

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

**TUESDAY, APRIL 2, 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**
- 39-41 **VI. MINUTES (3/5/24)**
- VII. PUBLIC INPUT**
- VIII. PETITIONS AND COMMUNICATIONS**
  - 1-2 **A. Department of Criminal Defense - MIDC Grant Renewal – 2024-2025 (Seeking Board approval of grant renewal; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)**
  - B. Community Corrections Manager**
    - 3-4 **1. MDOC Grant Funds for 2025 (Seeking authorization for grant application; authorization for Board Chair to sign required application and grant award documents; approval of required budget adjustments - proposed resolution attached)**
    - 5-7 **2. 2025 Service Provider Contracts, Agreements and MOU (Seeking Board approval of contracts, MOU and agreements; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)**



35-37

- 5. **Purchasing: Bid Award for Bay County Community Center Gym Floor to Dynamic Sports Construction (Seeking Board to receive the notification of intent to award RFP; authorization for Board Chair to sign all documents related to the bid award; approval of required budget adjustments – proposed resolution attached)**

38

**H. 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



# Department of Criminal Defense

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1230 Washington Ave., Ste. 630, Bay City, MI 48708

**ANDREA J. LaBEAN, Director**  
**CHRISTOPHER JOHNSON, Criminal Defense Attorney**  
**MICHAEL P. KANUSZEWSKI, Criminal Defense Attorney**

February 14, 2024

**To:** Tim Banaszak, Chair, Committee of the Whole

**From:** Andrea LaBean, Director of the Office of Criminal Defense

**Subject:** Submit Renewal Plan and Cost Analysis for MIDC grant

**Background:**

- Under MCL 780.993 Bay County must submit a plan and cost analysis to the Michigan Indigent Defense Commission (MIDC) in order to comply with standards in representing indigent defendants as required by the State of Michigan.
- Bay County must submit a renewal plan and cost analysis to MIDC for approval for the next fiscal year for the State of Michigan which begins October 1, 2024.
- The renewal plan will allow Bay County to continue to comply with standards set as well as provide representation for indigent defendants in Bay County.
- The renewal plan may require changes as requested or required by the MIDC regional manager or the MIDC.
- This application must be submitted via Electronic Grants Administration & Management System (EGRAMS).

**Finance:**

Submitting the plan will not use any funds. The plan, if approved, is requesting additional funds from the State of Michigan. No general funds are being requested.

**Recommendation:**

Apply for and accept the renewal grant. Allow the plan to be changed or adjusted as needed or required with guidance of the MIDC commission and regional manager prior to submitting the plan. Allow the Board Chair to sign any application or necessary documentation to implement grant after review by Corporate Counsel. Further, allow for the Board Chair to accept state funding and approve any budget adjustments as needed.

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 16, 2024

RESOLUTION

**BY:** COMMITTEE OF THE WHOLE (4/2/24)

**WHEREAS,** Under 780.993 Bay County must submit a plan and cost analysis to the Michigan Indigent Defense Commission (MIDC) in order to comply with standards in representing indigent defendants as required by the State of Michigan; and

**WHEREAS,** Bay County must submit a renewal plan and cost analysis to MIDC for approval for the next fiscal year for the State of Michigan which begins October 1, 2024; and

**WHEREAS,** The renewal plan will allow Bay County to continue to comply with standards set as well as provide representation for indigent defendants in Bay County; and

**WHEREAS,** The renewal plan may require changes as requested or required by the MIDC regional manager or the MIDC; and

**WHEREAS,** The application must be submitted via Electronic Grants Administration & Management System (EGRAMS); and

**WHEREAS,** Submitting the plan will not use any funds and the plan, if approved, is requesting additional funds from the State of Michigan with no general funds being requested; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners authorizes electronic submittal of the 2024-2025 MIDC application for grant renewal and authorizes the Chairman of the Board to sign the grant application documents electronically and, if approved by the State, authorizes the Chairman of the Board to sign any grant award documentation electronically, all contingent upon Corporation Counsel review and approval; Be It Further

**RESOLVED** Those changes/adjustments to the plan, as needed or required with guidance of the MIDC Commission and Regional Manager prior to submittal, are permitted; Be It Finally

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

TIM BANASZAK, CHAIR  
AND COMMITTEE

Criminal Defense - MIDC Grant Renewal – 2024-2025

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 \_\_\_



**COUNTY OF BAY**  
**Office of Community Corrections**

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**James A. Barcia**  
**County Executive**

To: Tim Banaszki, Ways and Means Chair  
From: Dujana Solomon, Community Corrections Manager  
Date: March 18, 2024  
Subject: FY 2025 Office of Community Corrections Grant Application  
Request: Approval to submit Application and Acceptance of FY2025 Grant

Background: Community Corrections department has been requesting a grant yearly from MDOC-OCC for the purposes of providing services in the community to keep prison commitments low. Also, providing community supervision in place of jail stays during pretrial stage to save space for assaultive cases and violators and also to keep in line with new pretrial reform standards. Some services include inpatient/outpatient substance abuse treatment, drug testing, pre-trial AOD testing and educational programming. Bay County Overall Prison Commitment Rate for 2022 is 19%, in which we did not meet our goal for FY2022. Our goal for 2022 was 18.5%. However, with the assistance of this grant, we will continue to keep the prison rate low by serving more offenders in the community versus sending them to prison.

Finance/Economics: At this time, I do not have the total that will be requested for FY2025 programs and services, but this information will be provided once the application is completed. There will be no match funds required. Current year's awarded amount \$166,264. It is expected to be around the same amount for FY2025.

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Recommendation: The grant application deadline is May 01, 2024 and it is recommended that the Board authorize and approve the request to submit the grant application for funding. Further, it is requested the Board approve the subsequent awarded 2025 grant from OCC and sign any required documents, subject to legal review by the Office of Corporation Counsel.

CC: Christopher Mausolf, Undersheriff  
Troy Stewart, Captain  
Lindsey Arsenault, BOC  
Heather Pitcher, Corporation Counsel  
Shawna Walraven, Finance Director  
Kim Pressnitz, Asst. Finance Officer  
Travis Schumann, Grant Accountant  
File Copy

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 16, 2024

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (4/2/24)
- WHEREAS,** Community Corrections Department has been requesting a grant yearly from the Michigan Department of Corrections (MDOC) for the purposes of providing services in the community to keep prison commitments low and providing community supervision in place of jail stays during pretrial stage to save space for assaultive cases and violators as well as keeping in line with new pretrial reform standards; and
- WHEREAS,** Some services include inpatient/outpatient substance abuse treatment, drug testing, pre-trial AOD testing and educational programming; and
- WHEREAS,** Bay County Overall Prison Commitment Rate for 2022 is 19% and the goal for FY2022 was not met with the goal being 18.5%; and
- WHEREAS,** However, with the assistance of this grant, Bay County Community Corrections will continue to keep the prison rate low by servicing more offenders in the community versus sending them to prison; and
- WHEREAS,** The total that will be requested for FY2025 programs and services is unknown at this time, but this information will be provided once application is completed; and
- WHEREAS,** The current year's awarded amount was \$166,264 and it is expected to be around the same amount for FY2025; Therefore, Be It
- RESOLVED** That the Chairman of the Board is authorized to execute the Community Corrections grant documents, and submit including electronically (if required), the grant application documents and grant award documents if consistent with the approved application request on behalf of Bay County following Finance and Corporation Counsel review and approval; Be It Further
- RESOLVED** That the grant applicant/recipient departments are required to work simultaneously with the Finance Department whose staff will provide financial oversight of said grant; Be It Further
- RESOLVED** That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR  
AND COMMITTEE

Community Corrections - MDOC Grant Funds for 2025

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 \_\_\_

**To: Tim Banaszak, Chair - Ways and Means Committee**  
**From: Dujana Solomon, Community Corrections**  
**Date: March 18, 2024**  
**Re: Community Corrections Vendor/Contract Agreements**

**Background Information**

Each year, the Community Corrections Department requests grant funding from the Michigan Department of Corrections for the purpose of providing services to the community. These services include inpatient/outpatient substance abuse treatment and educational programming. These programs assist in lowering prison commitments, allow for pre-trial supervision services and provide valuable drug treatment and educational services. Routinely, the Office of Community Corrections contracts with SMB Program d/b/a TRI-CAP, INC, Sacred Heart Rehabilitation Center d/b/a BASIS, and Education Training Connection as the providers for these services. The SMB Program offers cognitive behavioral programs. Sacred Heart provides substance abuse evaluations and treatment. Education Training Connection provides educational services to assist with GED prep/testing and employment training.

In April 2023, the Bay County Board of Commissioners, pursuant to Resolution 2023-52, authorized the execution of the Community Correction grant documents including the application and award documents. Bay County Community Corrections was awarded \$166,264 for the 2024 Michigan Department of Corrections Grant Program to contract the service providers.

In June 2023, the Bay County Board of Commissioners, pursuant to Resolution 2023-106, approved and executed a Memorandum of Understanding for the Ethics in Parenting Program(new for 2024)between Community Corrections, Dr. Kirk Wolf and the Bay Co Sheriff's Office.

Pursuant to the terms and conditions of the grant agreement, the Department of Community Corrections is seeking authorization to enter into the following service agreements with the service providers: (1) Non-Core Service and OMSP Inpatient Agreement with SMB Probation Center; (2) Substance Abuse Evaluations Agreement with Sacred Heart; (3) Outpatient Substance Abuse Treatment Agreement with Sacred Heart; (4) Agreement for Education/Restaurant Ready Services provided by Education Training Connections; and (5) MOU for Ethics in Parenting with Dr. Kirk Wolf.

## **Financial Impact**

There is no financial impact to Bay County because the service contracts are paid for entirely with grant funds. No service contracts will be entered into unless the grant funding is awarded to Bay County. Further, the service contracts provide for contract termination if there is no available grant funding.

## **Request:**

I am requesting that Bay County Board of Commissioners authorize and approve all related 2025 service contracts, MOU and agreements with the service providers, subject to the legal review by the Office of Corporation Counsel.

CC: Christopher Mausolf, Undersheriff  
Troy Stewart, Captain  
Lindsey Arsenault, BOC  
Heather Pitcher, Corporation Counsel  
Shawna Walraven, Finance  
Kim Priessnitz, Finance  
Travis Schumann, Finance  
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BAY COUNTY BOARD OF COMMISSIONERS

APRIL 16, 2024

RESOLUTION

**BY:** COMMITTEE OF THE WHOLE (4/2/24)

**WHEREAS,** Each year the Bay County Community Corrections Department requests grant funding from the Michigan Department of Corrections for the purpose of providing services to the community including inpatient/outpatient substance abuse treatment and educational programming; and

**WHEREAS,** These programs assist in lowering prison commitments, allow for pre-trial supervision services and provide valuable drug treatment and educational services; and

**WHEREAS,** Routinely, the Office of Community Corrections contracts with SMB Program d/b/a TRI-CAP, INC., Sacred Heart Rehabilitation Center d/b/a BASIS and Education Training Connection as the provider for these services; and

**WHEREAS,** Pursuant to Resolution 2023-52, the Bay County Community Corrections was awarded \$166,264 for the 2024 Michigan Department of Corrections Grant Program to contract the service providers; and

**WHEREAS,** Pursuant to Resolution 2023-106, a Memorandum of Understanding for the Ethics in Parenting Program(new for 2024) between Bay County Community Corrections, Dr. Kirk Wolf and the Bay County Sheriff's Office was approved and executed; and

**WHEREAS,** The Bay County Community Corrections is seeking authorization to enter into the following service agreements with the service providers (1) Non-Core Service and OMSP Inpatient Agreement with SMB Probation Center; (2) Substance Abuse Evaluations Agreement with Sacred Heart; (3) Outpatient Substance Abuse Treatment Agreement with Sacred Heart; (4) Agreement for Education/Restaurant Ready Services provided by Education Training Connections; and (5) MOU for Ethics in Parenting with Dr. Kirk Wolf; and

**WHEREAS,** The above service contracts are entirely paid for through grant funding and no service contracts will be entered into unless the grant funding is awarded to Bay County. The Service contracts provide for contract termination if there is no available grant funding. There is no financial impact to Bay County; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners approves the aforementioned 2025 service contracts, MOU and Agreements between Bay County (Community Corrections) and the service providers; Be It Further

**RESOLVED** That the Chairman of the Board is authorized to execute said service contracts, MOU and Agreements on behalf of Bay County (Community Corrections) following Corporation Counsel review and approval; Be It Finally

**RESOLVED** The related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR  
AND COMMITTEE

Community Corrections – Service Provider Contracts, Agreements and MOU - 2025

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 TRANSPORTATION PLANNING**

515 Center Avenue, Suite 504  
Bay City, Michigan 48708

**BRYAN GILLETT**  
**BCATS DIRECTOR**  
gillett@baycounty.net

Phone (989) 895-4244  
Fax (989) 895-4068  
TDD (989) 895-4049  
<http://www.baycounty-mi.gov>



**JAMES A. BARCIA**  
County Executive

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

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

**Date:** March 25, 2024

**TO:** Tim Banaszak, Chair  
Committee of the Whole

**FROM:**  Bryan Gillett, BCATS Director  
Bay County Transportation Planning

**RE:** **Committee of the Whole agenda item: Memorandum of Understanding (MOU) between the Michigan Department of Transportation (MDOT), Bay City Area Transportation Study (BCATS), and Bay Metropolitan Transportation Authority (BMTA)**

**Background:**

Bay County has a multi-year Master Agreement with the Michigan Department of Transportation that details the activities, roles, and responsibilities of the Bay County Transportation Planning Division to act as the Metropolitan Planning Organization (MPO) known as the Bay City Area Transportation Study (BCATS). Per federal regulations, BCATS is required to maintain a certified planning program in order to utilize federal funds for transportation projects in the Bay City Urbanized Area. The Master Agreement requires an annual **Memorandum of Understanding** in order to be put into effect.

**Finances and Economics:**

The MOU outlines the roles and responsibilities of MDOT, BCATS, and BMTA during each Fiscal Year. Additionally, each Fiscal Year requires an annual work program description (Unified Work Program) which further details the work items that will be produced during that Fiscal Year and also requires specific annual authorization forms which detail the amount of funding being allocated to such work activities. The specific annual authorization forms are brought before the Board separately for approval each year.

**Recommendation:**

Upon favorable review by Corporation Counsel, authorize signature by appropriate person(s) of the Memorandum of Understanding and or any other required documents in order to fully implement the BCATS program.

Cc: James Barcia, Laura Ogar, Amber Davis-Johnson, Shawna Walraven, Julie LaPrarie, Lindsay Arsenault, Anna Sanchez-Wheeler

**MEMORANDUM OF UNDERSTANDING**

**METROPOLITAN TRANSPORTATION PLANNING RESPONSIBILITIES FOR  
THE BAY COUNTY AREA TRANSPORTATION STUDY**

This Memorandum of Understanding (MOU) is made and entered into by and between the Michigan Department of Transportation (MDOT); the Bay County Area Transportation Study hereafter referred to as the AGENCY; and the Bay Metropolitan Transportation Authority hereafter referred to as the TRANSIT OPERATOR.

**Recitals:**

Joint responsibilities must be met for establishing and maintaining a cooperative, comprehensive and continuing metropolitan transportation planning and programming process as required by the United States Department of Transportation (USDOT) in regulations at 23 CFR 450 Subpart A –Transportation Planning and Programming Definitions and 23 CFR 450 Subpart C – Metropolitan Transportation Planning and Programming; and

The regulations at 23 CFR 450.314 Metropolitan Planning Agreements require MDOT, the AGENCY and TRANSIT OPERATOR(S) to cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning and programming process. The responsibilities shall be clearly identified in written agreements among the Metropolitan Planning Organization (MPO) the State and the public transportation operator(s) serving the Metropolitan Planning Area (MPA). The written agreement(s) shall include specific provisions for cooperatively developing and sharing information related to the development of financial plans that support the metropolitan transportation plan and the metropolitan Transportation Improvement Program (TIP) and the development of the annual listing of obligated projects; and

The regulations at 23 CFR 450.104 define public transportation operator to mean the public entity which participates in the continuing, cooperative comprehensive transportation planning process in accordance with 23 U.S.C. 134 and 135 and 409 U.S.C. 5303 and 5304, and is the designated recipient of Federal funds under Title 49 U.S.C. Chapter 53 for transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus or intercity bus transportation or intercity passenger rail transportation provided by Amtrak; and

Upon its award, this MOU will supersede Contract 2018-0530 between the parties; and

Nothing in this MOU shall limit the legal authorities of the parties.

MDOT, the AGENCY and the TRANSIT OPERATOR(S) recognize and agree that they will conduct a cooperative, comprehensive performance-based multi-modal and continuing transportation planning and programming process for the Bay City urbanized area and that their mutual responsibilities for carrying out this process are described in the following articles:

**Article 1**  
**Scope of the Metropolitan Planning Process**

The AGENCY, MDOT and the TRANSIT OPERATOR will conduct a performance-based metropolitan transportation planning process that is continuous, cooperative and comprehensive, as required under 23 CFR Part 450, and provide for the consideration of projects, strategies and services that will address the current planning factors as specified in 23 CFR 450.306: Scope of the Metropolitan Transportation Planning Process. The metropolitan transportation planning process will provide for the establishment and use of a performance-based approach to transportation decision-making to support the national goals described in 23 U.S.C. 150(b) and the general purpose described in 49 U.S.C. 5301 (c).

**Article 2**  
**MPO Organization Structure and Planning Boundaries**

The AGENCY will be designated the MPO for the Bay City urbanized area by the Governor of Michigan. The AGENCY'S membership includes local elected officials, MDOT representatives and officials of agencies that administer or operate major modes of systems of transportation.

The AGENCY will have bylaws that establish its membership, officers, voting procedures, public participation and procedures for amendments and administrative modifications.

The AGENCY will establish transportation policy, oversee the planning process for the metropolitan area, provide a forum for cooperative decision making and ensure that there is technical support from transportation providers to oversee the technical aspects of the transportation planning process.

The AGENCY will establish a Technical Committee to advise and assist in all aspects of the metropolitan transportation planning process.

The AGENCY will take action to approve the metropolitan planning area (MPA) boundary that encompasses the existing urbanized area plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan plan. The MPA was determined by agreement with the AGENCY and the Governor.

After each Census, the AGENCY will review this planning boundary with MDOT and the TRANSIT OPERATOR to determine if it meets the minimum statutory requirements for new and updated urbanized areas, and will adjust the boundary as necessary.

**Article 3**  
**Unified Planning Work Program**

The AGENCY, MDOT and the TRANSIT OPERATOR in cooperation with the local jurisdictions shall prepare the Unified Planning Work Program (UPWP) as required under 23 CFR 450.308: Unified Planning Work Program. The UPWP shall document the metropolitan transportation planning activities anticipated during the upcoming year. The UPWP shall identify the cost and the proposed funding for accomplishing the documented work activities. The AGENCY will approve the UPWP and submit it to MDOT for its review and formal submittal to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for approval and funding.

**Article 4**  
**Participation Plan**

The AGENCY will adopt and use a Participation Plan to provide citizens, affected public agencies and all interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process and to review and comment at key decision points as specified in 23 CFR 450.316 (a): Interested Parties, Participation and Consultation. The plan will be developed in consultation with interested parties and will describe the procedures, strategies and desired outcomes of the plan. The plan will provide timely notice, reasonable access to information including but not limited to a reasonable opportunity to comment on the proposed Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) and amendments to the MTP and TIP.

**Article 5**  
**Consultation**

The AGENCY will develop a documented consultation process for developing the MTP and TIP as specified in 23 CFR 450.316 (b-e), and 23 CFR 450.324 (h) (1-2), specifically in connection with the MTP and 23 CFR 450.324 (g) (10), related to environmental mitigation. The documented consultation process will outline the roles, responsibilities, and key decision points for consulting with other governments, agencies and officials responsible for other planning activities in the MPA.

**Article 6**  
**Transportation Planning Studies and Project Development**

The AGENCY, MDOT or the TRANSIT OPERATOR may undertake a multimodal, systems level corridor or sub-area planning study as part of the metropolitan transportation planning process. The development of these studies will involve consultation with, or joint efforts among, the AGENCY, MDOT and the TRANSIT OPERATOR. The results or decision of these planning studies may be used as part of the overall project development process consistent with the National Environmental Policy Act (NEPA) as specified in 23 CFR450.318 Transportation Planning Studies and Project Development.

## **Article 7**

### **Congestion Management Process for Transportation Management Areas** *(Only for SEMCOG, Ann Arbor, Lansing, Grand Rapids, Kalamazoo, and Flint TMAs)*

The AGENCY, in cooperation with MDOT, the TRANSIT OPERATOR and local officials will develop congestion management objectives and performance measures to assess the extent of congestion and support the evaluation of the effectiveness of congestion reduction and mobility enhancement strategies for the movement of goods and people. The transportation planning process will develop and maintain an ongoing congestion management process for monitoring, operating and maintaining the regional transportation system required by 23 CFR 450.322: Congestion Management Process in Transportation Management Areas.

## **Article 8**

### **Air Quality Transportation Planning**

Air Quality Transportation Planning applies to MPOs in areas classified as nonattainment, maintenance, or areas required to do conformity by the U.S. Environmental Protection Agency. The AGENCY and MDOT'S air quality transportation planning activities are described in the 2016 Memorandum of Agreement Regarding Determination of Conformity of Transportation Plans, Programs, and Projects to State Implementation Plans (here after called the Conformity State Implementation Plan (SIP)). The Conformity SIP lists, members, roles, responsibilities, rules, and dispute resolution process for the Michigan Transportation Conformity Interagency Workgroup (MITC-IAWG) assigned to ensure conformity occurs. The Agency, if in an area required to do conformity, agrees to adhere to the most current Conformity SIP until such time as the conformity SIP is updated. Additional activities for air quality transportation planning can be included in the AGENCY'S Unified Planning Work Program (UPWP).

## **Article 9**

### **Travel Demand Forecasting Model**

#### *OPTION 1*

MDOT will maintain and operate the area's travel demand forecasting model used in the development of MTP, TIP, air quality conformity analysis, project identification and prioritization, and various planning studies. (An existing, but separate, Memorandum of Understanding between MDOT and AGENCY regarding travel demand forecasting shall govern that activity.)

#### *OPTION 2 (Only for SEMCOG, Ann Arbor, Lansing, Grand Rapids, Kalamazoo, and Flint TMAs)*

The AGENCY will maintain and operate the area's travel demand forecasting model used in the development of MTP, TIP, air quality conformity analysis, project identification and prioritization, and various studies. (An existing, but separate, Memorandum of Understanding between MDOT and AGENCY regarding travel demand forecasting shall govern that activity.)

## **Article 10**

## **The Metropolitan Transportation Plan**

The AGENCY will develop the Metropolitan Transportation Plan (MTP) with assistance and guidance from MDOT to ensure the plan content meets all requirements specified in 23 CFR 450.324: Development and Content of the Metropolitan Plan. The AGENCY, MDOT and TRANSIT OPERATOR will jointly conduct financial analyses and planning to determine the availability of revenue to demonstrate fiscal constraint of the MTP. MDOT will take the lead in providing estimates of available Federal and State funds that can be used in developing the MTP. The AGENCY will provide estimates of local revenues. The AGENCY will adopt and maintain the MTP. The AGENCY will submit the MTP to MDOT and the Federal Highway Administration and Federal Transit Administration for informational purposes. The AGENCY shall review and update the MTP at least every four or five years to confirm the plans validity and consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period to at least a 20-year horizon, at time of adoption. *(Please Note: This is four years for Agencies that are included as part of a transportation national ambient air quality standard (NAAQS) nonattainment or maintenance area).* When the MTP is amended or updated the AGENCY, MDOT and the TRANSIT OPERATOR will cooperatively develop, share, review and adopt estimates of revenues and cost required for demonstrating financial constraint for the transportation plan as specified in 23 CFR 450.324(f) (11).

## **Article 11 Transportation Improvement Program**

The AGENCY will cooperatively develop a Transportation Improvement Program (TIP) that is consistent with the AGENCY'S MTP and will be financially constrained. The AGENCY, MDOT and the TRANSIT OPERATOR will ensure that the Transportation Improvement Program development process and Transportation Improvement Program (TIP) content meet all requirements as specified in

23 CFR 450.326: Development and Content of the Transportation Improvement Program. The TIP will contain all Title 23 and Title 49 federally funded state trunkline and local projects and all regionally significant state and local projects, regardless of funding source. When developing, updating and amending the TIP, the AGENCY, MDOT and the TRANSIT OPERATOR will cooperatively develop, share, review and adopt estimates of revenues and cost required for the financial plan that demonstrates fiscal constraint for the TIP as specified in 23 CFR 450.326 (j) & (k). The TIP will list all projects in sufficient detail in accordance with regulations and reflect public involvement and criteria used to prioritize projects. The AGENCY will approve the TIP and submit it to MDOT for its approval and inclusion in the State Transportation Improvement Program (STIP). The AGENCY'S TIP will be incorporated by reference in the STIP and formally submitted to the FHWA and FTA. TIP amendments and modifications will follow procedures for TIP modifications as adopted by the AGENCY and as specified in 23CFR 450.328. The AGENCY and MDOT will jointly manage the TIP including project tracking and monitoring of obligation authority.

## **Article 12 Annual Listing of Projects with Federal Funding Obligations**

Each year within 90 days after the close of the federal fiscal year the AGENCY, MDOT and TRANSIT OPERATOR will cooperatively develop a listing of projects from the TIP for which federal transportation funds were obligated in the preceding fiscal year. This report will contain the projects and financial information as required in 23CFR 450.334 Annual Listing of Obligated Projects. This report will be made available to the public on the AGENCY web site.

**Article 13**  
**Performance-Based Transportation Planning & Programming**

The MPO will establish performance targets that address the performance measures or standards established in 23 CFR Part 490, 23 CFR Part 450, and 49 CFR Part 625, and 49 CFR Part 673. The AGENCY, MDOT, and the TRANSIT OPERATOR will coordinate in the establishment of state, AGENCY, and TRANSIT OPERATOR performance targets. Coordination efforts will include, but are not limited to, sharing available data related to the federally-required performance measures (subject to each agencies data sharing policies and procedures), discussing target setting methodology, establishing performance targets, and reporting on performance targets and progress in attaining targets. The AGENCY will plan and program projects that contribute to the achievement of state, AGENCY, and TRANSIT OPERATOR targets as appropriate. The AGENCY will develop a Congestion Mitigation and Air Quality Performance Plan if required by 23 U.S.C. 149 (1).

The following exhibits are attached to this MOU:

- Exhibit A Metropolitan Planning Area Boundary Map
- Exhibit B List of members of the AGENCY

This MOU is approved by the respective parties hereto as the date shown. This MOU will take effect upon award (the date of the final signature); it will remain in effect unless it is modified or terminated on the mutual agreement of the parties.

ATTEST:

\_\_\_\_\_  
Director  
Bureau of Transportation Planning

Date \_\_\_\_\_

\_\_\_\_\_  
AGENCY Chair

Date \_\_\_\_\_

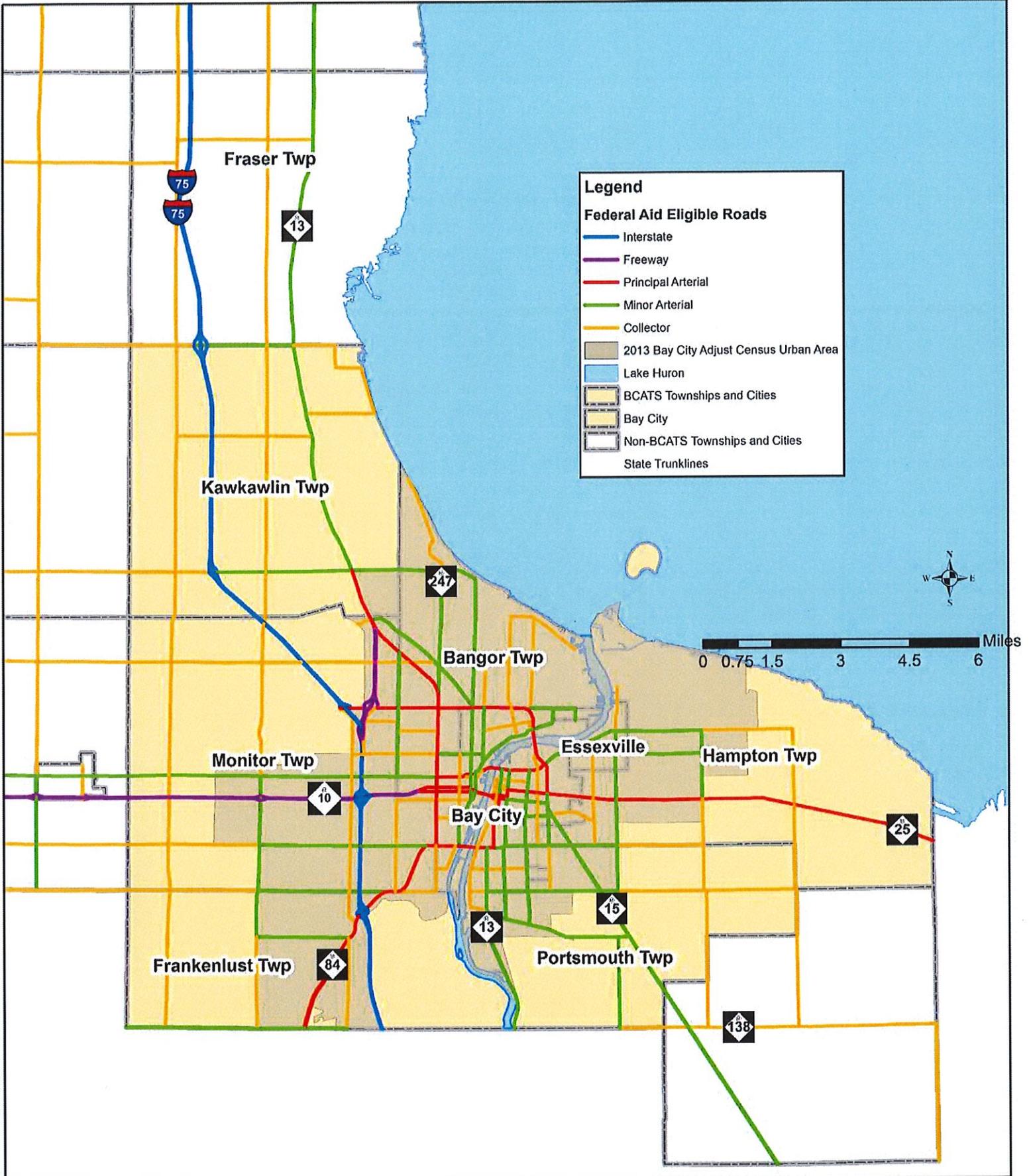
\_\_\_\_\_  
AGENCY Director

Date \_\_\_\_\_

\_\_\_\_\_  
TRANSIT OPERATOR Administrator

Date \_\_\_\_\_

The Bay City Area Transportation Study (BCATS)  
Overview Map: 2022-2026



## Exhibit B

| <b>Officers</b>   | <b>Name</b>           | <b>Alternate</b>                               |
|---|-----------------------|--|
| Mayor, city of Bay City   | Kathleen L. Newsham   | Rachel Phillips, Municipal Engineering Manager |
| Commission president, city of Bay City                          | Jesse Dockett         |  |
| Chairman, Bay County Board of Commissioners                     | Vaughn Begick         |  |
| Chairman's appointee from the Bay County Board of Commissioners | Colleen Maillette     |  |
| Mayor, city of Essexville                                       | Scott Wittbrodt       | Craig Goulet, City Manager                     |
| Supervisor, Bangor Township                                     | Glenn Rowley          |  |
| Supervisor, Monitor Township                                    | Terry M. Spencer      |  |
| Supervisor, Frankenlust Township                                | Ron Campbell          |  |
| Supervisor, Portsmouth Township                                 | Robert Pawlak         |  |
| Supervisor, Kawkawlin Township                                  | Samuel Davidson       |  |
| Supervisor, Hampton Township                                    | Terri Close           |  |
| Chairman, Bay County Road Commission                            | William E. Schumacher | Jim Lillo, Engineer Manager                    |
| Bay County Executive  | James Barcia          |  |
| Chairman, Bay Metropolitan Transportation Authority             | Michael Halstead      | Eric Sprague, General Manager                  |
| Chairman, regional planning commission                          | William R. Mrdeza     | Cody Bodrie, Regional Planner                  |
| Planning official, Michigan Department of Transportation        | Richard Bayus         |  |
| Planning official, U.S. Department of Transportation***         | Jenny Staroska        |  |
| Transportation official, MDOT District***                       | Jay Reithel           |  |
| Saginaw County Transportation Study Director***                 | Demetra M. Manley     |  |
| Bay City Area Transportation Study Director***                  | Bryan Gillett         |  |
| Midland Area Transportation Study Director***                   | Maja Bolanowska       |  |
| *** Non-Voting  |                       |  |

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 16, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (4/2/24)

WHEREAS, Bay County has a multi-year Master Agreement with the Michigan Department of Transportation (MDOT) that details the activities, roles, and responsibilities of the Bay County Transportation Planning Division to act as the Metropolitan Planning Organization (MPO) known as the Bay City Area Transportation Study (BCATS); and

WHEREAS, Per federal regulations, BCATS is required to maintain a certified planning program in order to utilize federal funds for transportation projects in the Bay City Urbanized Area; and

WHEREAS, The Master Agreement requires an annual Memorandum of Understanding in order to be put into effect; and

WHEREAS, The Memorandum of Understanding (MOU) outlines the roles and responsibilities of MDOT, BCATS, and BMTA during each Fiscal Year and, additionally, requires an annual work program description (Unified Work Program) which further details the work items that will be produced during that Fiscal Year. This also requires specific annual authorization forms which detail the amount of funding being allocated to such work activities; and

WHEREAS, The specific annual authorization forms are brought before the Committee of the Whole separately for approval each year; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the (Michigan Department of Transportation (MDOT) Memorandum of Understanding (MOU) and authorizes the Chairman of the Board to execute said MOU and all related documents required to fully implement the BCATS program on behalf of Bay County following Corporation Counsel review and approval.

TIM BANASZAK, CHAIR  
AND COMMITTEE

Envir. Affairs/BCATS – MDOT Memorandum of Understanding

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 DEPARTMENT ON AGING



**JAMES A. BARCIA**  
County Executive

**BETH EURICH, LBSW**  
**DIRECTOR**

**Jessica Somerlott, LBSW**, Senior Services Manager

**Patty Gomez**, Programming Services Manager

**Zach Brunett**, Nutrition Services Manager

515 Center Avenue, Suite 202

Bay City, Michigan 48708

Tel: (989) 895-4100

Fax: (989) 895-4094

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

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

To: Tim Banaszak, Chair, Committee of the Whole

From: Beth Eurich, Director, Department on Aging

Date: March 11, 2024

Cc: Jim Barcia, Amber Johnson, Shawna Walraven

RE: Request to submit Notice of Grant Award for In-Home Services/DCW Providers from Region VII Area Agency on Aging for the rest of the 2024 Fiscal Year starting February 2024.

#### BACKGROUND:

Bay County Department on Aging will be receiving funding thru Region VII Area Agency on Aging, due to the COVID-19 pandemic, for those that provide Homemaking and Personal Care services with a \$3.60/hour wage increase (\$3.20 + .40 for additional payroll/FICA costs). Governor Whitmer signed into law the Premium Pay for Direct Care Workers funding. Please see attached Notice of Grant Award. This is to be based on the number of units each DOA Homemaking and Personal Care staff will be completing in the rest of the 2024 Fiscal Year starting February 2024. This is for Homemaking and Personal Care programs only.

#### FINANCE and ECONOMICS:

The Department on Aging has been notified that Governor Whitmer signed into law the Premium Pay for Direct Care Workers funding. Funds in the current amount of \$12,856 to assist with the Homemaking and Personal Care staff \$3.60/hour wage increase (\$3.20+ .40 for additional payroll/FICA costs), covering the rest of the 2024 Fiscal Year starting February 2024.

#### RECOMMENDATION:

The Department on Aging recommends that funds from Region VII Area Agency on Aging, for those that provide Homemaking and Personal Care services with a \$3.60/hour wage increase (\$3.20 + .40 for additional payroll/FICA costs), be received to cover units for the rest of the 2024 Fiscal Year starting February 2024. Upon favorable review by Corporation Counsel, the Department on Aging requests the Board to receive all documents related to the award and approve any required budget adjustments. The Board Chair signature will be required on all reimbursement paperwork for the rest of the 2024 Fiscal Year starting in February 2024.

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 16, 2024

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (4/2/24)
- WHEREAS,** Governor Whitmer signed into law Premium Pay for Direct Care Workers funding and, as a result, the Bay County Department on Aging will be receiving funding thru Region VII Area Agency on Aging, due to the COVID-19 pandemic, for those that provide Homemaking and Personal Care services with a \$3.60/hour wage increase (\$3.20 + .40 for additional payroll/FICA costs); and
- WHEREAS,** This is to be based on the number of units each DOA Homemaking and Personal Care staff will be completing in the rest of 2024 FY starting February 2024 and this funding is for Homemaking and Personal Care programs only; and
- WHEREAS,** The Department on Aging has been notified it will receive funds in the current amount of \$12,856 for to assist with the Homemaking and Personal Care Staff Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners, on behalf of the Bay County Department on Aging, accepts funds from Region VII Area Agency on Aging, in the amount of \$12,856 for those that provide Homemaking and Personal Care services with a \$3.60/hour wage increase (\$3.20 + .40 for additional payroll/FICA costs), for the rest of 2024 FY starting February; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to execute all required grant documents, including monthly reimbursement reports, on behalf of Bay County (Department on Aging) following Finance and Corporation Counsel review and approval; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR  
AND COMMITTEE

DOA - Premium Pay for Direct Care Workers Funding 2024

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 DEPARTMENT ON AGING



**JAMES A. BARCIA**  
County Executive

**BETH EURICH, LBSW**  
**DIRECTOR**

**Jessica Somerlott, LBSW**, Senior Services Manager

**Patty Gomez**, Programming Services Manager

**Zach Brunett**, Nutrition Services Manager

515 Center Avenue, Suite 202  
Bay City, Michigan 48708  
Tel: (989) 895-4100  
Fax: (989) 895-4094  
[divonaging@baycounty.net](mailto:divonaging@baycounty.net)  
[www.baycounty-mi.gov/Aging/](http://www.baycounty-mi.gov/Aging/)

To: Tim Banaszak, Chair, Committee of the Chair

From: Beth Eurich, Director, Department on Aging 

Date: March 15, 2024

Cc: Jim Barcia, Amber Johnson, Shawna Walraven

RE: Request to submit letter for Memorandum of Understanding for the Senior Project FRESH/Market Fresh between Michigan Department of Health and Human Services Aging and Adult Services Agency and Bay County Department on Aging.

#### BACKGROUND:

In the past, Bay County Department on Aging has participated in the Senior Project FRESH/Market Fresh program with Michigan Department of Health and Human Services Aging and Adult Services Agency to assist our homebound Bay County Seniors and Activity Center Participants with the ability to purchase fresh fruit and vegetables from participating local farmers and farmers markets. This year's program runs from May 1, 2024 through October 31, 2024.

#### FINANCE and ECONOMICS:

The Department on Aging employee will assist clients with filling out applications for the Senior Project FRESH/Market Fresh Program. There is no financial cost to Bay County or Bay County Department on Aging.

#### RECOMMENDATION:

Upon favorable review by Corporate Council, Department on Aging recommends submitting the Memorandum of Understanding for the Senior Project Fresh/Market Fresh Program to Michigan Department of Health and Human Services Aging and Adult Services Agency and Bay County Department on Aging with any agreements relating to these contracts be signed by the Board of Commissioners Chair.

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 16, 2024

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (4/2/24)
- WHEREAS,** Historically, Bay County Department on Aging has participated in the Senior Project FRESH/Market Fresh program with Michigan Department of Health and Human Services Aging and Adult Services Agency to assist homebound Bay County Seniors with the ability to purchase fresh fruit and vegetables from participating local farmers and farmers’ markets; and
- WHEREAS,** This year’s program runs from May 1, 2024 to October 31, 2024; and
- WHEREAS,** The Case Managers will assist client with filling out applications for the Senior Project FRESH/Market Fresh Program; and
- WHEREAS,** There is no financial cost to Bay County or Bay County Department on Aging; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the Memorandum of Understanding for the Senior Project FRESH/Market Fresh Program between Bay County (Department on Aging) and the Michigan Department of Health and Human Services Aging and Adult Services Agency; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to execute all documentation required for this program following Corporation Counsel review and approval; Be It Further
- RESOLVED** That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR  
AND COMMITTEE

DOA - 2024 Senior Project FRESH/Market Fresh Program

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  
Veteran Affairs**

**James A. Barcia**  
County Executive

**Matthew Beaver**  
Director  
[beaverm@baycounty.net](mailto:beaverm@baycounty.net)

Tel: 989-895-2055

Tim Banaszak, Chair, Committee of the Whole

From: Matthew Beaver, Director of Administrative Service and Veteran Affairs

Date: March 25, 2024

Subject: Military Order of the Purple Heart Convention in Bay City, MI, May 29-31, 2024

**Request:** A request has been made by John P. De Wyse and the Bay City Chapter 513 of the Military Order of the Purple Heart for \$2500.00 from the Veteran's Conventions Fund. They will be holding their state convention at the Doubletree Hotel in Bay City on May 29 – 31, 2024.

**Background:** State law allows counties to contribute to veteran's groups for conventions and conferences up to \$5,000 per year.

**Finance/Economics:** This amount is already budgeted under activity 10168470-96900.

**Recommendation:** Request that the Committee of the Whole approve this request. Request authorization for the Board Chair to sign any necessary documents or forms.

Matt Beaver  
Director, Administrative Services and Veterans Affairs

Cc:  
Tim Banaszak  
Matt Beaver  
Vaughn Begick  
Lindsey Arsenault  
Shawna Walraven

# Military Order Of The Purple Heart

March 25 ,2024

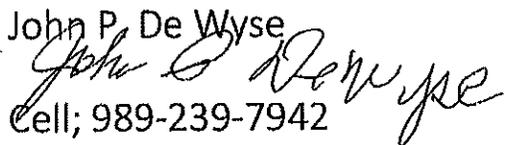
John P De Wyse  
605 Elm St  
Bay City, MI 48706

Dear County Commissioners:

I am writing a request for funding for our upcoming state convention. We will be hosting The Military Order of the Purple Heart convention at the Doubletree Hotel in Bay City. The dates for the convention are May 29<sup>th</sup>,30<sup>th</sup> and 31st of May 2024. We have hosted state conventions here before, our members like Bay City as it centrally located. They also enjoy the many nearby restaurants and attractions that are within walking distance.

Sincerely,

John P. De Wyse

  
Cell; 989-239-7942

Adjutant Chapter 513 Bay City, MI

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 16, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (4/2/24)

WHEREAS, The Bay City Chapter 513 of the Military Order of the Purple Heart is requesting a contribution of \$2,500 from funds budgeted for veterans' conventions to be used to pay for meeting space; and

WHEREAS, The state convention is being held at the Doubletree Hotel in Bay City on May 29, 2024 to May 31, 2024; and

WHEREAS, Historically, state conventions have been hosted in Bay City before as members prefer the central location; and

WHEREAS, State law allows counties to contribute to veteran's groups for conventions and conferences up to \$5,000 per year; and

WHEREAS, Funds are currently budgeted under activity 10168470-96900; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes an appropriation of \$2,500 to the Bay City Chapter 513 of the Military Order of the Purple Heart for the Biannual 2024 Convention to be held at the DoubleTree in Bay City, Michigan from May 29, 2024, to May 31, 2024; Be it Finally

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

TIM BANASZAK, CHAIR  
AND COMMITTEE

Veterans Conventions Appropriation - Military Order of the Purple Heart Convention

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



## BAY COUNTY

**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

**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: March 20, 2024  
Subject: Youth on Course Agreement and Fee Schedule Adjustment

---

**Request:** To gain approval from the Board of Commissioners to provide Youth on Course rounds at the Bay County Golf Course, and update the fee schedule accordingly.

**Background:** Youth on Course (YOC) is a nation-wide program with the purpose of providing youth with access to golf for \$5 or under. The Bay County Golf Course would like to participate in this program. As a YOC site, golfers 18 and under with an active YOC membership would be charged \$5 for a 9-hole round of golf. Youth on Course would reimburse the Bay County Golf Course \$4 per round recorded. The Bay County Golf Course would ultimately receive \$9 per round (\$5 paid by the youth + \$4 paid by YOC), which is \$1 less than our current junior rate. Therefore, this YOC fee would need to be approved on the fee schedule.

**Economics:** n/a.

**Recommendation:** It is recommended the Board approve the chairman to sign documents related to this program after review from Corporation Counsel and approve the change in fee schedule to accommodate this program.

cc: Finance, Golf Course

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 16, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (4/2/24)  
 WHEREAS, Youth on Course (YOC) is a nation-wide program with the purpose of providing youth with access to golf for \$5 or under; and  
 WHEREAS, The Bay County Golf Course would like to participate in this program; and  
 WHEREAS, As a YOC site, golfers 18 and under with an active YOC membership would be charged \$5 for a 9-hole round of golf. Youth on Course would reimburse Bay County Golf Course \$4 per round recorded; and  
 WHEREAS, The Bay County Golf Course would receive \$9 per round (\$5 paid by the youth and \$4 paid by YOC), which is \$1 less than the current junior rate; and  
 WHEREAS, Accordingly, to provide Youth on Course rounds at the aforementioned cost the 2024 Bay County Fee Schedule requires revisions; Therefore, Be It  
 RESOLVED By the Bay County Board of Commissioners that the following revisions to the 2024 Bay County Fee Schedule are hereby approved:

Youth on Course (YOC) for golfers 18 years of age or younger with an active YOC membership will pay \$5 for a 9-hole round of golf. The Youth on Course program will reimburse Bay County, \$4 per round recorded.

RESOLVED That the Chairman of the Board is authorized to execute all documentation required for this program 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 – Golf Course Fee Schedule Revisions for Youth on Course (YOC)

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 \_\_\_

| 2024                 | Journal | 2024    |
|----------------------|---------|---------|
| Fund                 | Number  | Fund    |
| Balance              |         | Balance |
| \$5,039,954          |         | \$0     |
| \$2,723,731          |         |         |
| <u>\$7,763,685</u>   |         |         |
| <u>(\$2,723,731)</u> |         |         |

**Description**  
 Estimated Unassigned Fund Balance or (Deficit) 12/31/2023  
 Previous years Assigned Fund Balance for P.O.'s\*  
 Previous years Assigned Fund Balance for designation to balance 2024 budget  
 Unassigned & Assigned Fund Balance or (Deficit) at 12/31/2023  
 2024 Budgeted Surplus (Deficit)

| Description   | Journal Number | Amount   |
|---|----------------|----------|
| <b>BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH MARCH 2024</b>  |                |          |
| Increase 2024 budget for MSU Extension 2024 Budget. BOC approved per Resolution 2023-228  | 24-01-238      | -124,238 |
| Increase 2024 budget for MMRMA risk management insurance 7.1% increase. BOC approved this B.A. per Resolution 2023-237                                | 24-01-235      | -46,736  |
| Decrease 2024 budget for duplicate entry of one position in the Sheriff budget. BOC approves of this correction of a budget per Resolution 2023-241   | 24-01-237      | 105,893  |
| Decrease use of G.F. balance due to duplicate entry of one position in the Sheriff Dept. BOC approved this B.A. per Resolution 2023-185               | 24-01-472      | -4,000   |
| Budget for LeadsOnline software for the Sheriff Dept. BOC approved this B.A. per Resolution 2023-241*   | 24-01-547      | -47,524  |
| 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*     | 24-02-294      | -14,500  |
| Budget for an increase due to new vehicle purchase prices increasing. BOC approved this B.A. per Resolution #2024-13                                  | 24-03-032      | -6,000   |
| Increased Juvenile Home budget for purchase of laundry equipment. BOC approved this B.A. per Resolution #2024-23                                      | 24-03-033      | -26,000  |
| Budget for Juvenile Home repairs. BOC approved this B.A. per Resolution #2024-22  | 24-03-218      | -978,000 |
| Budget for a 2023 P.O. rolled over for the elevator replacement project. BOC approved the Bid award and B.A. for this project by Resolution #2024-02* |                |          |

MARCH 25, 2024  
 Estimated Unassigned Fund Balance or (Deficit) 3/25/2024  
-1,141,105  
\$3,898,649



**BAY COUNTY  
FINANCE DEPARTMENT**

**James A. Barcia**  
County Executive

**Shawna S. Walraven**  
Finance Officer  
[walravens@baycounty.net](mailto:walravens@baycounty.net)

**Kimberly A. Priessnitz**  
Assistant Finance Officer  
[priessnitzk@baycounty.net](mailto:priessnitzk@baycounty.net)

**Frances A. Moore**  
Purchasing  
[moorefa@baycounty.net](mailto:moorefa@baycounty.net)

**Julie A. O'Malley**  
Information Systems Manager  
[omalleyj@baycounty.net](mailto:omalleyj@baycounty.net)

TO: Tim Banaszak, Chairperson  
Committee of the Whole

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

DATE: March 26, 2024

RE: Executive Directive #2007-001

**REQUEST:**

Please place this memo on April 2, 2024, Committee of the Whole Agenda for your committee's information.

**BACKGROUND:**

On March 13, 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/INFORMATION SYSTEMS**

**James A. Barcia**  
County Executive

**Shawna Walraven**  
Finance Officer  
[walravens@baycounty.net](mailto:walravens@baycounty.net)

**Kimberly A. Priessnitz**  
Assistant Finance Officer  
[priessnitzk@baycounty.net](mailto:priessnitzk@baycounty.net)

**Frances A. Moore**  
Purchasing/Housing Rehab  
[mooref@baycounty.net](mailto:mooref@baycounty.net)

**Julie A. O'Malley**  
Information Systems Manager  
[coppensj@baycounty.net](mailto:coppensj@baycounty.net)

**TO:** Tim Banaszak, Chairperson  
Committee of the Whole

**FROM:** Julie O'Malley *JAO*  
Information Systems Manager

**RE:** People Driven Self Service Password Reset

**DATE:** March 26, 2024

**REQUEST:**

After review by Corporation Counsel authorize the Board Chair to sign any documents related to statement of work with People Driven for self-service.

**BACKGROUND:**

Information Systems Division receives password reset requests numerous times a day and most of the calls for after hours are for password resets. The password reset portal will allow users to set up their own security questions and provide a mechanism to reset their own passwords from any device. This solution in the 2024 ISD Project Plan will reduce the number of on-call hours compensated and empower users to complete the process themselves.

**ECONOMICS:**

There are funds existing in the Information Systems Division budget to cover the cost of the statement of work of \$6,500. ISD is requesting the funds of \$3,156 for the software for the self-service subscription and the MFA add-on needed for Duo Security. Each year going forward ISD will budget these funds.

**RECOMMENDATION:**

Authorize the Board Chairman to sign any and all documents related to the People Driven statement of work after review by Corporation Counsel and to approve all future budget adjustments relating to this award.

cc: James A. Barcia Shawna Walraven Kim Priessnitz Amber Davis-Johnson

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 16, 2024

RESOLUTION

**BY:** COMMITTEE OF THE WHOLE (4/2/24)

**WHEREAS,** Bay County Information Systems Division (ISD) receives password reset requests numerous times a day and most of the calls for after hours are for password resets; and

**WHEREAS,** The password reset portal will allow users to set up their own security questions and provide a mechanism to reset their own passwords from any device. This solution in the 2024 ISD Project Plan will reduce the number of on-call hours compensated and empower users to complete the process themselves; and

**WHEREAS,** There are funds existing in the Information Systems Division budget to cover the cost of the statement of work of \$6,500. ISD is requesting additional funds of \$3,156 for the software for the self-service subscription and the MFA add-on needed for Duo Security from the General Fund, Fund Balance. Each year going forward ISD will budget these funds; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners approves the budget adjustment for the People Driven Software for the self-service subscription and the MFA add-on needed for Duo Security for the additional amount of \$3,156 from the General Fund, Fund Balance; Be It Further

**RESOLVED** That the Chairman of the Board is authorized to execute any Statement of Work, Agreements or related documents from People Driven on behalf of Bay County following Corporation Counsel review and approval; Be It Finally

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

TIM BANASZAK, CHAIR  
AND COMMITTEE

ISD - People Driven Self Service Password Reset – Budget Adjustment/Statement of Work

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  
FINANCE/INFORMATION SYSTEMS**

**James A. Barcia**  
County Executive

**Shawna S. Walraven**  
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[walravens@baycounty.net](mailto:walravens@baycounty.net)

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

**Julie A. O'Malley**  
Information Systems Manager  
[coppensj@baycounty.net](mailto:coppensj@baycounty.net)

To: Tim Banaszak  
Chair, Committee of the Whole

From: Frances Moore   
Purchasing Agent

Date: March 20, 2024

Subject: Bid Award Notification – Health Department Electronic Health Records Software

**Request:**

Receive the notification of intent to award Request for Proposal (RFP) 2023-18 and authorize the Board Chair to sign all documents relating to this award after review by Corporation Counsel.

**Background:**

The bid for the abovementioned project was released on September 15, 2023, and submissions from bidders were due to Finance by October 13, 2023.

We received six (6) submissions: E-Healthline, Inc., CureMD, SyraHealth, NextGen HealtheCare, Veradign and Patagonia Health. All submissions were deemed to be responsive and moved to the review phase of the RFP process.

The bids were reviewed, and the technical proposals were scored in relation to the proposal meeting the requirement of the bid request. The three highest scoring companies were then scheduled for a question-and-answer session to clarify some points of the bid and to gain a greater understanding of the firm's process.

The Committee decided on the firm to provide the best value is Patagonia Health based on the technical proposal, interview, and follow-up questions. The responses were consistent with the bid submission and subsequent interview. They did not require a third party to complete reports and seemed the most geared toward a public health department.

**Finance/Economics:**

The amount of \$266,888.16 over a five year period includes all costs including base system, configuration, interfaces, implementation, training and ongoing support.

It is anticipated that Patagonia's ability to streamline processes will integrate greater efficiency to clinical and financial operations of the Health Department and in turn, could provide cost savings where the current software cannot.

**Recommendation:**

Receive the award of this RFP and authorize the Board Chair to sign all documents relating to the award of this bid after review by Corporation Counsel and to approve all future budget adjustments relating to this award.

cc: Jim Barcia, Amber Davis-Johnson, Shawna Walraven, Julie O'Malley, Brandon Short, Joel Strasz, Amy Yakich  
Andre Reed.

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 16, 2024

RESOLUTION

**BY:** COMMITTEE OF THE WHOLE (4/2/24)

**WHEREAS,** On September 15, 2024, a Request for Proposal (RFP) was released for Electronic Health Records Software for the Bay County Health Department; and

**WHEREAS,** Bay County received six (6) submissions: E-Healthline, Inc., CureMD, SyraHealth, NextGen HealtheCare, Veradign and Patagonia Health; and

**WHEREAS,** All submissions were deemed to be responsive and moved to the review phase of the RFP process; and

**WHEREAS,** The bids were reviewed, and the technical proposals were scored in relation to the proposal meeting the requirement of the bid request. The three highest scoring companies were then scheduled for a question-and-answer session to clarify some points of the bid and to gain a greater understanding of the firm's process; and

**WHEREAS,** The Committee decided on the firm to provide the best value is Patagonia Health based on the technical proposal, interview, and follow-up questions. The responses were consistent with the bid submission and subsequent interview. Additionally, the firm did not require a third party to complete reports and seemed the most geared toward a public health department; and

**WHEREAS,** The amount of \$266,888.16 over a five year period includes all costs including base system, configuration, interfaces, implementation, training and ongoing support; and

**WHEREAS,** It is anticipated that Patagonia's ability to streamline processes will integrate greater efficiency to clinical and financial operations of the Health Department and in turn, could provide cost savings where the current software cannot; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners receives the notification of intent to award Request for Proposal (RFP) 2023-18, Health Department Electronic Health Records Software to Patagonia Health and authorizes the Chairman of the Board to sign all documents related to the bid award following Corporation Counsel review and approval; Be It Finally

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

TIM BANASZAK, CHAIR  
AND COMMITTEE

Purchasing – Health Department Electronic Health Records Software Bid Award to Patagonia Health

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  
FINANCE/INFORMATION SYSTEMS**

**James A. Barcia**  
County Executive

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

**Julie A. Coppens**  
Information Systems Manager  
[coppensj@baycounty.net](mailto:coppensj@baycounty.net)

To: Tim Banaszak, Chairperson  
Ways and Means Committee

From: Jessica Foss *JF/JH*  
Assistant Purchasing Agent

Date: March 25, 2024

Subject: Bid Award Notification

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**Request:**

Receive the notification of intent to award RFP 2023-19 Bay County Community Center Gym Floor replacement and authorize the Board Chair to sign all documents relating to this award after review by Corporation Counsel.

**Background:**

This bid was released on December 22, on the print and online editions of MLive, the County Facebook, Webpage and TV station; as well as BidNet and SmartProcure two national/international bid cooperatives.

The vendor responses were opened on Friday, January 26, 2024, at 11:00 A.M., we received three responses, Dynamic Sports Construction Inc., Kuhn Specialty Flooring and Foster Specialty Flooring. We also received one alternate response from Dynamic Sports Construction. All vendors were deemed responsive.

During the review of the bid submission Building and Grounds determined the best value to be Dynamic Sports Construction's alternate bid to be the best value to the County.

**Finance/Economics:**

The pricing breakdown is as follows:

|                                  |            |                     |
|----------------------------------|------------|---------------------|
| Dynamic Sports Construction Inc. | \$48564.00 | 6mm                 |
| Dynamic Sports Construction Inc. | \$51025.00 | 7mm (alternate bid) |
| Foster Specialty Flooring        | \$87950.00 | 9mm                 |
| Kuhn Specialty Flooring          | \$69600.00 | 7mm                 |

**Recommendation:**

Receive the award of this RFP and authorize the Board Chair to sign all documents relating to the award of this bid after review by Corporation Counsel and to approve all future budget adjustments relating to this award.

cc: Jim Barcia, Amber Davis-Johnson, Shawna Walraven, Cristen Gignac.

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 16, 2024

RESOLUTION

**BY:** COMMITTEE OF THE WHOLE (4/2/24)  
**WHEREAS,** On December 22, 2023, on the print and online editions of MLive, the Bay County Facebook, Webpage and TV station; as well as BidNet and SmartProcure two national/international bid cooperatives; and  
**WHEREAS,** The vendor responses were opened on Friday, January 26, 2024, at 11:00 A.M., with Bay County receiving three (3) responses from Dynamic Sports Construction Inc., Kuhn Specialty Flooring and Foster Specialty Flooring; and  
**WHEREAS,** Bay County also received one (1) alternate response from Dynamic Sports Construction; and  
**WHEREAS,** All vendors were deemed responsive; and  
**WHEREAS,** During the review of the bid submission Bay County Building and Grounds determined the best value to be Dynamic Sports Construction's alternate bid to be the best value to Bay County; and  
**WHEREAS,** The pricing breakdown is as follows:

|                                  |                                |
|----------------------------------|--------------------------------|
| Dynamic Sports Construction Inc. | \$48564.00 6mm                 |
| Dynamic Sports Construction Inc. | \$51025.00 7mm (alternate bid) |
| Foster Specialty Flooring        | \$87950.00 9mm                 |
| Kuhn Specialty Flooring          | \$69600.00 7mm                 |

**RESOLVED** That the Bay County Board of Commissioners receives the notification of intent to award Request for Proposal (RFP) 2023-19, to Dynamic Sports Construction’s alternative bid for Bay County Community Center Gym Floor Replacement and authorizes the Chairman of the Board to sign all documents related to the bid award following Corporation Counsel review and approval; Be It Finally

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

TIM BANASZAK, CHAIR  
 AND COMMITTEE

**Purchasing – Community Center Gym Floor Bid Award to Dynamic Sports Construction**

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

APRIL 19, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (4/2/24)

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

ACCOUNTS PAYABLE:

|           |              |
|-----------|--------------|
| 3/6/2024  | \$377,619.15 |
| 3/20/2024 | \$706,019.74 |
| 3/27/2024 | \$600,686.94 |

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, MARCH 5, 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   | Y   |
| KAYSEY L. RADTKE, V. CHAIR   | P | S/Y | S/Y | Y   | Y   | S/Y | S/Y | S/Y | S/Y | S/Y | S/Y | Y   | S/Y |
| KATHY NIEMIEC                | P | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| COLLEEN MAILLETTE            | P | M/Y | M/Y | Y   | Y   | Y   | Y   | M/Y | Y   | M/Y | Y   | S/Y | Y   |
| THOMAS M. HEREK              | P | Y   | Y   | S/Y | S/Y | M/Y | M/Y | Y   | M/Y | Y   | M/Y | M/Y | M/Y |
| DENNIS R. POIRIER            | E | X   | C   | U   | S   | E   | D   |     |     |     |     |     |     |
| VAUGHN J. BEGICK, EX OFFICIO | P | Y   | Y   | M/Y | M/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   | Y   |    |    |    |    |    |    |    |    |    |    |
| KAYSEY L. RADTKE, V. CHAIR   |  | Y   | M/Y |    |    |    |    |    |    |    |    |    |    |
| KATHY NIEMIEC                |  | Y   | Y   |    |    |    |    |    |    |    |    |    |    |
| COLLEEN MAILLETTE            |  | S/Y | Y   |    |    |    |    |    |    |    |    |    |    |
| THOMAS M. HEREK              |  | M/Y | S/Y |    |    |    |    |    |    |    |    |    |    |
| DENNIS R. POIRIER            |  |     |     |    |    |    |    |    |    |    |    |    |    |
| VAUGHN J. BEGICK, EX OFFICIO |  | Y   | 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.Barca, S. Walraven, M. Beaver, T. Jerry, L. Ogar, W.Prince, N.Paige, H.Went, L.Arsenault,

ZOOM:

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

**COMMITTEE OF THE WHOLE  
MINUTES  
WEDNESDAY, MARCH 5, 2024  
PAGE 2**

MOTION NO.

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

1. MOVED, SUPPORTED AND CARRIED TO EXCUSE COMMISSIONER DENNIS R. POIRIER.
2. MOVED, SUPPORTED AND CARRIED TO APPROVE THE MARCH 5, 2024, COMMITTEE OF THE WHOLE AGENDA AS PRINTED.
3. MOVED, SUPPORTED AND CARRIED TO APPROVE THE FEBRUARY 6, 2024, COMMITTEE OF THE WHOLE MINUTES AS PRINTED.

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

The first item on the agenda was a request for approval to hire a temporary staff accountant for the Bay County Treasurer's Office. At the request of Board Chair Begick, Weston Prince, Bay County Treasurer, provided a brief explanation. It was

4. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: TEMPORARY HIRE OF STAFF ACCOUNTANT (TREASURER).

Commissioner Niemiec inquired about the amount of infestation of spongy moth in Bay County to which, Environmental Affairs and Community Development Director Laura Ogar, explained the monitoring process, trends and treatment. It was

5. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: RELEASE OF IFB FOR SPONGY MOTH AERIAL TREATMENT APPLICATION (ENVIRONMENTAL AFFAIRS/FOREST SUSTAINABILITY PROGRAM).
6. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: 2024 SWIM LESSON PARTNERSHIP AGREEMENT W/ESSEXVILLE HAMPTON PUBLIC SCHOOLS - \$10,000 (RECREATION & FACILITIES).
7. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: COMMUNITY EVENTS LEASE AGREEMENTS 2024-2028 (RECREATION & FACILITIES).
8. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: RFQ BROKER SERVICES AGREEMENT FOR WORKER'S COMPENSATION EXCESS INSURANCE AND THIRD PARTY ADMINISTRATOR (PERSONNEL).
9. MOVED, SUPPORTED AND CARRIED TO RECEIVE GENERAL FUND EQUITY 2023 (FINANCE).
10. MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11 (FINANCE).

Board Chair Begick noted that this achievement has been received for decades and commended the dedicated work of the Bay County Finance Department. It was

11. **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING (FINANCE).**
12. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: STAFF ACCOUNT POSITION HIRED AT 3-YEAR RATE OF \$33.75 (PB08) (FINANCE).**
13. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED PAYABLES RESOLUTION (FINANCE).**

Under Miscellaneous, Commissioner Herek announced x-ray full body scanner was delivered to the Bay County Sheriff's Office and applauded the great addition.

Under Announcements, Cristen Gignac, Recreation and Facilities Director, announced that the second Puck of the Irish will take place at the Bay County Civic Arena and that there will be 26 teams playing Friday through Sunday.

There being no further business, it was

14. **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:21 P.M.).**

**Submitted By:**

**Lindsey Arsenault  
Board Coordinator**