

# WAYS AND MEANS COMMITTEE

## AGENDA

TUESDAY, NOVEMBER 3, 2015

**4:00 P.M.**

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

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- 1- 4 III MINUTES (10/6/15)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
- 5-10 A. Qualified Energy Conservation Bond - Transfer of Funds to State of Michigan **(Seeking approval of transfer of bond allocation \$1,108,724 to State of Michigan; authorization for Board Chair and Executive to sign waiver form - proposed resolution attached)**
- 11-17 B. Friend of the Court - FY2016 Federal Visitation and Access Grant for Bay County Friend of the Court **(Seeking authorization to pursue federal grant funding; authorization for Board Chair to sign required documents - proposed resolution attached)**
- 18-19 C. Mosquito Control - Scrap Tire Clean-up Grant **(Seeking authorization to make application for \$6,000 grant funding; authorization for Board Chair to sign required documents - proposed resolution attached)**
- D. Personnel Director
- 20-21 1. Flexible Spending and Cobra Services Contracts **(Seeking approval of contracts; authorization for Board Chair to sign required documents; approval of related budget adjustments - proposed resolution attached)**
- 22-23 2. Christmas Collection Efforts **(Seeking waiver of the Bay County Fund Raising Policy for Christmas collection efforts - proposed resolution attached)**
- 24-25 E. Director of Administrative Services - Soldiers Relief Budget Adjustment **(Seeking approval of \$10,400 budget adjustment from Fund Balance - proposed resolution attached)**
- 26-28 F. Animal Control Manager - Grant Application **(Seeking authorization to make application for \$9,990 to the Animal Welfare Fund, MDARD; authorization for Board Chair to sign required documents - proposed resolution attached)**

- 29-30 G. Buildings and Grounds Supervisor - Update on Painting Projects **(Receive)**
- H. Health Director
- 31-32 1. Michigan Health Endowment Fund - Local Impact Grants **(Seeking authorization to apply for grant funding; authorization for Board Chair to sign required documents - proposed resolution attached)**
- 33-34 2. Acceptance of Community Health Assessment Funding from Various Sources **(Seeking authorization to accept grant funding; authorization for Board Chair to sign required documents - proposed resolution attached)**
- 35-36 3. Michigan Department of Environmental Quality (MDEQ) Agreement **(Seeking approval of agreement with MDEQ; authorization for Board Chair to sign - proposed resolution attached)**
- 37-38 4. Household Hazardous Waste Collection Grant **(Seeking authorization to make application for the HHWC grant from the Dow Chemical Company; authorization for Board Chair to sign required documents - proposed resolution attached)**
- 39-40 I. Director of Division on Aging - Memorandum of Agreement for the Matter of Balance Program **(Seeking approval of the MOA; authorization for Board Chair to sign required documents; approval of budget adjustments related to this Program - proposed resolution attached)**
- J. Finance Officer
- 41-44 1. Budget Adjustments **(Proposed resolution attached)**
- 45 2. Analysis of General Fund Equity 2015 **(Receive)**
- 46-47 3. Update - Executive Directive # 2007-11 **(Receive)**
- 48 4. Audit Bid Award **(Information to be presented at November 10, 2015 Board meeting)**

VI REFERRALS

VII UNFINISHED BUSINESS

VIII NEW BUSINESS

IX CLOSED SESSION (when requested)

X MISCELLANEOUS

XI ANNOUNCEMENTS

XII ADJOURNMENT

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

**WAYS AND MEANS COMMITTEE  
MINUTES**

**MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON TUESDAY, OCTOBER 6, 2015, 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	M/Y	Y	M/Y	Y	Y	M/Y	Y	Y	M/Y	MY	Y
MICHAEL J. DURANCZYK P	M/Y	Y	S/Y	Y	Y	Y	S/Y	S/Y	Y	Y	Y	Y
VAUGHN J. BEGICK P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
THOMAS M. HEREK P	Y	Y	Y	S/Y	Y	S/Y	Y	Y	S/Y	Y	S/Y	S/Y
MICHAEL E. LUTZ P	S/Y	S/Y	Y	Y	S/Y	Y	Y	Y	Y	S/Y	Y	Y
ERNIE KRYGIER, EX OFFICIO P	Y	Y	MY	Y	M/Y	M/Y	Y	M/Y	M/Y	Y	Y	M/Y

**MOTION NO.**

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

**MOTION NO.**

COMMISSIONERS PRESENT:	25	26	27	28	29	30	31	32	33	34	35	36
KIM J. COONAN, CHRMN												
DONALD J. TILLEY, V. CHRMN												
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.QUINN, J.MILLER, B.KRAUSE, R.BRZEZINSKI, J.RIVET, R.MANZ, K.RIFENBARK, J.RAYNAK, M.REILLY, J.STRASZ, T.ROEHR, F.MOORE. R.REDMOND, BAY3 TV, D.BERGER

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

-1-

**WAYS AND MEANS COMMITTEE  
MINUTES  
TUESDAY, OCTOBER 6, 2015  
PAGE 2**

**MOTION NO.**

---

**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.baycountymi.gov/executive/videos](http://www.baycountymi.gov/executive/videos).

- 1           **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE SEPTEMBER 1, 2015 WAYS AND MEANS COMMITTEE MEETING AS PRINTED.**

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

The first item on the agenda was a request from the Sheriff for approval of the OHSP Traffic Enforcement Grant projects. It was

- 2           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION AUTHORIZING SUBMITTAL OF THE OHSP TRAFFIC ENFORCEMENT GRANT (SHERIFF DEPT.).**

Acceptance of the Port Security Grant award for the purchase of a maritime response vessel for Bay County's Marine Patrol Program was considered. It was questioned if this boat would be purchased locally and the response was that it will not, this is a specific kind of boat that isn't available locally. Committee Chair Coonan questioned where the \$62,500 local match will come from and the response was it will come from local community grants and the sale of one Marine Patrol boat, the balance coming from Fund Balance, the amount unknown at this time. It was noted that the Port Security Grant is an annual grant. Bay County has applied unsuccessfully in the past, however, more consideration is now being given to smaller ports so Bay County was awarded this grant. It was then

- 3           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION ACCEPTING THE PORT SECURITY GRANT FOR THE PURCHASE OF A MARITIME RESPONSE VESSEL.**

- 4           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING THE 2015 DRAIN ASSESSMENT ROLLS (DRAIN COMMISSIONER).**

**WAYS AND MEANS COMMITTEE  
MINUTES  
TUESDAY, OCTOBER 6, 2015  
PAGE 3**

**MOTION NO.**

---

- 5            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION ALLOWING A FUND RAISING EFFORT (BAKE SALE) TO BENEFIT THE AMERICAN CANCER SOCIETY (REGISTER OF DEEDS).**
  
- 6            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING APPLICATION FOR NONPOINT SOURCE PROGRAM GRANT FUNDING (HEALTH DEPARTMENT).**
  
- 7            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT WITH REGION VII AREA AGENCY ON AGING FOR THE PERSONAL ACTION TOWARDS HEALTH (PATH) DIABETES PROGRAM.**
  
- 8            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION NAMING BAY COUNTY AS THE FIDUCIARY ON BEHALF OF THE PUBLIC ADVISORY COUNCIL (PAC) FOR THE SAGINAW BAY WATERSHED AND ACCEPTING THE PARTNERSHIP FOR SAGINAW BAY WATERSHED GRANT AWARD (ENVIRONMENTAL AFFAIRS).**
  
- 9            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION AUTHORIZATING SUBMITTAL OF A RISK ASSESSMENT PROGRAM GRANT THROUGH MMRMA FOR NEW BLEACHERS IN THE LARGE GYM AT THE BAY COUNTY COMMUNITY CENTER (RECREATION AND FACILITIES).**

**Board Chair Ernie Krygier thanked Cristen Gignac, Director of Recreation and Facilities, for her efforts in the gym floor project.**

- 10           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING THE 2015 CLERK'S CERTIFICATES/4029 (EQUALIZATION DEPARTMENT).**
  
- 11           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE PAYABLES: GENERAL, BAYANET AND CENTER RIDGE ARMS (FINANCE DEPT.)**

**WAYS AND MEANS COMMITTEE  
MINUTES  
TUESDAY, OCTOBER 6, 2015  
PAGE 4**

**MOTION NO.**

---

- 12            **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE 2015 GENERAL FUND EQUITY ANALYSIS (FINANCE DEPARTMENT).**
- 13            **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE UPDATE REGARDING EXECUTIVE DIRECTIVE #2007-11 (FINANCE DEPARTMENT).**
- 14            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION AWARDDING BANKING SERVICES TO INDEPENDENT BANK FOR THE PERIOD 2016-2018 (FINANCE DEPARTMENT/TREASURER).**
- 15            **MOVED, SUPPORTED AND CARRIED TO RECEIVE NOTIFICATION OF PRESENTATION OF THE PROPOSED EXECUTIVE BUDGET FOR 2016 AT THE OCTOBER 13<sup>TH</sup> BOARD MEETING.**

Commissioner Tilley recapped what occurred at the Michigan Works! Annual Conference held October 5, 2015. The Governor stressed that Michigan Works! regions will happen. Bay County is currently part of a 5-county region with the recent addition of Gratiot and Isabella Counties. Northern counties are opposed and are protesting an 8 county region.

There being no further business, it was

- 16            **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:43 P.M.).**

**Submitted by:**

*Deanne Berger*

**Deanne Berger  
Board Coordinator**



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICHARD F. BRZEZINSKI  
BAY COUNTY TREASURER

NICK A. KHOURI  
STATE TREASURER

2015 OCT -2 A 11: 51

September 23, 2015

RECEIVED

Mr. Richard Brzezinski, Treasurer  
Bay County  
515 Center Ave., Ste. 103  
Bay City, MI 48708

Dear Treasurer,

The Michigan Department of Treasury is working with the Michigan Agency for Energy to help ensure that Michigan's Qualified Energy Bond (QECB) allocation is utilized to its fullest potential. You are receiving this letter as a follow up to the 2015 MI QECB Program Survey. It was determined through the survey results that some communities receiving a QECB sub-allocation five years ago, do not expect to use this financing tool. The enclosed information is intended to assist communities who are unable to use their QECB allocation to waive the unused portion to the State for use in completing energy projects in other Michigan communities.

For background, QECBs were authorized by the federal government for states, territories, large local governments and tribal governments to finance energy efficiency and renewable energy projects. The total was divided among eligible jurisdictions according to population and states were directed to sub-allocate a portion of their allocation to large municipalities with populations of 100,000 or more. These counties, municipalities or tribes can issue bonds up to their sub-allocation amount or waive and return any or all of the allocation to the State. (Source: Energy Programs Coalition Paper, 12/2014)

According to federal guidelines, to formally waive an allocation to the State, a municipality must:

- (a) Approve a resolution (the form of which is attached to this letter) affirmatively waiving the allocation; and
- (b) Complete the attached QECB Waiver Form, which must be signed by an Authorized Officer as named in the resolution.

We are requesting for all communities waiving QECB allocations that the adopted resolution and Waiver Form be **completed and returned by Friday, November 20, 2015**. The Department of Treasury and the Michigan Agency for Energy staff will then coordinate to offer allocations to other Michigan communities with projects that would benefit from QECB financing.

Please send completed waiver forms and adopted resolutions to John Barton, Bureau of State and Authority Finance at 430 West Allegan Street, Lansing, MI 48922 or [BartonJ@michigan.gov](mailto:BartonJ@michigan.gov). Questions regarding the waiver process can also be directed to John Barton at (517) 335-0994.

Sincerely,

A handwritten signature in black ink that reads "Thomas F. Saxton". The signature is written in a cursive style with a large initial 'T' and 'S'.

Thomas F. Saxton  
Chief Deputy State Treasurer

C: John Barton, Michigan Department of Treasury  
Jan Patrick, Michigan Agency for Energy/Energy Office

**State of Michigan  
Department of Energy, Labor & Economic Growth**

**Direct Allocation Process**

The State of Michigan received an allocation of \$103,780,000 in QEGBs. Of this amount, \$82,079,138 will be directly allocated to large local governments within the State. For QEGBs, the term "large local governments" refers to any municipality or county with a population of 100,000 or more. The direct allocations are based on U.S. Census Bureau population estimates and are provided below.

Large Local Government	Population as of July 1, 2007 (per IRS Notice 2009-29)	QEGB Allocation	Maximum Amount for Private Activity Bonds	Minimum Allocation for Governmental Purpose Bonds
Oakland County	1,202,287	\$12,415,518	\$3,724,655	\$8,690,862
Wayne County	1,064,718	10,994,900	3,298,470	7,696,430
Detroit	916,936	9,468,817	2,840,645	6,628,172
Macomb County	567,832	5,863,765	1,759,129	4,104,635
Kent County	409,489	4,228,623	1,268,587	2,960,036
Genesee County	319,545	3,299,808	989,942	2,309,866
Ottawa County	258,461	2,669,019	800,706	1,868,313
Kalamazoo County	244,559	2,525,459	757,638	1,767,821
Washtenaw County	233,302	2,409,213	722,764	1,686,449
Saginaw County	202,272	2,088,779	626,634	1,462,145
Grand Rapids	193,187	1,994,962	598,489	1,396,473
Livingston County	182,655	1,886,202	565,861	1,320,342
Muskegon County	174,108	1,797,941	539,382	1,258,559
St. Clair County	169,840	1,753,867	526,160	1,227,707
Ingham County	168,507	1,740,102	522,031	1,218,071
Jackson County	162,706	1,680,197	504,059	1,176,138
Berrien County	159,346	1,645,500	493,650	1,151,850
Monroe County	153,331	1,583,385	475,016	1,108,370
Calhoun County	136,334	1,407,864	422,359	985,505
Warren	133,979	1,383,545	415,064	968,482
Sterling Heights	127,553	1,317,187	395,156	922,031
Ann Arbor	114,667	1,184,118	355,236	828,883
Flint	114,482	1,182,208	354,662	827,546
Allegan County	112,600	1,162,773	348,832	813,941
Lansing*	109,809	1,133,952	340,186	793,766
Bay County	107,366	1,108,724	332,617	776,107
Eaton County	102,337	1,056,792	317,037	739,754
Lenawee County	101,345	1,046,548	313,964	732,583
Lansing*	4,781	49,371	14,811	34,560
<b>Total</b>	<b>7,948,334</b>	<b>\$82,079,138</b>	<b>\$24,623,741</b>	<b>\$57,455,397</b>

At least 70% of a State's allocation must be allotted to governmental bonds. Up to 30% of each State's allocation may be issued as private activity bonds.

*N.B. The City of Lansing appears twice in the above table due to its split between Ingham and Eaton Counties.*

BAY COUNTY BOARD OF COMMISSIONERS

11/10/2015

RESOLUTION ASSIGNING ALL OF THE BAY COUNTY'S QUALIFIED ENERGY CONSERVATION BONDS ALLOCATION TO THE STATE OF MICHIGAN

Minutes of a regular meeting of the Bay County Board of Commissioners, State of Michigan, held in Bay County on the 10th day of November, 2015.

Present: Commissioners Duranczyk, Krygier, Begick, Coonan, Herek, Tilley, Lutz

Absent: \_\_\_\_\_

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_

BY: WAYS AND MEANS COMMITTEE (11/3/15)

WHEREAS, Section 54D of the Internal Revenue Code of 1986, as amended (the "Code") and the American Recovery and Reinvestment Act of 2009, Public Law 111-5 authorize the issuance of Qualified Energy Conservation Bonds to finance expenditures for purposes of energy conservation and efficiency; and

WHEREAS, The County of Bay has been allocated Qualified Energy Conservation Bonds capacity; and

WHEREAS, Pursuant to Section 54D of the Code, Bay County may assign all or a portion of such allocation to another entity; and

WHEREAS, Bay County desires to assign its full allocation of Qualified Energy Conservation Bonds to the State of Michigan (the "State");

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1. The State be and is hereby assigned all of the County's Qualified Energy Conservation Bonds allocation, in the amount of One Million One Hundred Eight Thousand Seven Hundred Twenty-Four Dollars (\$1,108,724.00 Dollars).
2. Ernie Krygier, Board Chair, and Tom Hickner, County Executive, are authorized to execute any documents necessary to effectuate the foregoing assignment on behalf of Bay County following legal review/approval.
3. All resolutions and parts of resolutions insofar as the same conflict with the provision of this resolution be and the same hereby are rescinded.

KIM COONAN, CHAIR AND COMMITTEE

Qualified Energy Conservation Bonds

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, Donald J. Tilley, and Michael E. Lutz.

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

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

- 8 -

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Bay, Michigan, at a regular meeting held on November 10, 2015, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

---

Cynthia A. Luczak, Bay County Clerk

**Qualified Energy Conservation Bond (QECB) Waiver Form**

**Name of Municipality:** County of Bay

**Original Allocation Amount:** \$1,108,724.00

**Amount of Allocation Used:** \$ -0-

**Amount (if any) issued as Private Activity Bonds:** \$ -0-

**Amount Waived to State:** \$1,108,724.00

**Authorized Signature** \_\_\_\_\_

**Print Name:** Ernie Krygier

**Title:** Chairman, Bay County Board of Commissioners **Date:** \_\_\_\_\_

**Telephone:** 989-895-4121

**E-mail:** bergerd@baycounty.net

**Authorized Signature** \_\_\_\_\_

**Print Name:** Tom Hickner

**Title:** Bay County Executive **Date:** \_\_\_\_\_

**Telephone:** 989-895-4130

**E-mail:** hicknert@baycounty.net

# Memorandum

To: Kim Coonan, Chairperson, Ways and Means Committee

From: Jennifer Gwizdala, Office Manager, Friend of the Court

Date: 10/12/15

Re: FY 2016 Federal Visitation and Access Grant for the Bay County Friend of the Court

## REQUEST:

For this item to be placed on the Ways and Means Agenda for November 2015 and for the Board Authorization for the Chairman of the Board to sign all related documentation and/or contracts pertaining to the Federal Access and Visitation Grant for the Bay County Friend of the Court.

## BACKGROUND:

The State Court Administrative Office (SCAO) is the administrative agency of the Michigan Supreme Court and is responsible for administering the Federal Access and Visitation Grants to courts for the provision of direct services that increase non-custodial parents' access to and visitation with their children.

SCAO is contracting with the Bay County Friend of the Court for the provisions of direct services that support and facilitate non-custodial parents' access to and visitation with their children. The direct Service Provider Agency for the Bay County Friend of the Court is Wellspring Lutheran Services. Wellspring Lutheran Services will provide supervised parenting time based on Court Order referrals from the Friend of the Court office. Supervised (including monitored and therapeutic) parenting time is eligible for reimbursement under this Agreement.

## FINANCE:

The total Access and Visitation funding available FY 2016, to the Bay County Friend of the Court is \$2,000. FY 2015, the allocation was \$1,450, which demonstrates an increase in the FY 2016 of \$550. This number is based upon the available budget by the State of Michigan.

## RECOMMENDATION:

The Friend of the Court requests the Board of Commissioners authorize the Chairman of the Board to sign all related documentation and / or contracts pertaining to the Federal Access and Visitation Grand after review by the Corporation Counsel.

**Access and Visitation Grant Program Funding  
Application for FY 2016**

**Friend of the Court:** BAY COUNTY FRIEND OF THE COURT

**FOC address:** 1230 Washington Ave., Ste. 660

**FOC city, state, and zip code:** Bay City, MI 48708

**FOC contact:** Elizabeth Roszatycki, Director/Pamela Krohn, Mediator

**FOC telephone number:** Elizabeth – 989-895-4268/ Pamela – 989-895-4295 ext. 3101

**FOC fax number:** 989-895-4220

**FOC contact e-mail address:** roszatyckie@baycounty.net/ krohnp@baycounty.net

**Federal ID number:** 386004837

**Total amount requested:** \$2000.00

**List all the counties the applicant serves:** Bay County

**List the FOCs in joint agreement:** \_\_\_\_\_

**Types of services to be provided:**

(If multiple providers are used, please copy and complete the following information for each service provider.)

Parent Exchanges (neutral drop-off and pick-up)

Amount allocated for this service \$ \_\_\_\_\_

**Direct service provider agency:** \_\_\_\_\_

**Address line 1:** \_\_\_\_\_

**Address line 2:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Enter rate charged to AV contract: (Please check either hourly rate or unit rate)**

Hourly rate OR  Unit rate \$ \_\_\_\_\_

**Is there a client co-pay?**  Yes  No

# Access and Visitation Grant Program Funding Application for FY 2016

## Types of services to be provided:

(If multiple providers are used, please copy and complete the following information for each service provider.)

Supervised parenting time (including monitored and therapeutic)

Amount allocated for this service \$ 2000.00

Direct service provider agency: WELLSPRING LUTHERAN SERVICES

Address line 1: 6019 WEST SIDE SAGIANW ROAD, BAY CITY MI 48706

Address line 2: \_\_\_\_\_

Contact person: SONJA NOORMAN, DIVISION DIRECTOR/STEVE ZWART, COO

Telephone: 989-686-7650 Fax: 989-686-7683

E-mail address: HBertram@wellspringlutheran.com

Enter rate charged to AV contract: (Please check either hourly rate or unit rate)

Hourly rate OR  Unit rate  
rate \$55.00

Is there a client co-pay?  Yes  No

Please note: The total amounts of the award allocated must equal the total amount requested.

Type of direct service provider:  Nonprofit Agency  State Agency  
 Court  Local Public Agency

Applicant service area:  Urban  Suburban  Rural

Of the activities for which you are requesting funding please note if participation in the program is mandatory, voluntary, or both.

Supervised visitation:  
 Mandatory  Voluntary  Both

Neutral drop-off/pick-up  
 Mandatory  Voluntary  Both

## Access and Visitation Grant Program Funding Application for FY 2016

**Project goals:** (Check all that apply)

- To improve the child's well-being
- To improve compliance with support orders
- To increase custody and parenting time between the children and noncustodial parents
- To increase visitation between noncustodial parent and custodial parent
- To improve relationships between children and noncustodial parents
- To improve the relationship between the noncustodial parent and the custodial parent
- To strengthen noncustodial parent's role as a nurturer within relationships with their children
- To promote public awareness of responsible parenting
- To broaden custody and parenting time options for children

**Process of referring parents to services:** (Check all that apply)

- Interview with parent or guardian
- Written request from custodial parent or guardian
- Written request from noncustodial parent or guardian
- Interview with custodial parent
- Interview with noncustodial parent
- Interview with judge
- Interview with court officer
- Interview with children
- Interview with another individual
- Other                      Through a FOC Referee Hearing  
(describe): \_\_\_\_\_

**What constitutes completion of parent exchange services?** (Check all that apply)

- Order of the court
- Friend of the court recommendation
- Custodial parent's consent
- Direct service provider's recommendation
- Noncustodial parent attend all scheduled exchanges
- Not applicable because this service is not provided
- Other (describe): \_\_\_\_\_

## Access and Visitation Grant Program Funding Application for FY 2016

**What constitutes completion of supervised parenting time services? (Check all that apply)**

- Order of the court
- Friend of the court recommendation
- Custodial parent's consent
- Direct service provider's recommendation
- Noncustodial parent attend all scheduled supervised custodial and parenting time sessions
- Not applicable because this service is not provided
- Other (describe): \_\_\_\_\_

**What follow-up activities are provided to parties receiving parent exchange services? (Check all that apply)**

- Satisfaction surveys are mailed at the conclusion of services
- Telephone contact at the conclusion of services
- No follow-up activities are provided
- Other describe): \_\_\_\_\_

**What follow-up activities are provided to parties receiving supervised parenting time services? (Check all that apply)**

- Satisfaction surveys are mailed at the conclusion of services
- Telephone contact at the conclusion of services
- No follow-up activities are provided
- Other Referee hearing is scheduled or meeting schedule with Mediator (describe): \_\_\_\_\_

**What sanctions may be applied to parties who fail to comply with an order or recommendation to participate in parent exchange services?**

- No sanctions are applied
- Not applicable because participation in services is voluntary
- Other (describe): \_\_\_\_\_

**What sanctions may be applied to parties who fail to comply with an order or recommendation to participate in supervised parenting time services?**

- No sanctions are applied
- Not applicable because participation in services is voluntary
- Other Parenting time could be suspended (describe): \_\_\_\_\_

**For courts funded in prior years**

**If FOC applicant was funded in the prior year, what percentage of cases, in which AV services were provided, were actively charging child support?**

100%

**If FOC applicant was funded in the prior year, what percentage of cases, in which AV services were provided, involved domestic violence concerns?**

10%

-15-

## Access and Visitation Grant Program Funding Application for FY 2016

**\*\*All applicants must confirm the items below by checking the boxes\*\***

**Safeguard Plan:**

By checking this box, we assert that the direct service provider's Safeguard Plan has been reviewed by the FOC, and is maintained on file with the FOC.

**Note: Do not send a copy of the Safeguard Plan to the SCAO.**

**State Access and Visitation  
Grant Terms and Conditions  
(Attachment D)**

By checking this box, we assert that the funded court will abide by the terms and conditions set forth by the Department of Health & Human Services, State Access and Visitation Program Grant Terms and Conditions.

Applicant Signature:

*Eunghwa A. Resztycka*  
Friend of the Court

*September 24, 2015*  
Date

**Offices applying for combined awards must include the signatures of joint FOC applicants.**

Friend of the Court	Court Name	Date
Friend of the Court	Court Name	Date
Friend of the Court	Court Name	Date

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/2015**

**RESOLUTION**

- BY: WAYS AND MEANS COMMITTEE (11/3/15)
- WHEREAS, The State Court Administrative Office (SCAO) is the administrative agency of the Michigan Supreme Court and is responsible for administering the Federal Access and Visitation Grants to courts for the provision of direct services that increase non-custodial parents' access to and visitation with their children;
- WHEREAS, The SCAO is contracting with the Bay County Friend of the Court for the provision of direct services that support and facilitate non-custodial parents' access to and visitation with their children; and
- WHEREAS, The direct Service Provider Agency for the Bay County Friend of the Court is the Wellspring Lutheran Services, which will provide supervised parenting time based on Court Order referrals from the Friend of the Court office; and
- WHEREAS, Supervised (including monitored and therapeutic) parenting time is eligible for reimbursement through contractual agreement; and
- WHEREAS, The total Access and Visitation funding available for FY2016 to the Bay County Friend of the Court is \$2,000. The FY 2015 allocation was \$1,450, an increase for FY 2016 of \$550. This number is based upon the available budget by the State of Michigan; Therefore, Be It
- RESOLVED By the Bay County Board of Commissioners that the FY 2016 Federal Access and Visitation Grant is approved and the Chairman of the Board is authorized to execute, and submit electronically if required, the grant and related documents as well as contracts pertaining to the Federal Access and Visitation Grant following legal review/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.

KIM COONAN, CHAIR  
AND COMMITTEE

FOC-FY 2016 Visitation & Access 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 \_\_\_\_\_

**BAY COUNTY MOSQUITO CONTROL**

810 Livingston  
Bay City, Michigan 48708

**TOM PUTT, MANAGER**  
puttt@baycounty.net

Phone (989) 894-4555  
Fax (989) 894-0526  
TDD (989) 895-4049  
<http://www.baycounty-mi.gov>



**TOM HICKNER**  
County Executive

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

Community Initiatives  
Geographic Information Systems  
Gypsy Moth Suppression Program  
Mosquito Control  
Transportation Planning

**MEMORANDUM**

**To:** Commissioner Kim J. Coonan, Chairman  
Ways and Means Committee

**From:** Thomas J. Putt, Manager  
Bay County Mosquito Control *TP*

**Date:** October 14, 2015

**Re:** Placement on Ways and Means Agenda

**BACKGROUND:**

The Michigan Department of Environmental Quality (DEQ) is accepting applications for scrap tire cleanup grants for fiscal year 2015-2016. An entity is eligible for a one-time grant of up to \$6,000 for a cleanup day or resident drop-off day, like the scrap tire drives held by Bay County Mosquito Control. The scrap tire recycling program allows residents to get rid of old tires, which reduces the number of tires as potential breeding ground for mosquitoes as well as aesthetically improving the landscape.

**FINANCE:**

No matching funds are necessary. No money would be required to apply for the grant.

**RECOMMENDATION:**

Bay County Mosquito Control recommends applying for the DEQ's Scrap Tire Cleanup Grant Program for fiscal year 2015-2016.

cc: Tom Hickner  
Laura Ogar

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/2015**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (10/3/15)

WHEREAS, The Michigan Department of Environmental Quality (DEQ) is accepting applications for scrap tire cleanup grants for fiscal year 2015-2016; and

WHEREAS, An entity is eligible for a one-time grant of up to \$6,000 for a cleanup day or resident drop-off day, like the scrap tires drives held Bay County Mosquito Control; and

WHEREAS, The scrap tire recycling program allows residents to get rid of old tires which reduces the number of tires as potential breeding grounds for mosquitoes as well as aesthetically improving the landscape; and

WHEREAS, There is no match requirement and no funding is required to apply for the grant; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes the Bay County Mosquito Control Department to make application for the DEQ's Scrap Tire Cleanup Grant Program for fiscal year 2015-2016; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute said grant application and related documents as well as grant award documents on behalf of Bay County following legal review/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.

KIM COONAN, CHAIR  
AND COMMITTEE

Mosquito Control - Scrap Tire Cleanup Grant Program

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  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

**Tim Quinn, Director**  
[quinn1@baycounty.net](mailto:quinn1@baycounty.net)  
(989) 895-4098 (T)  
(989) 895-2076 (F)

**Tiffany Jerry, Payroll/Benefits Supervisor**  
[jerryt@baycounty.net](mailto:jerryt@baycounty.net)  
(989) 895-4032 (T)  
(989) 895-2076 (F)

**Rebecca Marsters, Retirement Administrator/Accountant**  
[marstersr@baycounty.net](mailto:marstersr@baycounty.net)  
(989) 895-4043 (T)  
(989) 895-2076 (F)

To: Kim Coonan, Chairman, Ways and Means Committee

From: Tim Quinn, Director, Personnel and Employee Relations

**Jeanie Deckert, Wellness Coordinator**  
[deckertj@baycounty.net](mailto:deckertj@baycounty.net)  
(989) 895-4087 (T)  
(989) 895-2076 (F)

Re: Flexible Spending and Cobra Services Contracts

**Becky Smutek, Payroll Clerk**  
[smutekb@baycounty.net](mailto:smutekb@baycounty.net)  
(989) 895-4044 (T)  
(989) 895-2076 (F)

Date: October 28, 2015

**Request**

Approve the contract to source both COBRA and flexible spending administration to Flex Administrators pending Corporation Counsel review.

**Background**

Bay County currently contracts services for Flexible Spending Benefits through Wage Works and the COBRA administration through Infinisource. Effective January 1, 2016, Personnel would like to consolidate these services through Flex Administrators for ease of administration and a small cost savings over the proposed 2016 amounts from the current vendors.

**Finances**

The annual fee for Flexible Spending Services and Section 125 compliance is \$200 and will require a budget adjustment from the General Fund. The monthly administration fee is currently paid for through employee deductions. The COBRA administration fee (Infinisource) is currently budgeted for \$2995.00 in 2015 and is expected to cost approximately \$2038.20 in 2016 through Flex Administrators. The fee is \$2.50 per initial notice and \$.43 per month per employee. The total fee may vary depending on the number of active employees. Please approve all budget adjustments as necessary. (COBRA 395 employees x .43 per employee per month = \$2038.20)

**Recommendation**

Move this to the Board of Commissioners meeting and authorize the Chairman to sign the agreements and approve all budget adjustments as necessary.

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/2015**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (11/3/15)

WHEREAS, Bay County currently contract services for flexible spending benefits through Wage Works and the COBRA administration through Infinisource; and

WHEREAS, Effective January 1, 2016, Personnel would like to consolidate these services through Flex Administrators for ease of administration and a small cost savings over th proposed 2016 amounts from the current vendors; and

WHEREAS, The annual fee for Flexible Spending Services and Section 125 compliance is \$200 and a budget adjustment from General Fund is required; and

WHEREAS, The monthly administration fee is currently paid by the employees through payroll deduction; and

WHEREAS, The COBRA administration fee (Infinisource) is currently budgeted in 2015 at \$2,995.00 and is expected to cost \$2,038.20 in 2016 through Flex Administrators (the fee is \$2.50 per initial notice and \$.43 per month per employees and this fee may vary depending on the number of active employees); Therefore, Be it

RESOLVED That the Bay County Board of Commissioners approves the Contract to source both COBRA and flexible spending administration to Flex Administrators and authorizes the Chairman of the Board to execute said Contract on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That related budget adjustments required are approved.

KIM COONAN, CHAIR  
AND COMMITTEE

Personnel - COBRA & Flex Administrators - Flexible Spending Benefits

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 \_\_\_\_\_

- 21 -



**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

**Tim Quinn, Director**  
[quinn@baycounty.net](mailto:quinn@baycounty.net)  
(989) 895-4098 (T)  
(989) 895-2076 (F)

**Tiffany Jerry, Payroll/Benefits Supervisor**  
[jeryl@baycounty.net](mailto:jeryl@baycounty.net)  
(989) 895-4032 (T)  
(989) 895-2076 (F)

**Rebecca Marsters, Retirement Administrator/Accountant**  
[marstersr@baycounty.net](mailto:marstersr@baycounty.net)  
(989) 895-4043 (T)  
(989) 895-2076 (F)

To: Kim Coonan, Chair, Ways and Means Committee

**Jeanie Deckert, Wellness Coordinator**  
[deckertj@baycounty.net](mailto:deckertj@baycounty.net)  
(989) 895-4087 (T)  
(989) 895-2076 (F)

From: Tim Quinn, Director of Personnel and Employee Relations *TQ*

Date: October 29, 2015

**Becky Smutek, Payroll Clerk**  
[smutekb@baycounty.net](mailto:smutekb@baycounty.net)  
(989) 895-4044 (T)  
(989) 895-2076 (F)

Re: Christmas Collection Efforts

Please consider this item at the Ways and Means committee meeting on Tuesday, November 3, 2015.

**Request:**

The Christmas season is a time of giving and Bay County employees wish to conduct food and/or toy drives to assist those in need.

**Background:**

Bay County has established Fund Raising Activities Policy that requires Ways and Means and Board approval for fund raising efforts.

**Finance:**

N/A

**Recommendation:**

Please approve Bay County employees undertaking collection efforts to benefit a family or families in need through a food/toy drive this year and in future years.

cc: Deanne Berger

-22-

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/2015**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (11/3/15)

WHEREAS, The Christmas season is a time of giving and Bay County Unions and various county offices/employees commendably have undertaken collection efforts to benefit a family or families in need through a food/toy drive; and

WHEREAS, Bay County has an established Fund Raising Activities Policy that requires Ways and Means and Board approval for fund raising efforts; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners waives the Bay County Fund Raising Activities Policy for Bay County unions, county offices or employees undertaking those fund raising efforts for this and future Christmas seasons.

KIM COONAN, CHAIR  
AND COMMITTEE

Christmas Fund Raising Activities

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 \_\_\_\_\_

**THOMAS L. HICKNER  
BAY COUNTY EXECUTIVE**



---

**DEBRA RUSSELL**  
Director, Administrative Services Department  
[russelld@baycounty.net](mailto:russelld@baycounty.net)

**MEMORANDUM**

**TO: KIM COONAN, CHAIRMAN  
WAYS & MEANS COMMITTEE**

**FROM: DEBRA RUSSELL**

**RE: SOLDIERS RELIEF BUDGET ADJUSTMENT**

**DATE: OCTOBER 27, 2015**

**BACKGROUND**

The Soldiers Relief Fund is used to account for emergency assistance to eligible veterans. The Soldiers Relief Commission reviews and approves emergency relief funds for Bay County veterans in need of financial assistance in order to avoid utility shut-off, rent and lodging payments, groceries, etc. These funds are only distributed after thorough review and coordination with other local services providers.

The Administrative Services Department assists the Soldiers Relief Commission in preparing and processing financial documents through Bay County MUNIS for payment and in monitoring their expenditures and budget balance.

**FINANCIAL IMPACT**

After reviewing the latest budget status report for this fund and comparing it with the past expenditure trends, it appears as if a transfer of \$10,000 from fund balance into emergency relief is appropriate to cover anticipated expenditures for 2015. We are also requesting a transfer from fund balance of \$400 to avoid a negative balance in the "Supplies" category for postage and monthly drinking water purchases. Any remaining funds will be rolled over into the 2016 fund balance. (According to the Comprehensive Annual Financial Report for the year-ended December 31, 2014, funds in the amount of \$88,322 remained as revenues over expenditures).

**RECOMMENDATION**

Approve the budget adjustment in the amount of \$10,400 in Soldiers and Sailors Relief for 2015.

BAY COUNTY BOARD OF COMMISSIONERS

11/10/2015

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (11/3/15)

WHEREAS, The Soldiers Relief Fund is used to account for emergency assistance to eligible veterans; and

WHEREAS, The Soldiers Relief Commission reviews and approves emergency relief funds for Bay County veterans in need of financial assistance in order to avoid utility shut-off, rent and lodging payments, groceries, etc. and these funds are only distributed after thorough review and coordination with other local services providers; and

WHEREAS, The Administrative Services Department assists the Soldiers Relief Commission in preparing and processing financial documents through Bay County MUNIS for payment and in monitoring their expenditures and budget balance; and

WHEREAS, After reviewing the latest budget status report for this fund and comparing it with the past expenditure trends, it appears as if a transfer of \$10,000 from Fund Balance into Soldiers Relief emergency relief is appropriate to cover anticipated expenditures for 2015; and

WHEREAS, In addition, a transfer from fund balance of \$400 to avoid a negative balance in the "Supplies" category for postage and monthly drinking water purchases is also being requested; and

WHEREAS, Any remaining funds will be rolled over into the 2016 fund balance. (According to the Comprehensive Annual Financial Report for the year-ended December 31, 2014, funds in the amount of \$88,322 remained as revenues over expenditures); Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves a budget adjustment from Fund Balance, in the amount of \$10,400, to the Soldiers and Sailors Relief Fund budget (emergency relief and supplies line items) for 2015.

KIM COONAN, CHAIR  
AND COMMITTEE

Adm Serv - Soldiers Relief Budget Transfer

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 \_\_\_\_\_

- 25 -

**BAY COUNTY ANIMAL CONTROL**  
**THOMAS L. HICKNER**  
**Bay County Executive**  
[www.baycounty.mi.gov](http://www.baycounty.mi.gov)



---

**DEBRA RUSSELL, Director**  
**Administrative Services Department**

**MICHAEL HALSTEAD**  
**Animal Control Manager**  
halsteadm@baycounty.net  
800 Livingston, Bay City, MI 487078  
989-894-0679 Phone 989-894-0129 Fax  
TDD (hearing impaired) 989-895-4049

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

**FROM:** M. F. Halstead, Manager *MFH*  
Bay County Animal Control

**DATE:** October 28, 2015

**SUBJECT:** Grant Application, Animal Welfare Fund, Michigan  
Department of Agriculture & Rural Development

**REQUEST:** Approve

**BACKGROUND:** Bay County Animal Control has been collaborating with a 501C3 Animal Rescue group, titled "Shelter Angels". Shelter Angels publicizes and "sponsors" Shelter cats and/or dogs to successfully gain their adoption, thereby reducing the numbers of animals housed and the responsibility of Animal Control. They issue a certificate to an adopter authorizing payment by their organization to an area Veterinarian for the sterilization and rabies vaccination of a Shelter cat or dog. Relying on donations has limited the number of animals they have been able to sponsor. Furtherance of their efforts in the form of

financial support will enhance their ability to promote the sterilization and adoption of Shelter animals. A successful grant application in the amount of \$9,990.00 will allow Shelter Angels to serve as a vendor in the reimbursing of a Veterinarian's services.

FINANCE/ECONOMICS: No financial impact to Bay County.

RECOMMENDATION: Approve and include authorization for the Board Chairman to sign any required documents if needed.

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/2015**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (11/3/15)

WHEREAS, Bay County Animal Control has been collaborating with the 501C3 animal rescue group Shelter Angels; and

WHEREAS, Shelter Angels publicizes and "sponsors" Shelter cats and/or dogs to successfully gain their adoption, thereby reducing the numbers of animals housed and the responsibility of Animal Control; and

WHEREAS, Shelter Angels issue a certificate to an adopter authorizing payment by their organization to an area veterinarian for the sterilization and rabies vaccination of a Shelter cat or dog; and

WHEREAS, Relying on donations has limited the number of animals they have been able to sponsor and advancement of their efforts in the form of financial support will enhance their ability to promote the sterilization and adoption of Shelter animals; and

WHEREAS, Grant funding, in the amount of \$9,990, through the Animal Welfare Fund, Michigan Department of Agriculture & Rural Development, is a funding opportunity available to Bay County Animal Control which could assist Shelter Angels with their efforts and will allow Shelter Angels to serve as a vendor to reimburse veterinarians for their services with no financial impact to Bay County; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that authorization is granted for Bay County Animal Control to make application for grant funding (\$9,990) through the Animal Welfare Fund, Michigan Department of Agriculture; Be It Further

RESOLVED That the grant funds shall be utilized to assist Shelter Angels for sterilization and vaccination of Shelter dogs or cats; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute, and submit electronically (if required), the grant application-documents on behalf of Bay County following legal review/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.

KIM COONAN, CHAIR  
AND COMMITTEE

Animal Control - MDA Grant - Animal Welfare Fund - Shelter Angels

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  
BUILDINGS & GROUNDS DIVISION**  
Thomas L. Hickner  
County Executive

---

JON M. MORSE  
*Supervisor of Buildings & Grounds*  
[morsej@baycounty.net](mailto:morsej@baycounty.net)

TO: KIM COONAN  
WAYS & MEANS CHAIR

FROM: JON MORSE *gm*  
BUILDINGS & GROUNDS SUPERVISOR

DATE: OCTOBER 27, 2015

RE: COMPLETED PAINTING PROJECTS TO DATE

The painters have completed numerous projects which are listed as follows:

- County Building:
  1. First floor – entire Treasurer’s office.
  2. Second floor – Lobby area & Veteran’s offices.
  3. Third floor – North lobby & offices, including Great Program, exercise & break rooms.
  4. Fourth floor – North lobby, conference rooms, break room & Corporate Counsel office.
  5. Back entrance vestibule & radiators.
  6. Sixth floor – lobby & Drain offices & file rooms.
  7. Eighth floor – lobby, ISD Directors office, staff offices, conference room & war room.
  8. Both North & South entire stairwells from top to bottom were repaired & painted. This specific project took longer due to the number of floors & ceiling height.
- Juvenile Home: Approximately 75% of the building is completed which included:
  1. Entire second floor – three offices, classroom, restroom & lobby area.
  2. Gymnasium, classrooms and North Pod areas.
  3. Stairwells front & back are completed.
  4. All residents rooms on both East & West wings.
  5. Exterior doors & trim work completed.
- Fairgrounds:
  1. Both bathrooms & showers painted inside & outside.
  2. Storage barns used by Fair Board.
  3. All outside bleacher in the Grandstand area completed by work release inmates.

- Courts & Health Department facilities:
  1. Marquee signs on Washington Avenue.
  2. All exterior doors & trim.
  3. Judge Keuvelaar's Chambers & his secretary's office.
  4. Hallway in Probate & Juvenile Courts.
  5. Prosecutor's Victims waiting room.
  6. Prosecutor's conference room.
  
- Pinconning Park:
  1. Staining of the bath house (completed by Park staff).
  2. Gazebo is presently being stained by Park staff.

Presently, 2 of the painters are working on sixth floor – Equalization department painting offices and the other 2 painters will be starting at the Community Center.

Also to date, the balance remaining of the approved \$75,000 for wages is \$39,600.  
The remaining budget of the approved \$15,200 for supplies is \$7,229.



Thomas L. Hickner  
Bay County Executive

Joel R. Strasz  
Public Health Director

1200 Washington Avenue  
Bay City, Michigan 48708

(989) 895-4003  
FAX (989) 895-4014  
TDD (989) 895-4049  
[www.baycounty-mi.gov/Health](http://www.baycounty-mi.gov/Health)

**TO:** Kim Coonan, Chairperson, Ways and Means Committee  
**FROM:** Joel R. Strasz, Health Director  
**DATE:** October 28, 2015  
**CC:** Tom Hickner, Tim Quinn, Amber Johnson, Crystal Hebert, Kim Priessnitz, Kathy Janer, Mark Pickell  
**RE:** Request Permission to Apply for grant from the Michigan Health Endowment Fund – Local Impact Grants

**BACKGROUND:**

The Michigan Health Endowment Funds provides grants to a number of community organizations and local foundations that address a compelling health need in their communities. Proposed projects can be ongoing programs or “pilot” projects, and are focused on filling existing gaps or disparities in a community’s public health, or providing innovative solutions to health issues. The Health Department, with its University Clinic partnership with Saginaw Valley State University is proposing to the Health Endowment Fund for a grant to purchase two Telemedicine Machines for potential use with area schools for their health care needs as well as to allow for expanded services in the clinic.

**FINANCE AND ECONOMICS:**

Grants may be awarded to a total of \$100,000. There are no financial considerations, as all costs associated with the project are included in the grant application.

**RECOMMENDATION:**

The Health Department recommends approval to seek funding from the Michigan Department of Community Health for this purpose, as well as approval of any and all agreements and budget adjustments related to this grant.

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/2015**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (11/3/15)

WHEREAS, The Michigan Health Endowment Funds provides grants to a number of community organizations and local foundations that address a compelling health need in their communities; and

WHEREAS, Proposed projects can be ongoing programs or "pilot" projects, and are focused on filling existing gaps or disparities in a community's public health, or providing innovative solutions to health issues; and

WHEREAS, The Health Department, with its University Clinic partnership with Saginaw Valley State University is proposing to the Health Endowment Fund for a grant to purchase two Telemedicine Machines for potential use with area schools for their health care needs as well as to allow for expanded services in the clinic; and

WHEREAS, Grants may be awarded to a total of \$100,000 and there are no financial considerations, as all costs associated with the project are included in the grant application; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes the Bay County Health Department to seek funding from the Michigan Department of Community Health for the purchase of two (2) Telemedicine Machines; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute, and submit electronically (if required), the grant application documents on behalf of Bay County following legal review/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.

KIM COONAN, CHAIR  
AND COMMITTEE

Health Dept - MHEF - Local Impact Grants

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 \_\_\_\_\_



Thomas L. Hickner  
Bay County Executive

Joel R. Strasz  
Public Health Director

1200 Washington Avenue  
Bay City, Michigan 48708

(989) 895-4003  
FAX (989) 895-4014  
TDD (989) 895-4049  
[www.baycounty-mi.gov/Health](http://www.baycounty-mi.gov/Health)

To: Kim Coonan, Chairman  
Ways and Means Committee

From: Joel Strasz  
Health Director

Date: October 27, 2015

RE: Acceptance of Community Health Assessment Funding, Various Sources

**BACKGROUND:** Previously this year, the Bay County Health Department, submitted a grant proposal to the Bay Area Community Foundation to assist in funding the latest round of Community Health Assessment in Bay County. The Community Foundation granted the Health Department \$5,000 to assist in these activities. Pursuant to language in Resolution 2015-51, "the Chairman of the Board is authorized to execute the grant application documents only on behalf of Bay County following Finance Department and legal review/approval with all grant award documents to be brought back to the Ways and Means Committee for review." The Health Department has sought collaborative funding from McLaren Bay Region, Bay Health Plan and other potential community based partners.

**FINANCE AND ECONOMICS:** The following amounts have been awarded to the Bay County Health Department to be utilized in the community health assessment process in implementing a community based survey.

McLaren Bay Region	\$25,000
Health Delivery Incorporated	\$1,000
Bay Arenac Behavioral Health	\$5,000

There are no match requirements and no general funds will be utilized.

**RECOMMENDATION:** The Health Department recommends approval to accept these funds and any and all agreements and budget adjustments related to this and other related grants regarding community health assessment.

CC: Thomas Hickner, County Executive  
Crystal Hebert, Finance  
Joel Strasz, Health Director  
Amber Johnson, Corporation Counsel

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/2015**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (11/3/15)

WHEREAS, Previously this year, the Bay County Health Department, submitted a grant proposal to the Bay Area Community Foundation to assist in funding the latest round of Community Health Assessment in Bay County; and

WHEREAS, The Community Foundation granted the Health Department \$5,000 to assist in these activities and, pursuant to language in Resolution 2015-51, "the Chairman of the Board is authorized to execute the grant application documents only on behalf of Bay County following Finance Department and legal review/approval with all grant award documents to be brought back to the Ways and Means Committee for review."; and

WHEREAS, The Health Department has sought collaborative funding from McLaren Bay Region, Bay Health Plan and other potential community-based partners; and

WHEREAS, The following amounts have been awarded to the Bay County Health Department to be utilized in the community health assessment process in implementing a community-based survey.

McLaren Bay Region	\$25,000
Health Delivery Incorporated	\$1,000
Bay Arenac Behavioral Health	\$5,000

RESOLVED That there are no match requirements and no general funds will be utilized; Therefore, Be It That the Bay County Board of Commissioners approves acceptance of the grant-awarded funds and authorizes the Chairman of the Board to execute all documents required for the aforementioned grants following legal review/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.

KIM COONAN, CHAIR  
AND COMMITTEE

Health Dept - Acceptance of Community Health Assessment Funding  
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 \_\_\_\_\_



Thomas L. Hickner  
Bay County Executive



Joel R. Strasz  
Public Health Director

1200 Washington Avenue  
Bay City, Michigan 48708

(989) 895-4003  
FAX (989) 895-4014  
TDD (989) 895-4049  
[www.baycounty-mi.gov/Health](http://www.baycounty-mi.gov/Health)

**TO:** Kim Coonan, Chairperson, Ways and Means Committee  
**FROM:** Joel R. Strasz, Health Director  
**DATE:** October 27, 2015  
**CC:** Tom Hickner, Amber Johnson, Crystal Hebert, Kim Priessnitz, Mark Pickell, Kathy Janer, and Melissa Maillette

**RE:** Michigan Department of Environmental Quality (MDEQ) Agreement with the Bay County Health Department

**BACKGROUND:**

The proposed agreement for FY 2015-16 is a renewal of the current agreement between Bay County, on behalf of the Bay County Health Department (BCHD), and the MDEQ. The agreement engages the BCHD to render certain technical services related to Non-Community Water Supply, Drinking Water Long-Term Monitoring, Great Lakes Beach Monitoring, Public Swimming Pools, Septage, and Campgrounds.

**FINANCIAL CONSIDERATIONS:**

The agreement specifies that BCHD will receive \$10,273 to provide the aforementioned program services. Compared to last year's total of \$8,757 this is an increase of nearly \$1,516.

**RECOMMENDATIONS:**

Upon favorable review by Corporation Counsel, the Department recommends this Agreement be approved and signed by the Board Chair, as well as approval of all budget adjustments relating to this Agreement.

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/2015**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (11/3/15)

WHEREAS, The Michigan Department of Environmental Quality (MDEQ) Agreement between Bay County (Health Department) and the MDEQ has been submitted for renewal; and

WHEREAS, This Agreement for FY 2015-2016 provides \$10,273 funding and engages the Bay County Health Department to provide various technical services related to Non-Community Water Supply, Drinking Water Long Term Monitoring, Great Lakes Beach Monitoring, Public Swimming Pools, Septage, and Campgrounds; and

WHEREAS, The Agreement specifies that BCHD will receive \$10,273 to provide the aforementioned program services compared to last year's total of \$8,757, an increase of nearly \$1,516; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that the State of Michigan, Department of Environmental Quality (MDEQ) - Local Health Department (LHD) Contract for FY 2015/2016 for the Environmental Health Division to provide various services (Non-Community Water Supply, Drinking Water Long Term Monitoring, Federal Beach Monitoring, Public Swimming Pools, Septage, and Campgrounds) is approved and the Chairman of the Board authorized to execute said Agreement and all related documents on behalf of Bay County following legal review/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.

KIM COONAN, CHAIR  
AND COMMITTEE

Health Dept - 2015-16 MDEQ 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 \_\_\_\_\_



Thomas L. Hickner  
Bay County Executive



Joel R. Strasz  
Public Health Director

---

1200 Washington Avenue  
Bay City, Michigan 48708

(989) 895-4003

FAX (989) 895-4014

TDD (989) 895-4049

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

**TO:** Kim Coonan, Chairperson, Ways and Means Committee  
**FROM:** Joel R. Strasz, Health Director  
**DATE:** October 28, 2014  
**CC:** Tom Hickner, Amber Johnson, Crystal Hebert, Kim Priessnitz, Kathy Janer, and Melissa Maillette  
**RE:** Request Permission to Apply for Household Hazardous Waste Collection Grant

**BACKGROUND:** The Environmental Health Division of the Bay County Health Department has operated Household Hazardous Waste Collections on a biannual basis for the past twenty years. These collections have been typically funded by support from the Dow Chemical Company.

**FINANCE AND ECONOMICS:** There is no financial cost to the Health Department as all costs associated for the collection and disposal will be included in the grant, if funded.

**RECOMMENDATION:** The Health Department recommends approval to seek funding from the Dow Chemical Company for this purpose, as well as approval of any and all agreements and budget adjustments related to this grant.

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/2015**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (11/3/15)

WHEREAS, The Environmental Health Division the Bay County Health Department has operated Household Hazardous Waste Collections on a bi-annual basis for the past twenty years and these collections have been typically funded by support from the Dow Chemical Company; and

WHEREAS, The Health Department again wishes to make application for funding for this program for collection(s) in Bay County; and

WHEREAS, There is no financial cost to the Health Department as all costs associated for the collection and disposal will be included in the grant, if funded; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes the Bay County Health Department to seek funding from the Dow Chemical Company for Household Hazardous Waste Collections; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute the grant documents (application, grant award, all related required documents) on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That the grant applicant/recipient departments are required to work simultaneously with the Finance Department whose staff will provide financial oversight of said grant.

KIM COONAN, CHAIR  
AND COMMITTEE

Health Dept - HHWC 2015

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 \_\_\_\_\_

Thomas L. Hickner  
Bay County Executive

Tammy Roehrs  
Director



Bay County Building 2nd Floor, Suite 202  
515 Center Avenue  
Bay City, MI 48708-5123  
(989) 895-4100  
Toll Free (877) 229-9960

FAX (989) 895-4094  
TDD (989) 895-4049  
Web Site: [www.baycounty-mi.gov/aging](http://www.baycounty-mi.gov/aging)  
E-mail: [divonaging@baycounty.net](mailto:divonaging@baycounty.net)

**To:** Kim Coonan, Chairman, Ways & Means Committee  
**From:** Tammy Roehrs, Division on Aging Director  
**Date:** October 19, 2015  
**CC:** Tom Hickner, Joel Strasz, Tim Quinn, Amber Johnson, Crystal Hebert  
**RE:** Memorandum of Agreement with Region VII Area on Aging for the Matter of Balance program

**BACKGROUND:**

The memorandum of agreement is between Region VII Area on Aging and the Bay County Division on Aging for implementing and assessing a Matter of Balance program for the period of October 1, 2015 through September 30, 2016. The Matter of Balance Program is designed to manage concerns about falls and is designed to reduce the fear of falling and increase activity levels among older adults.

**FINANCIAL IMPLICATIONS:**

The Region VII Area Agency on Aging will provide \$100.66 per hour of training in federal funding for the provision of the evidenced-based program for the following period October 1, 2015 through September 30, 2016. The Division on Aging must provide up to a maximum of three (3) session of training at 16 hours per session in Bay County.

**RECOMMENDATION:**

Upon favorable review by Corporation Counsel, the Division on Aging recommends that the memorandum of agreement between Region VII Area Agency on Aging and the Bay County Division on Aging be approved, and further that any subsequent addendums or amendments that may become necessary in the course of the next fiscal year be approved. All budget adjustments related to this action are approved.

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/2015**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (11/3/15)

WHEREAS, Region VII Area Agency on Aging has submitted a Memorandum of Agreement for implementing and assessing Matter of Balance Programs for the period October 1, 2015 through September 30, 2016; and

WHEREAS, The Matter of Balance Program is designed to manage concerns about falls and is designed to reduce the fear of falling and increase activity levels among older adults; and

WHEREAS, Region VII Area Agency on Aging will provide \$100.66 per hour of training in federal funding for provision of the evidenced-based program for the period of the grant and the Division on Aging must provide up to a maximum of three (3) sessions of training at 16 hours per session; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Memorandum of Agreement between Region VII AAA and Bay County (Division on Aging) and authorizes the Chairman of the Board to execute said MOA and related documents on behalf of Bay County following legal review/approval; Be It Finally

RESOLVED That required budget adjustments related to the Matter of Balance Program for FY2015-2016 are approved.

KIM COONAN, CHAIR  
AND COMMITTEE

DOA - MOA - Matter of Balance Programs

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 11/06/2015

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on 11/13/2015 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
2015-11-002	<b>GENERAL FUND</b> 2ND RD PATROL - CITY OF AUBURN Total GENERAL FUND			X
	TO BUDGET FOR USE OF SHERIFF DEPARTMENT VEHICLE FOR CITY OF AUBURN TO BE USED BY BAY COUNTY ROAD PATROL DEPUTY ASSIGNED TO CITY OF AUBURN. THE CITY OF AUBURN ROAD PATROL VEHICLE BROKE DOWN AND THEY WILL REIMBURSE BAY COUNTY.			
2015-11-003	<b>SOLDIERS' RELIEF FUND</b> SOLDIERS AND SAILORS RELIEF Total SOLDIERS' RELIEF FUND		\$10,400	
	TO INCREASE SOLDIERS AND SAILORS 2015 BUDGET TO COVER POSTAGE AND EMERGENCY RELIEF SERVICE EXPENDITURES FOR THE YEAR.			

Kim Coonan, Chairman W. & M. and Committee

-41-

*John E. Miller*  
*Sheriff Of Bay County*

Troy Cunningham  
Undersheriff

Troy A. Stewart  
Jail Administrator



TO: Kim J. Coonan  
Chairman of Ways & Means Committee

FROM: Sheriff John E. Miller *JEM*

DATE: October 27, 2015

REF: City of Auburn - Patrol Vehicle

Request:

The City of Auburn had a patrol vehicle which is now broken down. They are asking to use a county vehicle and will 100% reimburse the county for any expenses incurred for the use of this vehicle.

Finance:

This is an unbudgeted expense for the Road Patrol 2015 budget (10131507).

Recommendation:

I am requesting the committee's approval and authorizations to adjust the City of Auburn budget for this patrol vehicle and to make necessary any and all budget adjustments. Thank you for your cooperation.

CC: Undersheriff Troy Cunningham  
Shawna Walraven, Corporation Counsel  
Crystal Hebert, Finance Director  
Kim Priessnitz, Assistant Finance Director  
File

Ls/W&M-CityOfAuburn-Vehicle

Phone: (989) 895-4050

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

Fax: (989) 895-4058



-42-

## Budget Adjustment Detail

Journal Request Number **2015-11-002**

Ref: CITY

Desc: VEHICLE

Eff Date: 11/10/2015

Org / Object	Description	I/D	Amount
GENERAL FUND			
2ND RD PATROL - CITY OF AUBURN			
10131507 68125	REIMBURSEMENT-CITY OF AUBURN	I	1,300
10131507 75000	GAS, OIL AND GREASE	I	500
10131507 93200	VEHICLE REPAIR & MAINTENANCE	I	300
10131507 96750	VEHICLE EXPENSE	I	500
		Favorable	Unfavorable
<b>Total GENERAL FUND</b>		<b>\$0</b>	<b>\$0</b>

**Explanation**

TO BUDGET FOR USE OF SHERIFF DEPARTMENT VEHICLE FOR CITY OF AUBURN TO BE USED BY BAY COUNTY ROAD PATROL DEPUTY ASSIGNED TO CITY OF AUBURN. THE CITY OF AUBURN ROAD PATROL VEHICLE BROKE DOWN AND THEY WILL REIMBURSE BAY COUNTY.

-43-

# Budget Adjustment Detail

Journal Request Number 2015-11-003

Ref: EMERG

Desc: SOLDIERS

Eff Date: 11/10/2015

Org / Object	Description	I/D	Amount
SOLDIERS' RELIEF FUND			
SOLDIERS AND SAILORS RELIEF			
29368900 40001	FUND BALANCE	I	10,400
29368900 72900	POSTAGE	I	400
29368900 84500	EMERGENCY RELIEF	I	10,000
<b>Total SOLDIERS' RELIEF FUND</b>			
		Favorable	Unfavorable
		\$0	\$10,400

## Explanation

TO INCREASE SOLDIERS AND SAILORS 2015 BUDGET TO COVER POSTAGE AND EMERGENCY RELIEF SERVICE EXPENDITURES FOR THE YEAR.

-44-

Description	Journal Number	2015 Fund Balance
Audited Unassigned Fund Balance or (Deficit) 12/31/2014		\$5,683,497
Previous years Assigned Fund Balance *		\$737,525
		-----
Unassigned & Assigned Fund Balance or (Deficit)		\$6,421,022
		-----
2015 Budgeted Surplus /(Deficit)		-\$445,055

BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH OCTOBER 2015

Purchase a bed liner for the 2006 Sterling dump truck	15-02-0253	-\$1,600
To purchase a 2006 Sterling dump truck	15-02-0068	-\$48,500
Increase Corp. Counsel budget for reorganization to Dept head and pay grade PN12	15-02-0004	-\$7,698
Increase Corp. Counsel budget to fund the Assistant Corp. Counsel position	15-02-0003	-\$53,928
Civic Arena's purchase of skates & helmets funding source Bay Foundation	15-02-0002	-26,072
Budget for the repair of the southside elevator in County building	15-03-0026	-22,000
Increase GIS budget for enhanced LIDAR data Aerial Photography project	15-03-0002	-42,750
Correct GIS budget error revenue was entered a debit for 100. should be 200. credit	15-04-0049	300
Correct budget error health contribution under wrong activity	15-04-0011	2,152
Increase Sheriff budget for a replacement vehicle due to an accident	15-04-0365	-16,400
Increase budget for special audit	15-04-0312	-20,000
Increase Community Center budget for replacement of gym floor	15-04-0097	-30,000
Incr. Animal Control budget from rolled over 2014 money for remaining radios costs	15-04-0012	-1,918
Increase Community Center budget for purchase of drinking water fountain	15-06-0002	-164
Increase Civic Arena budget for new seals for the ice rink	15-06-0050	-17,205
Budget for 2014 PO's @ 12-31-14 rolled over *	15-07-0276	-737,525
Budget for the purchase of radio equipment for the Juvenile Home	15-07-0273	-9,500
Increase in Child Care Fund 29266200 activity, for placement of children in agencies	15-08-0002	-50,000
Budget for security enhancements in the County Building	15-08-0158	-10,000
Budget for purchase of an ice resurfacer machine for the Civic Arena	15-08-0278	-105,000
Purchase and install new gas meter to track gas consumption at Riverside Center	15-09-0362	-2,100
Purchase 4X4 ATV for Pinconning Park	15-09-0363	-9,000
Budget for Prosecutor's Crime Victim Services Grant	15-10-0098	-3,033

October 28, 2015		-1,211,941
Unassigned Fund Balance or (Deficit) 10/28/2015		\$4,764,026

-45-



**BAY COUNTY**  
FINANCE/INFORMATION SYSTEMS

Thomas L. Hickner  
Bay County Executive

**Crystal A. Hebert**  
Finance Officer  
[hebertc@baycounty.net](mailto:hebertc@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. Coppens**  
Information Systems Manager  
[coppensj@baycounty.net](mailto:coppensj@baycounty.net)

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

**FROM:** Crystal Hebert *CH*  
Finance Officer

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

**DATE:** October 28, 2015

**REQUEST:**

Please place this memo on the November 3, 2015, agenda for your committee's information.

**BACKGROUND:**

On October 12, 2015 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, except what is noted below:
  - A. The 2015/2016 Byrne Federal Grant has sent notice to Bay County that starting October 1, 2015, the following grant dollars have been reduced.

	<u>Org.</u>	<u>2014/2015 Grant Award</u>	<u>2015/2016 Grant Award</u>	<u>Amount of Reduction</u>
Bay County Sheriff Department	10131200	\$ 16,780	\$ 11,537	\$ 5,243
Bay County Prosecutor's Office	10126700	\$ 8,592	\$ 5,907	\$ 2,685

*-46-*

B. The 18<sup>th</sup> Circuit Court has received notice from Michigan Swift and Sure Sanctions Program Grant starting October 1, 2015, that the award amount has been reduced.

	<u>Org.</u>	<u>2014/2015 Grant Award</u>	<u>2015/2016 Grant Award</u>	<u>Amount of Reduction</u>
18 <sup>th</sup> Circuit Court Total Grant Award	10113101	\$ 310,588	\$ 162,000	\$ 148,588

C. The 18<sup>th</sup> Circuit Court has received notice from the Drug Courts that starting October 1, 2015, of the following grant reductions:

	<u>Org.</u>	<u>2014/2015 Grant Award</u>	<u>2015/2016 Grant Award</u>	<u>Amount of Reduction</u>
18 <sup>th</sup> Circuit Court-Family Dependency Drug Court	29266400	\$ 70,000	\$ 62,000	\$ 8,000
18 <sup>th</sup> Circuit Court-Juvenile Drug Court	29266402	\$ 78,000	\$ 60,000	\$ 18,000

The Sheriff, Prosecutor and the Court Administrator will attend the Ways & Means meeting.

**RECOMMENDATION:**

To receive.

c: Tom Hickner  
Kim Priessnitz  
Tim Quinn

-42



**BAY COUNTY**  
FINANCE/INFORMATION SYSTEMS

Thomas L. Hickner  
Bay County Executive

**Crystal A. Hebert**  
Finance Officer  
[hebertc@baycounty.net](mailto:hebertc@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. Coppens**  
Information Systems Manager  
[coppensj@baycounty.net](mailto:coppensj@baycounty.net)

October 28, 2015

To: Mr. Kim Coonan  
Chair, Ways & Means Committee

From: Frances Moore *FM*  
Bay County Purchasing Agent

RE: Auditing Services

This year Bay County Finance Department issued a solicitation for the auditing services for the County of Bay and on behalf of other entities within Bay County. The firm was selected after an evaluation of the following criteria: Expertise and Experience, Audit Approach, Methodology and Comparable Projects. Cost was the last piece to be factored into the equation after all the other criteria was reviewed. Upon the recommendation of the Board Financial Analyst and concurrence of the Finance Officer we will be offering the contract for five years to the firm that not only ranked highest in the technical qualifications but also offered the best overall price.

At this time we are within the bid protest period of the RFP Process and will have the formal announcement at the Board meeting on November 10, 2015.

Thank you for your understanding in this matter and I will be available to answer any questions that may arise.

515 Center Avenue, Suite 701, Bay City, MI 48708-5128  
TEL (989) 895-4030 TDD (989) 895-4049 FAX (989) 895-4039  
[www.baycounty-mi.gov](http://www.baycounty-mi.gov)



-48-