

# WAYS AND MEANS COMMITTEE

## AGENDA

TUESDAY, MAY 3, 2016

**4:00 P.M.**

### COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
  - II ROLL CALL
  - 1- 4 III MINUTES (4/5/16)
  - IV PUBLIC INPUT
  - V PETITIONS AND COMMUNICATIONS
- 5- 22 A. President, Bay County Fair and Youth Exposition - Michigan Department of Agriculture and Rural Development Grant **(Seeking approval concurrence with proposed Capital Improvement Project at Fairgrounds and approval of outlined plan for completion of project - proposed resolution attached)**
  - 23 B. Director of Environmental Affairs & Community Development - DNR Phragmites Grant **(Proposed resolution, no. 2016-104, to be considered by full Board immediately following this meeting)**
  - 24-25 C. Health Director - Amendment # 3 to CPBC Agreement **(Seeking approval of amendment; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)**
  - D. Personnel Director
  - 26-29 1. Finance Officer - MN-15, 2 Year Pay Level **(Seeking authorization to hire new Finance Officer at MN-15, 2 year level instead of hire rate - proposed resolution attached)**
  - 30-31 2. 9-1-1 Central Dispatch - Assistant Director Vacancy **(Seeking approval to post/fill Assistant Director vacancy, Supervisor vacancy (resulting from filling Assistant Director vacancy internally, and to staff two (2) Assistant Director positions beginning May 11 until May 27, 2016 - proposed resolution attached)**
  - 32 E. Payables: General/Center Ridge Arms **(Proposed resolution attached)**
  - F. Finance Officer
  - 33-35 1. Budget Adjustments **(Proposed resolution attached)**
  - 36 2. Analysis of General Fund Equity 2016 **(Receive)**
  - 37 3. Update re Executive Directive #20007-11 **(Receive)**

- 38-39                            4.    2017 Budget Schedule and Calendar (**Proposed resolution attached**)
- 40-41                            5.    Enterprise Network Appliance Support (**Seeking approval of continued support and maintenance of network appliance firewall monies to come from ISD contingency funds (\$15,000) and other ISD line item(s) - proposed resolution attached**)
- 42-43                            6.    Uniform Federal Grant Guidance (**Seeking amendment of any and all approved Board of Commissioners procedures and policies where any reference to OMB Circulars A-133/A-87 or other guides are listed and replaces with OMB 2 CFR 200 (the "Uniform Guidance") Subpart E-Cost Principles, Appendices III-VIII; Sections 200.400 policy guide through 200.475 Trustees - proposed resolution attached**)

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

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

**WAYS AND MEANS COMMITTEE  
MINUTES**

MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON TUESDAY, APRIL 5, 2016, FOURTH FLOOR, BAY COUNTY BUILDING.

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

**ROLL CALL:**

**MOTION NO.**

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

**MOTION NO.**

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

**MOTION NO.**

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

OTHERS PRESENT: T.HICKNER, C.GIGNAC, D.RUSSELL, A.DAVIS-JOHNSON, K.PRIESSNITZ, T.JERRY, J.MILLER, B.KRAUSE, T.ROEHRS, C.HOWELL, K.MEAD, K.RIFENBARK, J.MORSE, J.VAN TOL, L.OGAR, A.WALLACE, R.REDMOND, BAY 3 TV, D.BERGER

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

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MINUTES  
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**MOTION NO.**

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

- 1            **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE MARCH 1, 2016 WAYS AND MEANS COMMITTEE MEETING AS PRINTED.**

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

- 2            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE GRANT AGREEMENT FOR 2016 MARINE SAFETY PROGRAM (SHERIFF DEPT.).**

At this time, Sheriff Miller requested that the request for RFP for Inmate Telephone Services be referred back to administration pending FCC ruling. There may be changes as regards costs/charges. It would be prudent to wait until more information is available.

- 3            **MOVED, SUPPORTED AND CARRIED TO REFER RFP FOR INMATE TELEPHONE SERVICES BACK TO ADMINISTRATION FOR FURTHER REVIEW/RECOMMENDATION (SHERIFF DEPT.).**

- 4            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE AMENDMENT TO 2015-2016 VOCA GRANT (PROSECUTOR'S OFFICE).**

- 5            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE TREATMENT COURT GRANTS TO INCLUDE PROBATE COURT (COURTS).**

- 6            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE APPROPRIATION (\$1,000) FOR SUMMER STATE CONVENTION OF VIETNAM VETERANS OF AMERICA.**

- 7            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE CORMORANT MANAGEMENT ON SPOILS ISLAND (CORPORATION COUNSEL).**

Commissioner Lutz spoke to the proposed resolution to add a part time Typist Clerk position to assist the Soldier's Relief Services office and the other county veterans offices as the former clerical state employee retired due to health issues. It is the State's position that they will replace the clerical position.

**WAYS AND MEANS COMMITTEE**

**MINUTES**

**TUESDAY, APRIL 5, 2016**

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**MOTION NO.**

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Commissioner Lutz emphasized this is an important service that needs to be provided to the veterans and he favored by-passing the Personnel/Human Services Committee, which he chairs, to expedite the filling of this position. Commissioner Begick also spoke of the need for the position.

- 8            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE SOLDIER'S RELIEF COMMISSION CONTRACTUAL PART-TIME (UP TO 25 HRS./WK.) TYPIST CLERK POSITION (ADMINISTRATIVE SERVICES).**
- 9            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE RECOGNITION OF 2015-1016 MICHIGAN GREEN SCHOOLS RECIPIENTS (ENVIRONMENTAL AFFAIRS/COMMUNITY DEVELOPMENT).**
- 10           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE BOYS AND GIRLS CLUB SUMMER PROGRAM (RECREATION AND FACILITIES).**
- 11           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE GOLF COURSE OUTING FEES (RECREATION AND FACILITIES).**
- 12           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE 2015 EQUALIZATION REPORT (EQUALIZATION).**
- 13           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE GAS TRANSPORTATION SEASONAL CONTRACT WITH CONSTELLATION NEW ENERGY (BUILDINGS AND GROUNDS).**
- 14           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE APPROPRIATION (UP TO \$41,000) FOR REMAINING COUNTY PAINTING PROJECTS (BUILDINGS AND GROUNDS).**
- 15           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE STRUCTURAL ASSESSMENT CONTRACT WITH MACMILLIAN AND ASSOCIATES FOR MARKET COLUMNS/PIERS (BUILDINGS AND GROUNDS).**

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- 16            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE LETTER OF INTENT TO REGION VII AAA FOR FY 2016-2017 FUNDING (DIVISION ON AGING).**
- 17            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE PAYABLES (FINANCE).**
- 18            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE SUBMITTED BUDGET ADJUSTMENTS (FINANCE).**
- 19            **MOVED, SUPPORTED AND CARRIED TO RECEIVE ANALYSIS OF GENERAL FUND EQUITY (FINANCE).**
- 20            **MOVED, SUPPORTED AND CARRIED TO RECEIVE UPDATE ON EXECUTIVE DIRECTIVE #2007-11 (FINANCE).**
- 21            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE THE MICHIGAN TAX TRIBUNAL'S METHOD OF ASSESSING DARK STORE PROPERTIES.**

**Commissioner Begick advised of an upcoming community clean-up at the end of April. More information will be provided next week and the week after.**

**There being no further business, it was**

- 22            **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:23 P.M.).**

**Submitted by:**

*Deanne Berger*

**Deanne Berger  
Board Coordinator**



800 Livingston \* P.O. Box 633  
Bay City, MI 48707-633  
(Office) 989-895-3744  
[baycountyfair@yahoo.com](mailto:baycountyfair@yahoo.com)

**Mr. Kim Coonan**  
**Bay County Board of Commissioners**  
**Ways and Means, Chairman**  
**515 Center Ave**  
**Bay City, MI 48708**

**Dear Mr. Coonan:**

**The Bay County Fair and Youth Exposition has applied for and been granted a County Fairs Capital Improvement Grant from The Michigan Department of Agriculture and Rural Development. The capital improvement project is for camping electrical upgrades. Attached is a copy of the Grant Proposal and Grant Agreement explaining the need, benefits, timeline, costs, and reporting information.**

**We hope you will agree with MDARD that completing this important capital improvement project to the county owned Bay County Fairgrounds, it will benefit the grounds and the community.**

**We are requesting an approval for completing the capital improvement project with the following:**

- 1. The BCFYE will purchase the supplies totaling up to \$8,300**
- 2. The Bay County Building & Grounds employees will complete the work.**
- 3. The BCFYE will comply with Grant Agreement reports to achieve the \$4,150 matching funds.**
- 4. The BCFYE will deduct \$4,150 from the lease payment of \$5,000, making \$850 due to the Bay County Treasurer on September 1, 2016.**

**Thank you for your consideration,**

**Mary Jo Brandt, President**  
**Bay County Fair and Youth Exposition**

**Cc: Cristen Gignac**  
**Jon Morse**  
**Enclosures**

# **CAMPING ELECTRICAL UPGRADES**

**November 14, 2015**

**BAY COUNTY FAIR  
AND YOUTH EXPOSITION**

FORM A

County Fair Capital Improvement Grant

Due November 16, 2015

(Complete Using Black Ink Only)

Organization name (no abbreviations): Bay County Fair and Youth Exposition

Contact person: Mary Jo Brandt

(Note: All mailings will be sent to the organization in care of the contact person)

Signature: Mary Jo Brandt

Work phone: 989-859-8673 Home phone: 989-662-4775

Email address: baycountyfair@yahoo.com

Street address: PO Box 633

City: Bay City State: MI Zip Code: 48707

Type of organization:

County Fair:  Regional Fair:

Federal I.D. number: 38-2470700

Complete enclosed W-9 form if organization is not currently on file with the Michigan Department of Agriculture and Rural Development.

Grant/Project Administrator: Mary Jo Brandt

Signature: Mary Jo Brandt

Work phone: 989-859-8673 Home phone: 989-662-4775

Email address: mjbrandt23@aol.com

Title of project: Camping Electrical Upgrades

Total grant amount requested: \$4,150.00 (50% match of \$8,300 project)



Michigan Department of  
**AGRICULTURE**  
& Rural Development

## FORM B

### Performance Measurement Application Supplement

*Providing the following information will assist MDARD in prioritizing this application. Follow-up data will help MDARD with the decision making process on future applications.*

What is the anticipated increase in the following categories related to the completion of this capital improvement project at the fair? (Compare to the most recent three year average)

	Most Recent 3-Year Average	Anticipated increase related to this project
Overall Fair Attendance	13,400	0 %
Overall Non-Fair/Off-Season Attendance	5,000	20 %
Gross Revenue	\$158,370	3 %
Non-Fair/Off-Season Revenue	\$ 54,000	9 %

Amount of grant funding requested: \$ 4,150 (50% of \$8,300)

What percentage of the overall project budget will these grant funds amount to? 50 %

For new construction/expansion projects, what is the useful life of the project?      years

For renovation projects, what is the useful life extension as a result of the project? 20+ years

If the full amount is not awarded, what lesser amount could be granted and still allow completion of the project? \$ 2,500

Indicate the category that best encompasses the project (choose the most appropriate category):

- Public Safety/Security (Fencing, Lighting, Sound System, etc.)
- Public Health (Utility Infrastructure, Restrooms, etc.)
- General Fair Infrastructure (Misc. Structures, Roadwork, Sidewalks, etc.)
- Other: (i.e. All Non-Fair Activity Improvements, Campsite Improvement, etc.)

How will the proposed project, and related grant funds, support the mission of your fair?

(2-3 Sentences in the space below. If provided in the Justification Letter, then indicate so below.)

⇒ In order to showcase the county's agriculture, our exhibitors need adequate camping areas to stay on the fairgrounds to care for their exhibits. Without proper electricity for their campers, many exhibitors will not attend our events. This project will allow current exhibitors to continue, but will also draw more participants, as they will have fully serviced campert to stay during the fair and other events.

If awarded grant funds, I agree to provide post-project values for all data requested above as well as additional related details outlined in the final agreement. (Check box to indicate agreement)

## **PROJECT GOALS AND OBJECTIVES**

**The Bay County Fair and Youth Exposition (BCFYE) camping areas are divided into three areas. The three areas are East Side, Pavilion, and West Side. The areas have been evaluated for electrical replacement and upgrade needs. The camping committee has made notes of increasingly numerous complaints and maintenance issues over the past several years from 4-H families, vendors, and event participants. The committee has determined that we strongly need camping electrical upgrades in order to continue to offer camping during the week of fair and for other events the BCFYE hosts throughout the year.**

**The main issue is that the East Side area has only five 30 amp electrical outlets out of 23 available campsites. The 20 amp outlets throughout the fairgrounds are over 20 years old. The outlets do not have enough amps for the modern campers, and plugs are loose which causes the plugs to fall out frequently. Campers are busy with the activities of the events that are taking place. Being inconvenienced by tracking down a maintenance person or BCFYE volunteer, is something we would like to avoid in the future. Also, no one likes coming back to their camper finding they have not had electricity for a period of time. In especially hot years, our campers are not able to run their air conditioning without constantly blowing breakers. The upgrades are vital to our attendees' health as their campers are their only source of relief from the elements during the week of fair and during the horse shows. We also have motorhomes/5<sup>th</sup> wheels that need 50 amp outlets. We determined these should go near the Pavilion area where they are most needed as people camp in that area most prevalently throughout the year, especially outside of our scheduled events.**

**The BCFYE hosts open horse shows during the week of fair, and also monthly between the months of April and September. Our campground is filled during fair week and these horse shows. We currently are not able to service all campers in attendance with 30 amp services, so this grant would allow us to increase our camping fees by 25-30 percent and increase the amount of campers we can properly service**

by 150 percent. The improvements will also draw more outside campers throughout the year, increasing yearly non-fair event camping attendance by 30-50 percent. If someone enjoys their stay at the Bay County Fairgrounds, they will talk positively about their stay and encourage others to join them next time.

These improvements will be a great asset to the Bay County Fairgrounds. Bay City has several festivals and events throughout the summer. The Fireworks Festival, River Roar, Tall Ships Celebration, and concerts at Veterans Memorial Park brings hundreds of visitors from out of town. If the facilities are upgraded to allow for adequate and safe electrical outlets, Bay County will be able to advertise the upgraded facilities to increase campsite rentals. Bay County charges \$20 per day, which includes electricity and bathroom & shower usage. If 47 sites are rented for a weekend @ \$20 per night, Bay County could earn a total of \$1,880 for the weekend. \$1,880 each weekend for five events could be a season total of \$9,400. The Bay City community will benefit with these additional visitors spending money at our gas stations, restaurants, and stores.

The Bay County Fair and Youth Exposition will also benefit financially with these improvements. If we increase our camping fees by 30% we can bring in an additional \$705 during the week of fair. During Non-Fair events, we hope to fill the campground due to having upgraded facilities. With an average of 5 horse shows each year, we can anticipate an additional \$2,000 each year.

The goal of this project is to provide adequate and safe electrical service for all campsites. Not only will it allow all campers the ability to fully operate their campers, but it will also increase camping fees by 25-30 percent and attendance by 30-50 percent. By adding the 50 amp sites, we are proactively planning for future demands as well as upgrading to current needs, thus making the improvements useful for more years. To meet our goal, our objective is to add 24 30 amp outlets, and 4 50 amp outlets.

## **DESCRIPTION OF THE IMPROVEMENT**

<b><u>Camping Area</u></b>	<b><u># of sites</u></b>	<b><u># of 30 amp</u></b>	<b><u># of 30 amp needed</u></b>
<b>East Side</b>	<b>23</b>	<b>5</b>	<b>18</b>
<b>West Side</b>	<b>11</b>	<b>7</b>	<b>4</b>
<b>Pavilion</b>	<b>13</b>	<b>7</b>	<b>2</b>

<b><u>Camping Area</u></b>	<b><u># of sites</u></b>	<b><u># of 50 amp</u></b>	<b><u># of 50 amp needed</u></b>
<b>Pavilion</b>	<b>13</b>	<b>0</b>	<b>4</b>

The following improvements to our camping electrical outlets will be completed by the Bay County Building and Grounds Department personnel. Their certified electrician will be completing the project with no labor costs to the BCFYE. Bay County will also provide the equipment and tools necessary for completing the camping improvements.

The East Side area improvements will consist of adding 9 pedestals with two 30 amp outlets on each. These pedestals will be strategically located throughout the area. Adding these 18 outlets will allow each campsite to have access to a 30 amp outlet.

The West Side area improvements will consist of adding two pedestals with two 30 amp outlets on each. These pedestals will be added to each side of the center pedestal box. Adding these four 30 amp outlets to this area, will allow each of the 11 campsites access to adequate electricity.

Pavilion area improvements will consist of adding one pedestal with two 30 amp outlets and adding four pedestals with 50 amp outlets. This area is utilized the most during fair week and non-fair events. It is an area that has a cement pavilion, covered picnic area, and close proximity to the bathrooms and showers. These upgrades will allow the 13 campsites access to adequate electricity.

The upgrades to these areas will improve a total of 28 campsites that only had 20 amp outlets. Our campers are going to enjoy the upgraded

outlets, as well as our grounds crew with fewer repairs. Our camping committee will have an easier time scheduling the campers, since they will all have at least 30 amps. Some 4-H club members were not able to camp next to each other due to inadequate electricity available for some campers. These upgrades will bring smiles to the faces of our 4-H campers who have put up with the old outlets in the past.

## **WORK PLAN – TIMELINE FOR COMPLETION**

<b>February 15, 2016</b>	<b>Announcement of Grant Recipients. Notify Bay County Building and Grounds For Scheduling Labor and Equipment. Verify Supplies Needed.</b>
<b>March 1, 2016</b>	<b>Order Supplies and Schedule Any Needed Volunteers.</b>
<b>April 2016</b>	<b>Start Project Improvements In The Following Order: 1. East Area Since It Will Be Utilized First In The Season For Horse Shows. Most convenient area to the barn and arena. 2. Pavilion Area Is Popular Area Used For General Public Camping. 3. West Area Is Farther Away From The Barn And Arenas And Are Filled Last During An Event.</b>
<b>May 15, 2016</b>	<b>Complete Project Before Camping Season Begins</b>
<b>February 1, 2017</b>	<b>Final Reports Due to MDARD</b>

# **BUDGET**

<b>Camping Pedestal- Replacements/Additions</b>
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<b>Quantity</b>	<b>Description</b>	<b>Price/Per</b>	<b>Total</b>
12	30 amps pedestal	\$325.00	\$3,900.00 (24sites)
4	50 amps pedestals	\$525.00	\$2,100.00 (4 sites)
	Wire	\$1,500.00	\$1,500.00
	Breakers	\$400.00	\$400.00
	Misc Electrical	\$400.00	\$400.00

<b>\$8,300.00</b>
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**Labor, equipment and tools will be provided by Bay County Building and Grounds Department. The above project costs will be funded by the Bay County Fair and Youth Exposition general funds we have earned through fundraising.**

791N6600299

**Grant Agreement**

**Regarding the**

**County Fairs Capital Improvement Grant**

**Between the**

**Michigan Department of Agriculture and Rural Development**

**and**

**Bay County Fair and Youth Exposition**

**Michigan Department of Agriculture and Rural Development  
County Fairs Capital Improvement Grant**

By authority granted under Act No. 84, Public Acts of 2015, the Michigan Department of Agriculture and Rural Development, (hereinafter the Grantor) hereby offers to the Bay County Fair and Youth Exposition (hereinafter, the "Grantee"), grant assistance subject to the terms and conditions, and limitations as set forth herein.

The maximum amount of grant assistance hereby offered is \$4,150.00.

The grant shall be effective from March 1, 2016 through December 31, 2016.

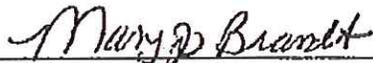
If the project is not completed in the initial period, a grant option may be considered by the Grantor. Approval of an option is not guaranteed and is dependent on the Grantee's compliance with the enclosed Terms and Conditions. Grantees requiring an option should contact the Grant Administrator as soon as it is evident one is needed. Any request for an option must be made to the Grant Administrator in writing before the expiration of the grant. Funds will be made available for this program in accordance with the attached Terms and Conditions.

This grant is valid contingent upon the availability of funds. If the Grantor's funds are reduced by budget cutback, this grant may be reduced or canceled.

This grant does not commit the State of Michigan or the Department of Agriculture and Rural Development to approve requests for additional funds not contained in this grant.

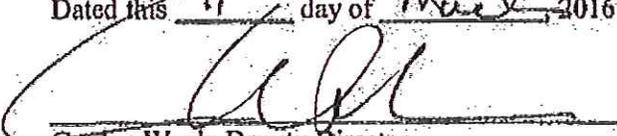
The foregoing Grant Offer is hereby accepted and it is agreed that the funds made available will be used only as set forth herein.

Dated this 10 day of March, 2016



Mary Jo Brandt, President  
Bay County Fair and Youth Exposition

Dated this 11<sup>th</sup> day of March, 2016

  
Gordon Wenk, Deputy Director  
Michigan Department of Agriculture and Rural Development

Michigan Department of Agriculture and Rural Development  
Grant Offer

**TITLE:** County Fairs Capital Improvement Grant

**GRANTEE/ADDRESS:** Mary Jo Brandt, President  
Bay County Fair and Youth Exposition  
PO Box 633, 800 Livingston  
Bay City, Michigan 48707-633  
Phone: (989) 895-3744  
E-mail: baycountyfair@yahoo.com

**GRANT ADMINISTRATOR/  
ADDRESS:** Cinda Karlik  
Michigan Department of Agriculture and Rural  
Development  
Executive Office  
P.O. Box 30017  
Lansing, Michigan 48909  
Phone: (517) 284-5723  
Fax: (517) 241-4217  
E-Mail: karlike@michigan.gov

**TOTAL AUTHORIZED  
BUDGET:** \$4,150.00

**GRANT NUMBER:** 791N6600299

**INDEX:** 88517

## **I. GENERAL TERMS AND CONDITIONS**

### **A. Record Retention**

Grantees and sub-grantees shall retain all financial reports, supporting documents and statistical records for a period of three years after the close of the grant. The retention period starts from the date of receipt of the final report by the Grant Administrator. Examples of documents to be retained might include but are not limited to: original and/or electronic invoices, billings, packing slips, reports, checking account statements, accounts payable records, contracts and sub-contracts.

### **B. Procurement**

The Grantee agrees that all procurement transactions involving the use of funds from this grant shall be conducted in a manner that provides maximum open and free competition.

### **C. Program Changes**

The Grantee must obtain prior written approval for program changes from the Grant Administrator. These include:

1. Changes in substance in the program activities.
2. Additions or deletions in the project work plan or location.
3. Any single or cumulative change in the budget of \$1,000 or more.

### **D. Regulation Compliance**

The Grantee, contractors and subcontractors are responsible for compliance with all federal and state laws and municipal ordinances and regulations in any manner affecting the work or performance of this grant and shall at all times carefully observe and comply with all rules, ordinances and regulations.

### **E. Non-Discrimination Clause**

In the performance of this grant, the Grantee agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The Grantee further agrees that every subcontract entered into for the performance of this grant will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2101, *et seq*, and the Persons with Disabilities Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, *et seq*, and any breach thereof may be regarded as a material breach of the Contract or purchase order.

**F. Unfair Labor Practices**

Pursuant to 1980 Public Act 278, as amended, MCL 423.231, et seq, the State shall not award a contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to section 2 of the Act. The United States National Labor Relations Board compiles this information.

A contractor of the State, in relation to the contract, shall not enter into a contract with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to section 4 of 1980 Public Act 278, MCL 423.324, the State may void any contract if, subsequent to award of the contract, the name of the contractor as an employer, or the name of the subcontractor, manufacturer or supplier of the contractor appears in the register.

**G. Liability Insurance**

During the term of this grant, the Grantee and all contractors and subcontractors will provide and maintain public liability, property damage, and worker's compensation insurance ensuring the interests of all parties to this grant against any and all claims which may arise out of the Grantee's or contractor's operations under the terms of this grant.

**H. Indemnification**

The State of Michigan, its officers, agents and employees shall not, in any manner, be liable for any loss or damage connected to or resulting from any work done under this grant; nor to any materials, equipment, or other property that may be used or employed in connection herewith, or for any damages to any person whether an employee of the Grantee or any subcontractor or otherwise.

The Grantee agrees to indemnify, defend, and save harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting to the Grantee, contractors, subcontractors, material providers, laborers, and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the negligent performance of this grant from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by the Grantee's, contractor's or subcontractor's negligence in the performance of this grant; and against any liability, including costs and expenses, for violation of proprietary rights, copyrights, or rights of privacy.

**I. Conflict of Interest**

No member of the legislature, judicial, or executive branch of state or federal governments or any local unit of government official shall personally benefit from this grant agreement. No member of the Grantee's Board of Directors, its employees, partner agencies or their families shall have any personal benefit from this grant agreement.

**J. Cancellation**

Cancellation or reduction of the grant by the Grantor may be for default by the Grantee, lack of further need for the service at the location named in the contract, or conviction of criminal offense(s) as defined below.

Default is defined as the failure of the Grantee to fulfill the obligations of the grant proposal. In case of default by the Grantee, the Grantor may cancel the grant immediately and reclaim all unused grant funds to be returned by the Grantee immediately. All disallowed costs and overpayments shall also be returned by the Grantee.

In the event the Grantor no longer needs the service specified in the grant due to program changes, changes in laws, rules or regulations, relocation of offices, or lack of funding, the Grantor may cancel or reduce the grant by giving the Grantee written notice of such cancellation 30 days prior to the date of cancellation. All costs incurred by the Grantee between the grant termination notice and the termination date, with the exception of previously budgeted personnel costs and non-cancelable obligations, must be approved by the Grant Administrator prior to their incurrence. No costs shall be allowed after the grant has been terminated.

The Grantor may immediately cancel the grant without further liability to the State, its departments, agencies and employees if the contractor, an officer of the contractor, or an owner is convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State, reflects on the contractor's business integrity.

**K. Electronic Funds Transfer**

In accordance with Public Act 533 of 2004, payments under this grant/contract must be processed by electronic funds transfer (EFT). Grantees/Contractors are required to register to receive payments by EFT at the contract and payment express website [www.cpexpress.state.mi.us](http://www.cpexpress.state.mi.us).

## II. SPECIAL TERMS AND CONDITIONS

### A. Statement of Purpose

The purpose of this grant is to assist in the promotion of building or capital improvements on county fairgrounds within Michigan.

### B. Statement of Work

As described in proposal, Grantee will replace and upgrade camping electrical outlets and adding pedestals.

### C. Budget

This is a cost reimbursement grant funded by state general funds. Grantee will be required to provide a dollar-for-dollar cash match with grant award.

Materials	\$4,150.00
-----------	------------

### D. Payment Schedule

Payments will not be made until reports have been received by the Grant Administrator as required in Section II-F. Grantee's invoice must include a reconciliation of actual expenses incurred during the reporting period for reimbursement.

First Payment: Upon Receipt of Interim Report

Final Payment: Upon Receipt of Final Report - Not Later than February 1, 2017

### E. Audit

The project will be subject to audit by the State who may review the adequacy of the financial management/reporting system during or at any time subsequent to the award.

### F. Reporting

Interim Report will be due to the Grant Administrator on June 1, 2016 and a Final Report is due February 1, 2017.

At a minimum each report shall contain an invoice and:

- a. A narrative of how this project met the goals and objectives outlined in the proposal.
- b. Narrative of the impact this project had on the fair and for the community.
- c. A financial summary as compared to the budget submitted. Summary must include a reconciliation of actual expenses incurred during the reporting period for reimbursement.

By September 15, 2016, Grantee shall submit an estimated billing for expenses incurred between June 1, 2016 and an update on the project outcomes.

A final billing is due by February 1, 2017 and should also include Performance Measurements for:

	Most Recent 3-Year Average	2016 Attendance/ Revenue	Percentage Increase/ Decrease
Overall Fair Attendance	13,400		
Overall Non-fair/Off-Season Attendance	5,000		
Gross Revenue	\$158,370.00		
Non-Fair/Off-Season Revenue	\$54,000.00		

BAY COUNTY BOARD OF COMMISSIONERS

MAY 10, 2016

RESOLUTION

**BY:** WAYS AND MEANS COMMITTEE (5/3/16)

**WHEREAS,** The Bay County Fair and Youth Exposition (BCFYE) has applied for and been granted a County Fairs Capital Improvement Grant in the amount of \$4,150 from the Michigan Department of Agriculture and Rural Development; and

**WHEREAS,** The capital improvement project is for camping electrical upgrades at the Bay County Fairgrounds; and

**WHEREAS,** The Bay County Fair and Youth Exposition is requesting Board concurrence that the capital improvement project is beneficial to the County, the facility and the community; and

**WHEREAS,** The Bay County Fair and Youth Exposition requests approval for completing the capital improvement project with the following:

1. The BCFYE will purchase the supplies totaling \$8,300;
2. The Bay County Buildings and Grounds employees will complete the work;
3. The BCFYE will comply with grant agreement reports to achieve the \$4,150 matching funds; and
4. The BCFYE will deduct \$4,150 from the lease payment of \$5,000 with \$850 due to Bay County on September 1, 2016.

**RESOLVED** That the Bay County Board of Commissioners concurs with the capital improvement project (camping electrical upgrades) for the Bay County Fairgrounds and approves the above-outlined plan for completion of the capital improvement project; **Be It Further**

**RESOLVED** That the Chairman of the Board is authorized to sign any documentation that may be required for the referred to capital improvement project on behalf of Bay County following legal review/approval; **Be It Further**

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

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Fair Board - Fairgrounds - Grant Camping Electrical Upgrades**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

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

VOTE TOTALS:  
 ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
 VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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**BAY COUNTY BOARD OF COMMISSIONERS**

**MAY 3, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (5/3/16)**  
**WHEREAS,** Bay County has received a notice of a proposed award of grant funds in the amount of \$346,838 from Michigan Department of Natural Resources (DNR) to administer a regional Phragmites control project, "Restoration of the Inner Saginaw Bay Coastal Ecosystems and Community Socio-Cultural Connections Through Shoreline Phragmites Treatment" through a grant proposal authorized to be submitted to DNR by the Bay County Board of Commissioners under Resolution 2015-160; and  
**WHEREAS,** The regional Phragmites project has multiple partners intending to treat 725 acres at various properties, including the Saginaw Chippewa Tribe (Arenac County property), Bay County, Hampton Township (Finn Road Campground) Consumers Energy (Karn Weadock), Tuscola County (Vanderbuilt Park and Campground), Tuscola Economic Development Corporation (EDC) and the Saginaw Bay Cooperative Invasive Species Management Area (CISMA) Coordinator, DNR (Quanicassee Wildlife Area); and  
**WHEREAS,** The work proposed within the grant will occur over a two (2) year period and consist of but may not be limited to comprehensive early photo-documentation, mapping and general field reconnaissance of all sites pre-and post treatment, aerial spray treatments (helicopter), land based treatments, hosting community education and outreach events throughout the region, development of a contact database of interested persons, landowners, volunteers etc., monitoring and reporting, coordinating public boating excursions for educational shore viewing, and extensive partnership and coordination meetings; and  
**WHEREAS,** The Bay County Director of Environmental Affairs and Community Development is the grant's proposed Project Administrator, responsible for overall coordination and effective grant implementation which will include but not be limited to the following activities: Soliciting bids and contracting for services in accordance with the Bay County Purchasing Policy and grant requirements, tracking in-kind match commitments, project reporting, authorizing grant expenditures in accordance with Bay County policies and the grant agreement requirements; and  
**WHEREAS,** the multiple partners, properties, leveraged in-kind match obligations, and grant requirements make the grant implementation a complex work effort requiring skill and the ability to problem solve in a timely manner as circumstances warrant, and that carrying out the regional Phragmites project will have multiple benefits for all Bay County citizens, improving emergency response access to the bay, shoreline viewing and access, quality of life and habitat improvements; and Therefore Be It  
**RESOLVED,** That the Bay County Board of Commissioners hereby accepts the DNR Grant for the regional phragmites control project "Restoration of the Inner Saginaw Bay Coastal Ecosystems and Community Socio-Cultural Connections Through Shoreline Phragmites Treatment" and authorizes the Board Chair to sign the DNR grant agreement and all related documents required to implement the grant activities on behalf of Bay County, following legal review/approval; Be it Further  
**RESOLVED,** The Director of Environmental Affairs and Community Development is authorized to serve as Project Administrator and fully implement the DNR grant working with the Finance Department, including supplying the Finance Department will all grant documents and 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 not be absorbed by the County.

**KIM COONAN, CHAIR  
 AND COMMITTEE**

**Env Affairs - DNR Phragmites Grant**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM.

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

VOTE TOTALS:  
 ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
 VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_



1200 Washington Avenue Bay City, Michigan 48708  
 PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049  
 www.baycounty-mi.gov/Health

Thomas L. Hickner  
 Bay County Executive

Joel R. Strasz  
 Public Health Director

**TO:** Kim Coonan, Chairperson, Ways and Means Committee  
**FROM:** Joel R. Strasz, Health Director  
**DATE:** April 26, 2016  
**CC:** Tom Hickner, Amber Johnson, Kim Priessnitz, Mark Pickell  
**RE:** FY 2015-2016 Comprehensive Planning, Budgeting and Contracting Agreement (CPBC) Amendment #3

**BACKGROUND:**

The enclosed agreement amends the 2015-2016 CPBC Agreement between Bay County and the Michigan Department of Community Health. The Amendment incorporates the Annual Budget, Output Measures, Funding/Reimbursement Matrix, updated program language and revised allocations received since the original agreement was issued.

**FINANCIAL CONSIDERATIONS:**

a. Allocation Changes – Existing Projects

Project Title	Current Amount	Amended Amount	New Project
Family Planning Services	66,886.00	13,000.00	79,886.00
WIC Resident Services	462,854.00	14,417.00	477,271.00
TOTAL :	529,740.00	27,417.00	557,157.00

b. New Allocation – New Projects

Project Title	Current Amount	Amended Amount	New Project
Public Health Emergency Preparedness (PHEP) 7/1/16 - 9/30/16	0.00	29,015.00	29,015.00
TOTAL :	0.00	29,015.00	29,015.00

The increase in the above program funds reflects additional funds allocated to the Bay County Health Department for the Family Planning and the WIC Program. It also includes the Public Health Emergency Preparedness Program funding for the months of July through September 2016..

**RECOMMENDATION**

Upon favorable review by Corporation Counsel, the Health Department recommends Amendment #3 be approved and signed by the Board Chair, and seeks Board approval for any necessary budget adjustments relating to this Amendment.

**BAY COUNTY BOARD OF COMMISSIONERS**

**MAY 10, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (5/3/16)**

**WHEREAS, The 2015-2016 CPBC Agreement between Bay County and the Michigan Department of Community Health (MDCH) is being amended to incorporate the Annual Budget, Output Measures, Funding/Reimbursement Matrix, updated program language and revised allocations received since the original agreement was issued; and**

**WHEREAS, Amendment # 3 reflects adjustments to funding levels as follows:**

**FINANCIAL CONSIDERATIONS:**

a. Allocation Changes – Existing Projects

Project Title	Current Amount	Amended Amount	New Project
Family Planning Services	66,886.00	13,000.00	79,886.00
WIC Resident Services	462,854.00	14,417.00	477,271.00
<b>TOTAL :</b>	<b>529,740.00</b>	<b>27,417.00</b>	<b>557,157.00</b>

b. New Allocation – New Projects

Project Title	Current Amount	Amended Amount	New Project
Public Health Emergency Preparedness (PHEP) 7/1/16 - 9/30/16	0.00	29,015.00	29,015.00
<b>TOTAL :</b>	<b>0.00</b>	<b>29,015.00</b>	<b>29,015.00</b>

**WHEREAS, The increase in the above program funds reflects additional funds allocated to the Bay County Health Department for the Family Planning and the WIC Program. It also includes the Public Health Emergency Preparedness Program funding for the months of July through September 2016; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners approves amendment #3 to the 2015-2016 CPBC Contracting Agreement; Be It Further**

**RESOLVED That the Chairman of the Board is authorized to execute and submit electronically (if required) the grant documents (application, grant award, amendments, and all related required documents) on behalf of Bay County; Be It Further**

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

**RESOLVED That budget adjustments relating to this amendment are approved.**

**KIM COONAN, CHAIR  
AND COMMITTEE**

Health Dept - Amendment # 3 to 2015-2016 CPBC Agt

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

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

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

**Tiffany Jerry, Director**  
[jerryt@baycounty.net](mailto:jerryt@baycounty.net)  
(989) 895-4096 (T)  
(989) 895-2076 (F)

**TO:** Mr. Ernie Krygier, Chairman, Board of Commissioners  
Mr. Michael Lutz, Chairman, Personnel and Human Services Committee  
Mr. Kim Coonan, Chairman, Ways and Means Committee

**FROM:** Tiffany Jerry, Director of Personnel and Employee Relations 

**DATE:** April 22, 2016

**RE:** Request to allow this personnel item to be moved to Ways and Means to avoid delay in the hiring process.

**Request:** Allow the hiring of a Finance Officer at a 2 year salary level, instead of the approved hire rate.

**Background:** In Resolution 2016-97, (copy attached) the Board of Commissioners approved the hiring of a Finance Officer at the MN-15 level, at hire rate (\$68,452.80/annually).

A recommendation has been made of a candidate who has a great deal of experience to Tom Hickner and he has approved the choice. This candidate has over 20 years of experience in governmental management positions within the finance department. She has worked in several aspects of governmental finance including County government as the Assistant Financial Services Director and acting Finance Officer. She has a bachelor's degree in Business Administration with a major in Accounting and a minor in International Management.

We offered her the position and she accepted, contingent upon offering her a salary of at least \$73,000/annually. This could be done by hiring her at the two year rate for MN-15. In discussions with her, I explained that the job could not be raised beyond the MN-15 level (which caps out at \$81,286.40 after four years). The candidate is satisfied with the range being appropriate but not the starting salary.

**Finances:** The position was budgeted for 2016 at the four year level of \$81,286.40 and will not be filled until at least May 11, 2016; therefore, the net cost of this position for 2016 will not require a budget adjustment.

**Recommendation:** Because there is a current Finance Officer vacancy at this time and the immediate need to fill this position with a qualified candidate in addition to the historical difficulty we have had filling this position, I am requesting this be forwarded to the Board of Commissioners meeting for approval of offering this individual \$74,880 annual salary (MN-15, 2 year step). All other benefits associated with this position will begin at the hire level (ie. vacation, etc.)

**BAY COUNTY BOARD OF COMMISSIONERS**

**APRIL 12, 2016**

**RESOLUTION**

**BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (3/15/16)  
**RESOLVED** By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

1. Division on Aging - Home Worker (part time, \$10.18/hr. entry)
2. Health Department
  - a. Outreach Worker/Typist Clerk (full time, \$12.54/hr. entry)
  - b. Communicable Disease Nurse (full time, \$18.75/hr. entry for RN or \$19.37/hr. entry for BSN)
  - c. Registered Nurse in WIC Program (full time, \$18.75/hr. entry for RN or \$19.37/hr. entry for BSN)
  - d. Nurse in Children's Special Health Care Services (CSHCS) Program (full time, \$18.75/hr. entry for RN or \$19.37/hr. entry for BSN)
  - e. Nurse vacancies resulting from above Nursing positions being filled by internal candidate(s)
3. Finance Department - Finance Officer (full time; \$68,452.80 to \$81,286.40)

**RESOLVED** That budget adjustments, if required, are approved; Be It Further

**RESOLVED** That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

**MICHAEL E. LUTZ, CHAIR  
 AND COMMITTEE**

Vacancies - April

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

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

VOTE TOTALS:  
 ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
 VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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**BAY COUNTY BOARD OF COMMISSIONERS**

**MAY 10, 2016**

**RESOLUTION**

**BY:** WAYS AND MEANS COMMITTEE (5/3/16)

**WHEREAS,** The Bay County Board of Commissioners, on April 12, 2016 (res. no. 2016-97), authorized posting/filling the Finance Officer vacancy at the MN-15 level, hire rate (\$68,452.80/annually); and

**WHEREAS,** A candidate with over 20 years of experience in government management positions (Assistant Financial Services Director and acting Finance Officer) within a finance department has been selected; and

**WHEREAS,** This candidate has a bachelor's degree in Business Administration with a major in Accounting and a minor in International Management; and

**WHEREAS,** The candidate has been offered the position and has accepted contingent upon offering her a salary of at least \$73,000/annually which could be accommodated by hiring her at the two-year rate for MN-15 (\$74,880/annually); and

**WHEREAS,** Due to the current Finance Officer vacancy and the immediate need to fill this position with a qualified candidate, as well as the historical difficulty in filling this position in the past, the Personnel Director requests Board approval to offer the candidate \$74,880 (MN-15, 2 year step) with all other benefits associated with this position (i.e. vacation, etc.) to begin at the hire level; and

**WHEREAS,** The Finance Officer position was budgeted in 2016 at the four-year level of \$81,286.40 and will not be filled until at least May 11, 2016 so no budget adjustment will be required; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners approves hiring the selected Finance Officer candidate, described above, at the MN-15, 2 year level (\$74,880/annually) with all other benefits associated with this position to begin at the hire level.

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Personnel - Finance Officer MN-15, 2 year level**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

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

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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**BAY COUNTY**  
**911 Central Dispatch**

(989) 895-4051 • FAX (989) 892-3744

1228 Washington Ave., Bay City MI 48708

Chris Izworski  
Director

Thomas L. Hickner  
Bay County Executive

To: Kim Coonan, Chairman of the Ways and Means Committee

From: Christopher Izworski, 9-1-1 Director

Date: April 22, 2016

Subject: 9-1-1 –Assistant Director Vacancy

**Request:** That the Committee and Board authorize the filling of the 9-1-1 Central Dispatch Assistant Director vacancy and any Supervisor vacancy(s) created by filling the position(s) with internal candidate(s).

That the Committee and Board authorize the staffing of two 9-1-1 Assistant Directors positions beginning on May 11, 2016 until May 27, 2016, this will allow for a 16 day overlap of service between the outgoing and incoming Assistant 9-1-1 Director.

**Background:** The 9-1-1 Central Dispatch current staffing levels call for 1 (one) Assistant Director, 4 (four) Supervisor II and 4 (four) Supervisor II positions. Currently, 9-1-1 Central Dispatch has an Assistant Director vacancy. The filling of this position internally may create as many as two Supervisor vacancies; depending as to whether a Supervisor I or a Supervisor II is selected to fill the vacancy.

The Assistant Director vacancy will occur on May 27<sup>th</sup>.

**Finance/Economics:** 9-1-1 is budgeted for the position(s).

**Recommendation:** 9-1-1 recommends referral to the full board for approval to fill this position; allow the filling the Assistant Director position on May 11<sup>th</sup>; fill any upcoming Supervisor vacancy(s) created by filling this position with an internal candidate; and approve any budget adjustments that may become necessary.

**BAY COUNTY BOARD OF COMMISSIONERS**

**MAY 10, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (5/3/16)**

**WHEREAS,** The 9-1-1 Central Dispatch current staffing levels call for one (1) Assistant Director, four (4) Supervisor II and four (4) Supervisor II positions; and

**WHEREAS,** Currently, 9-1-1 Central Dispatch has an Assistant Director vacancy and filling this position internally may create as many as two Supervisor vacancies depending on whether a Supervisor I or a Supervisor II is selected to fill the vacancy; and

**WHEREAS,** Funds are budgeted for the respective position(s); Therefore, Be It **RESOLVED** That the Bay County Board of Commissioners approves posting/filling the following vacancies 9-1-1 Central Dispatch

1. Assistant Director
2. Supervisor (resulting from filling Assistant Director vacancy internally)

**RESOLVED** That authorization is granted to staff two (2) Assistant Director positions beginning May 11 until May 27, 2016 to allow for a 16 day overlap of service between the outgoing and incoming Assistant 9-1-1 Assistant Director.

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Personnel - 9-1-1 Central Dispatch - Assistant Director and Resulting Vacancies**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

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

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
 VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

**BAY COUNTY BOARD OF COMMISSIONERS**

**MAY 10, 2016**

**RESOLUTION**

**BY: WAYS AND MEANS COMMITTEE (5/3/16)**

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

**ACCOUNTS PAYABLE:**

04/08/16	\$	433,147.60
04/13/16	\$	771,347.63
04/20/16	\$	542,214.61
04/27/16	\$	688,519.92

**BAYANET:**

**HOUSING (Center Ridge Arms):**

04/08/16	\$	20,773.03
04/21/16	\$	34,198.44

**KIM COONAN, CHAIR  
AND COMMITTEE**

**Payables-May**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

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

**VOTE TOTALS:**

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
 VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

RESOLUTION

NO. \_\_\_\_\_

BY: WAYS AND MEANS COMMITTEE 05/03/2016

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on 05/10/2016 and, if required, the Chairman of the Board is hereby authorized to execute any documentation necessary for said Budget Adjustments on behalf of Bay County:

Journal Request Number	Fund Involved Department Involved	Favorable Impact	Unfavorable Impact	No Impact
2016-05-002	GENERAL FUND BOARD OF COMMISSIONERS ENVIRONMENTAL AFFAIRS Total GENERAL FUND		\$6,893	
	INCREASE GYPSY MOTH COORDINATOR POSITION AN ADDITIONAL FIVE HOURS PER WEEK TO WORK UNDER GENERAL FUND FOR OTHER NON GYPSY MOTH TYPE OF PROGRAMS AND GRANTS.			
2016-05-003	GENERAL FUND ENVIRON-MI. N. RESOURCES GRANT Total GENERAL FUND			X
	TO BUDGET FOR THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES, MISGP GRANT FOR RESTORATION OF INNER SAGINAW BAY COASTAL ECOSYSTEMS THROUGH SHORELINE PHRAGMITES TREATMENT.			

Kim Coonan, Chairman W. & M. and Committee

# Budget Adjustment Detail

Journal Request Number **2016-05-002**

Ref: INCREA

Desc: INC.HOURS

Eff Date: 05/10/2016

Org / Object	Description	I/D	Amount
<b>GENERAL FUND</b>			
<b>BOARD OF COMMISSIONERS</b>			
10110100 40001	FUND BALANCE	I	6,893
<b>ENVIRONMENTAL AFFAIRS</b>			
10128700 70300	SALARIES-ELECTED OR APPOINTED	I	5,886
10128700 71500	SOCIAL SECURITY	I	450
10128700 71800	RETIREMENT	I	471
10128700 72100	WORKERS' COMPENSATION	I	9
10128700 72200	SICK AND ACCIDENT INSURANCE	I	68
10128700 72500	UNEMPLOYMENT COMPENSATION	I	9
<b>Total GENERAL FUND</b>		<b>Favorable</b>	<b>Unfavorable</b>
		\$0	\$6,893

**Explanation**

INCREASE GYPSY MOTH COORDINATOR POSITION AN ADDITIONAL FIVE HOURS PER WEEK TO WORK UNDER GENERAL FUND FOR OTHER NON GYPSY MOTH TYPE OF PROGRAMS AND GRANTS.

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## Budget Adjustment Detail

Journal Request Number **2016-05-003**

Ref: MISGT

Desc: MIS GRANT

Eff Date: 05/10/2016

Org / Object	Description	I/D	Amount
<b>GENERAL FUND</b>			
<b>ENVIRON-MI. N. RESOURCES GRANT</b>			
10128705 53900	STATE GRANTS	I	277,100
10128705 72700	OFFICE SUPPLIES	I	6,250
10128705 72800	PRINTING AND BINDING	I	185
10128705 74200	FOOD SUPPLIES	I	900
10128705 80100	PROFESSIONAL SERVICES	I	6,000
10128705 80200	CONTRACTUAL SERVICES	I	255,680
10128705 86600	LOCAL TRAVEL MILEAGE	I	375
10128705 95600	INDIRECT COST EXPENSE	I	7,560
10128705 95800	LICENSES AND PERMITS	I	150
			Favorable      Unfavorable
<b>Total GENERAL FUND</b>			<b>\$0                      \$0</b>

**Explanation**

TO BUDGET FOR THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES, MISGP GRANT FOR RESTORATION OF INNER SAGINAW BAY COASTAL ECOSYSTEMS THROUGH SHORELINE PHRAGMITES TREATMENT.

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Description	Journal Number	2016 Fund Balance
Estimated Unaudited Unassigned Fund Balance or (Deficit) 12/31/2015		\$5,997,334
Previous years Assigned Fund Balance for P.O.'s *		\$294,203
Previous years Assigned Fund Balance for designation to balance 2016 Budget		\$253,258
		\$6,544,795
Unassigned & Assigned Fund Balance or (Deficit) at 12/31/2015		
2016 Budgeted Surplus /(Deficit)		-\$253,258
<b>BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH APRIL 2016</b>		
Increase Community Center budget for purchase of exercise equipment	16-01-0454	-\$12,500
Incr.budget to purchase equipment for cardio drumming class at Community Center	16-01-0453	-\$300
Increase Corporation Counsel budget for internet expenses	16-02-0003	-\$5,670
Budget for cable expenditures for Civic Arena, Community Center and Golf Course	16-02-0004	-\$2,900
Increase Secondary Road Patrol budget due to increased vehicle costs	16-02-0006	-1,160
Increase budget to repair the farmers market canopy	16-02-0313	-3,000
Increase temporary seasonal help for May through October the year 2016	16-03-0002	-5,250
Budget for outside consultants to develop procedures and loss preventions	16-03-0003	-5,000
Budget for Child Care CASA program	16-03-0416	-13,846
Budget for 2015 PO's @12-31-15 rolled over*	16-04-0221	-294,203
Adjust VOCA 2015-2016 grant agreement was increased to \$75,000.	16-04-0002	6,477
		-337,352
April 27, 2016		
Unassigned Fund Balance or (Deficit) 4/27/2016		\$5,954,185



**BAY COUNTY  
FINANCE/INFORMATION SYSTEMS**

**Thomas L. Hickner**  
County Executive

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

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

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

**TO:** Kim Coonan, Chairperson  
Ways & Means Committee

**FROM:** Kim Priessnitz  
Interim Finance Officer 

**RE:** Executive Directive #2007-11

**DATE:** April 27, 2016

**REQUEST:**

Please place this memo on the May 3, 2016, agenda for your committee's information.

**BACKGROUND:**

On April 11, 2016 an e-mail was sent requesting departments to contact their grantor agencies to confirm their level of grant funding for the current year. As stated previously, the Finance Department would request monthly updates from these departments regarding their grant funding status and then provide a status update to your committee at your monthly meeting.

**ECONOMICS:**

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

1. The state grantor agencies that have responded to department's requests indicate that funding levels for the state grants with regard to fiscal year 2015 and/or 2016 appear to have no changes.

**RECOMMENDATION:**

To receive.

**c:** Tom Hickner  
Tiffany Jerry

**BAY COUNTY BOARD OF COMMISSIONERS**

**MAY 10, 2016**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (5/3/16)

RESOLVED By the Bay County Board of Commissioners that the attached 2017 Budget Schedule and Calendar is approved.

KIM COONAN, CHAIR  
AND COMMITTEE

Finance Dept - 2017 Budget Schedule/Calendar

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

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

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

BAY COUNTY, MICHIGAN  
2017 BUDGET SCHEDULE AND CALENDAR

Tuesday 3-May-16	WAYS AND MEANS COMMITTEE MEMBERS REVIEW AND APPROVE BUDGET SCHEDULE AND CALENDAR.
Tuesday 10-May-16	BOARD OF COMMISSIONERS REVIEW AND APPROVE BUDGET SCHEDULE AND CALENDAR.
Monday 27-Jun-16	DISTRIBUTE 2017 BUDGET PACKAGE AND FORMS TO DEPARTMENTS.
Wednesday 20-Jul-16	DEPARTMENTS TO SUBMIT COMPLETED 2017 BUDGET REQUEST ON LINE TO BUDGET DEPARTMENT FOR SUMMARIZATION.
Monday 15-Aug-16	BUDGET PREPARATION REPORT AVAILABLE FOR REVIEW.
Friday 16-Sep-16	PUBLISH AND POST NOTICE OF PUBLIC HEARING FOR THE 2017 BUDGET AND FOR THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET.
Monday 3-Oct-16	COUNTY EXECUTIVE SUBMITS 2017 BUDGET TO THE BOARD OF COMMISSIONERS.
Monday 3-Oct-16	COUNTY EXECUTIVE SUBMITS 2017 BUDGET TO DEPARTMENT/DIVISION HEADS AND OTHER ELECTED OFFICIALS.
Tuesday 4-Oct-16	WAYS AND MEANS COMMITTEE REVIEWS BUDGET; ANNOUNCES PUBLIC HEARING FOR 2017 BUDGET TO BE HELD ON OCTOBER 11, 2016.
Tuesday 11-Oct-16	PUBLIC HEARING ON 2017 PROPOSED BUDGET AND FOR THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET.
Wednesday 1-Nov-16	TENTATIVE ADOPTION OF THE 2017 BUDGET BY THE BAY COUNTY BOARD OF COMMISSIONERS.



**BAY COUNTY  
FINANCE/INFORMATION SYSTEMS**

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County Executive

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

**TO:** Kim Coonan, Chairperson  
Ways & Means Committee

**FROM:** Julie Coppens *JC*  
Information Systems Manager

**RE:** Enterprise Network Appliance Support

**DATE:** April 26, 2016

**REQUEST:**

Please place this memo on the May 3, 2016, agenda for your committee's information.

**BACKGROUND:**

Information Systems Division has a Palo Alto enterprise network appliance firewall that is used for network and Internet security. Each year ISD will be required to renew support for the Palo Alto firewall. The following budget years, money will be allocated to cover the maintenance cost as ISD has vetted specific features for the Palo Alto.

**ECONOMICS:**

Information Systems Division will use its \$15,000 of contingency money to cover the cost of \$18,038.44.

**RECOMMENDATION:**

Information Systems Division recommends that the request be approved to provide continued support and maintenance of the network appliance firewall and approve any required budget adjustments. There is not a contract or agreement to sign as Palo Alto operates on a reseller relationship and resells licensing to vendor resellers. The cost of the maintenance is to cover yearly fees. Any future budget for ISD will contain allocated funds.

cc: Tom Hickner      Kim Priessnitz      Amber Davis-Johnson

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BAY COUNTY BOARD OF COMMISSIONERS

MAY 10, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/3/16)

WHEREAS, Information Systems Division has a Palo Alto enterprise network appliance firewall that is used for network and Internet security; and

WHEREAS, Support for the Palo Alto firewall is required annually and funds will be included in future years' budgets to cover this expense; and

WHEREAS, Information Systems will utilize its \$15,000 contingency money to cover the cost of \$18,038.44 with the balance coming from the Information Systems 2016 budget; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the enterprise network appliance support/maintenance; Be It Further

RESOLVED That related required budget adjustments are approved.

KIM COONAN, CHAIR AND COMMITTEE

ISD - Enterprise Network Appliance Support

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

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

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_ AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_



**BAY COUNTY  
FINANCE/INFORMATION SYSTEMS**

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

**To:** Ernie Krygier, Chairman  
Bay County Board of Commissioners

**From:** Kimberly Priessnitz  
Interim Finance Officer

**Date:** April 27, 2016

**Re:** Uniform Federal Grant Guidance

**Background:**

As you may already be aware, the Federal government recently issued OMB 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Grant Awards (the "Uniform Guidance"). The "Uniform Guidance" replaces OMB Circular A-133 and A-87 beginning with fiscal years ending on December 31, 2015.

**Economic:** Potentially, Bay County could lose grant funding, reimbursement and future grants if Bay County fails to follow the "Uniform Guidance" and grant award documents.

**Recommendations:**

I am recommending that the Bay County Board of Commissioners approve the following amendments to the already approved Board of Commissioners procedures and policies where as any reference to OMB Circulars A-133/A-87 or other guides are listed, they shall be replaced with "OMB 2 CFR 200 (the "Uniform Guidance") Subpart E- Cost Principles, Appendices III-VIII; Sections 200.400 policy guide through 200.475 Trustees.

C. Tom Hickner  
Robert Redmond  
Debra Russell  
Shawna Walraven  
Amber Johnson

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BAY COUNTY BOARD OF COMMISSIONERS

MAY 10, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/3/16)

WHEREAS, The Federal government recently issued OMB 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Grant Awards (the "Uniform Guidance"); and

WHEREAS, The "Uniform Guidance" replaces OMB Circular A-133 and A-87 beginning with fiscal years ending on December 31, 2015; and

WHEREAS, It is necessary to approve amendments to the already approved Board of Commissioners procedures and policies where any reference to OMB Circulars A-133/A-87 or other guides are listed; and

WHEREAS, Potentially, Bay County could lose grant funding, reimbursement and future grants if Bay County fails to follow the "Uniform Guidance" and grant award documents; Therefore, Be It

RESOLVED That, effective immediately, the Bay County Board of Commissioners hereby amends any and all approved Board of Commissioners procedures and policies where any reference to OMB Circulars A-133/A-87 or other guides are listed and replaces with OMB 2 CFR 200 (the "Uniform Guidance") Subpart E-Cost Principles, Appendices III-VIII; Sections 200.400 policy guide through 200.475 Trustees.

KIM COONAN, CHAIR AND COMMITTEE

Finance - Uniform Federal Grant Guidelines

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

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

VOTE TOTALS: ROLL CALL: YEAS \_\_\_ NAYS \_\_\_ EXCUSED \_\_\_ VOICE: YEAS \_\_\_ NAYS \_\_\_ EXCUSED \_\_\_

DISPOSITION: ADOPTED \_\_\_ DEFEATED \_\_\_ WITHDRAWN \_\_\_ AMENDED \_\_\_ CORRECTED \_\_\_ REFERRED \_\_\_

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