnership Agreement with Essexville Hampton Public Schools; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to execute the Agreement with Essexville Hampton Public Schools and any related documents on behalf of the Bay County (Recreation & Facilities) following Corporation Counsel review and approval; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved

TIM BANASZAK, CHAIR
AND COMMITTEE

Rec & Facilities – 2024 Swim Lesson Partnership Agreement w/Essexville Hampton Public Schools-\$10,000

MOVED BY COMM. _____
SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

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DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN-___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___

RECREATION & FACILITIES

CRISTEN GIGNAC, DIRECTOR
gignacc@baycounty.net

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

Brad Moses, Civic Arena Manager
mosesb@baycounty.net

Daniel Neering, Recreation Manager
neeringd@baycounty.net

Dan Tomczak, Pinconning Park Manager
tomczakd@baycounty.net

Beth Trahan, Recreation Coordinator
trahanb@baycounty.net



BAY COUNTY

JAMES A. BARCIA
County Executive

Tel: (989) 895-4132

Fax: (989) 895-2094

To: Tim Banaszak, Chairman of the Committee of the Whole
From: Cristen Gignac, Director of Recreation & Facilities
Date: February 9, 2024
Subject: Usage Agreement for Various Community Events

Request: Throughout the course of the year, various property usage requests come in to this department for community events. I am requesting the Board consider authorizing approval of routine administrative agreements for space usage that we do not otherwise rent out for a fee for community events after review from Corporation Counsel for the years of 2024 through the end of 2028 at no cost.

Background: Common requests that we have accommodated in the past are parking lot usage for the Cool City Car Show, Fourth of July Fireworks, and the usage of the front lawn area for a hospitality tent for the St. Patrick's Day Parade. There are various other small requests that come throughout the course of the year that ask for use of county owned space to enhance community events which we do not otherwise rent out nor are in use for county business, a future example could be food trucks.

Economics: N/A

Recommendation: It is recommended that the Board authorize the Board chairman to sign documents related to routine administrative leasing of space for community events upon favorable review from Corporation Counsel for the years of 2024 through 2028.

Cc: Jim Barcia, Corporation Counsel.

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 19, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (3/5/24)

WHEREAS, Throughout the course of the year, various property usage requests come in to the Department of Recreation and Facilities for community events; and

WHEREAS, Common requests include parking lot usage for the Cool City Car Show, Fourth of July Fireworks, and the usage of the front lawn area for a hospitality tent for the St. Patrick's Day Parade; and

WHEREAS, There are various other small requests that come throughout the course of the year that ask for use of space owned by Bay County to enhance community events; and

WHEREAS, These spaces are not otherwise rented out nor are in use for Bay County business; and

WHEREAS, There is no economic impact to usage of these facilities for community events; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves entering into routine administrative Lease Agreement(s) for space usage, otherwise not rented for a fee, for community events for the period 2024-2028; Be It Further

RESOLVED That the Chairman of the Board is authorized to sign said Lease Agreement(s) on behalf of Bay County (Recreation & Facilities) following Corporation Counsel review and approval; Be It Finally

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

TIM BANASZAK, CHAIR
AND COMMITTEE

Recreation & Facilities – Community Events Lease Agreements 2024-2028

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN-___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



**BAY COUNTY
PERSONNEL & EMPLOYEE RELATIONS**

James A. Barcia
County Executive

Tiffany Jerry
Director
jerryt@baycounty.net

To: Tim Banaszak, Chairperson, Committee of the Whole
From: Tiffany Jerry, Director of Personnel and Employee Relations



Date: February 26, 2024

RE: Ways & Means Committee Agenda – Request to Seek Competitive Bids for Insurance Broker for Worker's Compensation TPA and Excess Worker's Compensation Insurance

Please consider the following for the agenda of your committee meeting scheduled for March 5, 2024.

Background:

The current contract with Brown & Brown of Central Michigan as our Insurance Broker for Worker's Compensation Excess Insurance and Third Party Administrator is set to expire 12/31/2024. In addition to these broker services, Brown & Brown also provides a training platform to aid in the education of employees in Bay County's safety & policy guidelines.

Finance/Economics:

The current contract was for 6 years with an annual rate of \$10,000 per calendar year, totaling \$60,000, split between Bay County, DWS, and BCMCF annually.

Recommendation:

Approve the development and release of an RFQ for a Broker Services Agreement to be performed.

Thank you for your consideration.

cc: Jim Barcia
Lindsey Arsenault
Hailey Wentz
Amber Johnson
Shawna Walraven
Kim Priessnitz
Rebecca Marsters
Rebecca Grzegorzcyk

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 19, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (3/5/24)
WHEREAS, The current contract with Brown & Brown of Central Michigan as Bay County's Insurance Broker for Worker's Compensation Excess Insurance and Third Party Administrator is set to expire 12/31/2024; and
WHEREAS, In addition to these broker services, Brown & Brown also provides a training platform to aid in the education of employees in Bay County's safety & policy guidelines; and
WHEREAS, The current contract was for 6 years with an annual rate of \$10,000 per calendar year, totaling \$60,000, split between Bay County, Department of Water and Sewer (DWS), and Bay County Medical Care Facility (BCMCF) annually; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners authorizes the release of a Request for Qualifications (RFQ) for a Broker Services Agreement for Worker's Compensation Excess Insurance and Third Party Administrator.

TIM BANASZAK, CHAIR
 AND COMMITTEE

Personnel – RFQ Broker Services Agreement for Worker's Compensation Excess Insurance and Third Party Administrator

MOVED BY COMM. _____
 SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

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

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN- ___
 AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___

Description	Journal Number	2024 Fund Balance
Unassigned Fund Balance or (Deficit) 12/31/2023		\$5,039,954
Previous years Assigned Fund Balance for P.O.'s*		\$0
Previous years Assigned Fund Balance for designation to balance 2024 budget		\$2,723,731
Unassigned & Assigned Fund Balance or (Deficit) at 12/31/2023		<u>\$7,763,685</u>
2024 Budgeted Surplus (Deficit)		<u>(\$2,723,731)</u>

Description	Journal Number	2024 Fund Balance
BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH FEBRUARY 2024		
Increase 2024 budget for MSU Extension 2024 Budget. BOC approved per Resolution 2023-228	24-01-238	-124,238
Increase 2024 budget for MMIRMA risk management insurance 7.1% increase. BOC approved this B.A. per Resolution 2023-237	24-01-235	-46,736
Decrease use of G.F. balance due to duplicate entry of one position in the Sheriff budget. BOC approves of this correction of a budget per Resolution 2023-241	24-01-237	195,893
Budget for LeadsOnline software for the Sheriff Dept. BOC approved this B.A. per Resolution 2023-185	24-01-472	-4,000
Budget for a 2023 P.O. rolled over for the Sheriff Dept. for a vehicle that the vendor never provided. BOC approved B.A. per Resolution 2023-241	24-01-547	-47,524
Budget for an increase due to new vehicle purchase prices increasing. BOC approved this B.A. per Resolution #2024-13	24-02-294	-14,500

FEBRUARY 27, 2024		<u>-131,105</u>
Estimated Unassigned Fund Balance or (Deficit) 2/27/2024		<u>\$4,908,849</u>



**BAY COUNTY
FINANCE DEPARTMENT**

James A. Barcia
County Executive


Shawna S. Walraven
Finance Officer
walravens@baycounty.net

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

Frances A. Moore
Purchasing
moorefa@baycounty.net

Julie A. O'Malley
Information Systems Manager
omalleyj@baycounty.net

TO: Tim Banaszak, Chairperson
Committee of the Whole

FROM: Shawna S. Walraven, Finance Officer 

DATE: February 27, 2024

RE: Executive Directive #2007-001

REQUEST:

Please place this memo on March 5, 2024, Committee of the Whole Agenda for your committee's information.

BACKGROUND:

On February 12, 2024, an email was sent requesting departments to contact their grantor agencies to confirm their level of grant funding for the current year. As stated previously, the Finance Department would request monthly updates from these departments regarding their grant funding status and then provide a status update to your committee at your monthly meeting.

ECONOMICS:

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

1. The federal/state grantor agencies that have responded to department's requests indicate that funding levels for the federal/state grants with regard to fiscal year 2023 and/or 2024 appear to have no changes.

RECOMMENDATION:

To receive.

cc: Jim Barcia, County Executive
Kim Priessnitz, Assistant Finance Officer



**BAY COUNTY
FINANCE DEPARTMENT**

James A. Barcia
County Executive

Shawna S. Walraven
Finance Officer
walravens@baycounty.net

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

Frances A. Moore
Purchasing
moorefa@baycounty.net

Julie A. O'Malley
Information Systems Manager
omalleyj@baycounty.net

TO: Tim Banaszak, Chairperson
Committee of the Whole

FROM: Shawna S. Walraven, Finance Officer *SW*

DATE: February 27, 2024

RE: GFOA Certificate of Achievement for Excellence in Financial Reporting

REQUEST:

Please place this memo on March 5, 2024, Committee of the Whole Agenda for your committee's information.

BACKGROUND:

On February 7, 2023, an email was received from the Government Finance Officer Association (GFOA) notifying the County that the Comprehensive Financial Report for fiscal year ending December 31, 2022, earned GFOA's Certificate of Achievement for Excellence in Financial Reporting. This Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Its attainment represents a significant accomplishment by a governmental entity and its management.

ECONOMICS:

Bay County continuing to receive GFOA's Certificate of Achievement for Excellence in Financial Reporting helps Bay County maintain a good bond rating.

RECOMMENDATION:

To receive.

cc: Jim Barcia, County Executive
Kim Priessnitz, Assistant Finance Officer



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Bay County
Michigan**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2022

Christopher P. Morill

Executive Director/CEO



**BAY COUNTY
FINANCE DEPARTMENT**

James A. Barcia
County Executive


Shawna S. Walraven
Finance Officer
walravens@baycounty.net

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

Frances A. Moore
Purchasing
moorefa@baycounty.net

Julie A. O'Malley
Information Systems Manager
omalleyj@baycounty.net

TO: Tim Banaszak, Chairperson
Ways and Means Committee

FROM: Shawna S. Walraven, Finance Officer 

DATE: February 27, 2024

RE: Staff Account Position

REQUEST:

To hire a Staff Accountant (PB08) at the three year rate of \$33.75 per hour.

BACKGROUND:

The Staff Accountant position was combined from two part time positions into one full time position in 2023. The person who held that position has recently resigned, and the job was posted. After interviewing qualified candidates, it has been challenging to hire an accountant at the entry level rate as the candidates are extremely qualified and are not entry level candidates. The candidate selected is well versed in accounting and has a skillset the County can utilized in many facets of our office.

ECONOMICS:

Funds are currently budgeted with no additional funds required.

RECOMMENDATION:

To approve the hiring of a Staff Accountant at the three year rate.

cc: Jim Barcia, County Executive

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 19, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (3/5/24)
 WHEREAS, The Bay County Finance Department Staff Accountant position was combined from two part-time positions into one full-time position in 2023; and
 WHEREAS, The person who held that position has recently resigned, and the job was posted; and
 WHEREAS, After interviewing qualified candidates, it has been challenging to hire an accountant at the entry level rate as the candidates are extremely qualified and are not entry level candidates; and
 WHEREAS, The candidate selected is well versed in accounting and has a skillset Bay County's Finance Department can utilize in many facets of the office; and
 WHEREAS, It is requested that the individual being considered for this position be hired at the 3-year rate of \$33.75/hr (TB08); and
 WHEREAS, Funds are currently budgeted and no additional funds are required; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners approves hiring the selected candidate for the Staff Accountant position at the 3-year rate of \$33.75/hour (TB08); Be It Finally
 RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
 AND COMMITTEE

Finance – Staff Accountant Position Hired at 3-year rate of \$33.75 - (PB08)

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN-___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 19, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (3/5/24)

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

ACCOUNTS PAYABLE:

2/8/2024	\$176,261.03
2/8/2024	\$220,459.23
2/14/2024	\$859,325.21
2/21/2024	\$286,510.94
2/28/2024	\$487,955.78

TIM BANASZAK, CHAIR
AND COMMITTEE

Payables

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___

COMMITTEE OF THE WHOLE

MINUTES

MEETING OF THE BAY COUNTY COMMITTEE OF THE WHOLE HELD ON WEDNESDAY, FEBRUARY 6, 2024, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR BANASZAK AT 4:00 P.M.

MOTION NO.

COMMISSIONERS PRESENT:	1	2	3	4	5	6	7	8	9	10	11	12	
TIM BANASZAK, CHAIR	p	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
KAYSEY L. RADTKE, V. CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
KATHY NIEMIEC	E	X	C	U	S	E	D						
COLLEEN MAILLETTE	P	Y	Y	Y	Y	S/Y	S/Y	Y	Y	Y	S/Y	M/Y	S/Y
THOMAS M. HEREK	P	S/Y	S/Y	S/Y	S/Y	M/Y	M/Y	M/Y	S/Y	S/Y	Y	S/Y	M/Y
DENNIS R. POIRIER	p	Y	Y	M/Y	M/Y	Y	Y	S/Y	M/Y	M/Y	M/Y	Y	Y
VAUGHN J. BEGICK, EX OFFICIO	P	M/Y	M/Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

MOTION NO.

COMMISSIONERS PRESENT:	13	14	15	16	17	18	19	20	21	22	23	24
TIM BANASZAK, CHAIR	Y											
KAYSEY L. RADTKE, V. CHAIR	Y											
KATHY NIEMIEC	-											
COLLEEN MAILLETTE	Y											
THOMAS M. HEREK	S/Y											
DENNIS R. POIRIER	M/Y											
VAUGHN J. BEGICK, EX OFFICIO	Y											

MOTION NO.

COMMISSIONERS PRESENT:	25	26	27	28	29	30	31	32	33	34	35	36
TIM BANASZAK, CHAIR												
KAYSEY L. RADTKE, V. CHAIR												
KATHY NIEMIEC												
COLLEEN MAILLETTE												
THOMAS M. HEREK												
DENNIS R. POIRIER												
VAUGHN J. BEGICK, EX OFFICIO												

OTHERS PRESENT: A. Davis-Johnson, C. Gignac, J.Barcia, S.Walraven, N. Paige, H.Wentz, B.Rubis, T.Cunningham, B.Eurich, W.Prince

ZOOM: T.Jerry, K.Niemeic

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

COMMITTEE OF THE WHOLE
MINUTES
WEDNESDAY, FEBRUARY 6, 2024
PAGE 2

MOTION NO.

NOTE: In addition to these typed minutes which provide an overview of the meeting and are not verbatim, this Committee meeting was also videotaped and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

1. MOVED, SUPPORTED AND CARRIED TO EXCUSE COMMISSIONER KATHY NIEMEIC.
2. MOVED, SUPPORTED AND CARRIED TO APPROVE THE FEBRUARY 6, 2024, COMMITTEE OF THE WHOLE AGENDA AS PRINTED.
3. MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF JANUARY 3, 2024, WAYS AND MEANS COMMITTEE MINUTES AND THE JANUARY 9, 2024, PERSONNEL/HUMAN SERVICES COMMITTEE MINUTES AS PRINTED.

Public input was called with no one wishing to address the Committee.

4. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: 2024 MARINE PATROL SAFETY PROGRAM (SHERIFF).

Board Chair Begick requested an update from Sheriff Cunningham regarding the closure of the local U.S. Coast Guard Saginaw River station.

5. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: BUDGET INCREASE (\$14,500) FOR TWO (2) ROAD PATROL VEHICLES (SHERIFF).
6. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: 911 SURCHARGE FUNDING FROM THE MICHIGAN STATE TREASURY (911 CENTRAL DISPATCH).
7. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: 2024 FLEX ADMINISTRATORS ADMINISTRATION AGREEMENT (PERSONNEL).
8. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: EHIM AMENDMENT TO THE ADMINISTRATIVE SERVICES AGREEMENT (PERSONNEL).
9. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: HANDYMAN PART-TIME POSITION HIRED AT 2-YEAR RATE (TS03) (PERSONNEL/DEPARTMENT ON AGING).

10. MOVED, SUPPORTED AND CARRIED TO RECEIVE GENERAL FUND EQUITY 2023 (FINANCE).

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

12. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED PAYABLES RESOLUTION (FINANCE).

Under Miscellaneous, Commissioner Herek, Commissioner Banaszak and County Executive Barcia commended Don Carylson's work with the Bay County Library Board and service to the community.

Cristen Gignac, Director of Recreation & Facilities, informed the Committee that the Community Center Pool Feasibility Study is live and encouraged everyone to participate and share the survey.

There being no further business, it was

13. MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:14 P.M.).

Submitted By:

**Lindsey Arsenault
Board Coordinator**