

WAYS AND MEANS COMMITTEE

AGENDA

TUESDAY, OCTOBER 1, 2013

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- 1- 4 III MINUTES (9/3/13)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
- 5- 6 A. Probate Court Administrator - 2013-2014 Child Care Fund Annual Plan and Budget (**Seeking approval of proposed budget; authorization for Board Chair to sign required documents; approval of budget adjustments - proposed resolution attached**)
- 9-10 B. Drain Commissioner - 2013 Assessments (**Seeking approval of County At-large Assessments - proposed resolution attached**)
- 11-13 C. Bay County Treasurer - Annual Review of Delinquent Tax Revolving Fund (**Seeking approval of transfer of \$1,175,000 in 2014 - proposed resolution attached**)
- D. Health Director (**Seeking approval of below listed grants; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolutions attached**)
- 14-15 1. Household Hazardous Waste Collection Grant
- 16-17 2. Michigan Department of Agriculture and Rural Development Food Safety Education Grant
- 18-19 E. Division on Aging - A & D Waiver Contract (**Seeking approval of renewal contract; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)
- 20-21 F. Community Corrections Coordinator - FY2014 Electronic Monitoring Contract (**Seeking approval of amended Electronic Monitoring Contract; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)

G. Emergency Management Coordinator

- 22-23 1. Emergency Management Performance Grant (EMPG) Program for FY2013-2014 (**Seeking approval of grant; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)
- 24-31 2. Homeland Security Grant Program Allocation and Pass-through Account (**Seeking approval of FY11, FY12 and FY13 Homeland Security Grant Program allocations and pass-through account; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached**)
- 32-38 H. Personnel Director - Tuition Reimbursement - Nick Percy (ISD) (**Receive**)
- I. Finance Officer
- 39-40 1. Budget Adjustments (**proposed resolution attached**)
- 41 2. Analysis of General Fund Unreserved/Undesignated Fund Balance 2013 (**Receive**)
- 42 3. Executive Directive #2007-11 (**Receive**)
- 43-44 J. Bay County Sheriff - Fee Increase for Traffic Reports (**Seeking approval of fee increase from per page charge to straight charge of \$20/report - proposed resolution attached**)

VI REFERRALS

VII UNFINISHED BUSINESS

- 45 A. Correctional Healthcare Companies (CHC) - Medical Services at Sheriff Department and Juvenile Home (**This item came before committee for a multi-year contract in August, however, it was decided that a 1 year renewal would be approved with this service to be bid out in 2014 - proposed resolution attached**)

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, SEPTEMBER 3, 2012, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR COONAN AT 4:02 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	S/Y	M/Y	M/Y	Y	M/Y	Y	Y	Y	M/Y	M/Y
BRANDON KRAUSE	P	M/Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	S/Y	Y
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y	Y	Y	S/Y	Y	Y	Y	Y
THOMAS M. HEREK	P	S/Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	S/Y
MICHAEL E. LUTZ	P	Y	M/Y	Y	S/Y	S/Y	S/Y	Y	Y	M/Y	S/Y	Y	Y
ERNIE KRYGIER, EX OFFICIO	P	Y	S/Y	S/Y	Y	Y	M/Y	S/Y	M/Y	S/Y	M/Y	Y	Y

MOTION NO.

COMMISSIONERS PRESENT:		13	14	15	16	17	18	19	20	21	22	23	24
KIM J. COONAN, CHRMN		Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	
DONALD J. TILLEY, V. CHRMN		Y	Y	M/Y	M/Y	M/Y	Y	Y	S/Y	Y	M/Y	S/Y	
BRANDON KRAUSE		M/Y	Y	Y	N	Y	Y	S/Y	Y	M/Y	Y	Y	
VAUGHN J. BEGICK		Y	Y	Y	N	Y	S/Y	Y	Y	Y	Y	Y	
THOMAS M. HEREK		S/Y	Y	S/Y7	Y	Y	Y	Y	Y	Y	S/Y	Y	
MICHAEL E. LUTZ		Y	M/Y	Y	Y	Y	Y	Y	Y	S/Y	Y	Y	
ERNIE KRYGIER, EX OFFICIO		Y	S/Y	Y	S/Y	S/Y	M/Y	M/Y	M/Y	Y	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													
BRANDON KRAUSE													
VAUGHN J. BEGICK													
THOMAS M. HEREK													
ERNIE KRYGIER, EX OFFICIO													

OTHERS PRESENT: T.HICKNER, M.FITZHUGH, C.HEBERT, T.QUINN, K.PRIESSNITZ, M.HALSTEAD, K.TIGHE, M.MARCHLEWICZ, K.ASBURY, C.HOWELL, L.OGAR, K.RIFENBARK, R.MANZ, C.IZWORSKI, F.MOORE, R.METCALFE, J.STRASZ, R.PABALIS, J.LAPRAIRIE, B.SMITH (BABHA), R.REDMOND, BAY 3 TV, D.BERGER

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

- 1 -

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MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

- 1** **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE AUGUST 6, 2013 WAYS AND MEANS COMMITTEE MEETING AS PRINTED.**

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

A communication from the Probate Court Administrator was first on the agenda. Probate Judge Karen Tighe spoke to the need for additional funding to cover child placement expenses. While the request spoke to a need for \$225,000 the amount required is half that, i.e. \$112,500. Judge Tighe spoke to the circumstances that have caused the significant increase, i.e. the number of children under the care of the court, monitoring by outside agencies being paid \$37/day/child, specialized services and care for mentally and emotionally challenged children. The Court has no control over placements. Judge Tighe noted that when the children turn 18 there cases are turned over to Bay Arenac Behavioral Health Authority. Following brief discussion, it was

- 2** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF THE PROPOSED RESOLUTION FOR ADDITIONAL FUNDING IN THE AMOUNT OF \$112,500 (PROBATE COURT).**
- 3** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF THE PROPOSED RESOLUTION RE REGISTER OF DEEDS' FUNDRAISER BENEFITTING BREAST CANCER.**
- 4** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF THE PROPOSED RESOLUTION RE SECONDARY ROAD PATROL (SRP P.A. 416) GRANT (SHERIFF DEPARTMENT).**
- 5** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF THE PROPOSED RESOLUTION RE VICTIMS OF CRIMES ACT (VOCA) GRANT REDUCTION (PROSECUTOR'S OFFICE).**

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MOTION NO.

- 6 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF THE PROPOSED RESOLUTION RE AMENDMENT TO RETIREMENT ORDINANCE FOR BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY, ACTION TO BE TAKEN BY FULL BOARD ON 9/17/13).**
- 7 **MOVED, SUPPORTED AND CARRIED TO RECEIVE PROJECT UPDATES RE BLUEWAYS TRAIL, DNR SHORELINE ACCESS STUDY, PHRAGMITES, AND RECREATION PLAN UPDATE (ENVIRONMENTAL AFFAIRS/COMMUNITY DEVELOPMENT).**
- 8 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF RESOLUTION RE FY 2013-2014 COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING (CPBC) AGREEMENT (HEALTH DEPARTMENT).**
- 9 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF RESOLUTION RE MODIFICATION OF CAPITAL OUTLAY FOR PURCHASE OF LAPTOPS (4) FOR ENVIRONMENTAL HEALTH DIVISION (HEALTH DEPT.).**
- 10 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF PROPOSED RESOLUTION AUTHORIZING PURCHASE OF 2013 TRUCK & ANIMAL TRANSPORT BOX (ANIMAL CONTROL).**
- 11 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF 2013 TAX RATE REQUEST FORM (EQUALIZATION)**
- 12 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF REVISED CIVIC ARENA BASE PRIME ICE RATE - 2013 (CIVIC ARENA).**
- 13 **MOVED, SUPPORTED AND CARRIED TO RECEIVE TUITION REIMBURSEMENT INFORMATION FOR JILL MCKEON (FINANCE DEPARTMENT EMPLOYEE) (PERSONNEL DEPT.).**
- 14 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF PROPOSED RESOLUTION RE SECURITY UPDATES AS CORRECTED I.E. PANIC DEVICE FOR CLERK AND REGISTER OF DEEDS (NOT TREASURER WHO ALREADY HAS PANIC DEVICES)(BUILDINGS AND GROUNDS).**
- 15 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF PROPOSED RESOLUTION RE PAYROLL STAFF TRANSITION (FINANCE DEPT.).**

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MOTION NO.

- 16 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF PROPOSED RESOLUTION RE WAIVER OF STEP PROCESS FOR NEWLY HIRED ASSISTANT PROSECUTOR (PERSONNEL DEPT.). [NOTE: ROLL CALL VOTE: 4 YEAS; 3 NAYS]**

Speaking against the waiver were Commissioners Begick and Krause as well as Committee Chair Coonan.

- 17 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF BUDGET ADJUSTMENT RESOLUTION (FINANCE DEPT.).**
- 18 **MOVED, SUPPORTED AND CARRIED TO RECEIVE ANALYSIS OF GENERAL FUND UNRESERVED/UNDESIGNATED FUND BALANCE 2013 (FINANCE DEPT.)**
- 19 **MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11 (FINANCE DEPT.).**
- 20 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF PROPOSED RESOLUTION RE FUNDING FOR ACCOUNTS PAYABLE STAFF TRANSITION.**
- 21 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF PROPOSED RESOLUTION RE MSHDA COMMUNITY DEVELOPMENT BLOCK GRANT TARGET AREA RECOMMENDATIONS (FINANCE DEPT.)**
- 22 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF PROPOSED RESOLUTION RE APPOINTMENT TO TRI CITY AREA JOINT AIRPORT ZONING BOARD (BOARD OF COMMISSIONERS).**
- 23 **MOVED, SUPPORTED AND CARRIED TO ADJOURN (5:13 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**



BAY COUNTY PROBATE COURT
EIGHTEENTH JUDICIAL CIRCUIT COURT - FAMILY DIVISION
1230 Washington Ave., Suite 715
Bay City, Michigan 48708-5737

KAREN A. TIGHE
Judge of Probate / Family Court

MARGE MARCHLEWICZ
Court Administrator

Estates Division (989) 895-4205
Juvenile Division (989) 895-4206

FAX (989) 895-4194
TDD (989) 895-2059

September 25, 2013

Kim Coonan, Chair
Ways & Means Committee
Bay County Board of Commissioners
Bay County Building
Bay City, MI 48708

Dear Commissioner Coonan:

The 2013-2014 (October 1, 2013 to September 30, 2014) Child Care Fund Annual Plan and Budget serves as application to the Michigan Department of Human Services (DHS) for funds to provide services to juveniles in the court system who remain in-home as well as those juveniles who are placed out-of-home for care. Child Care Funds are a 50-50 match with the state and county and are used for the operation of the Juvenile Home, the TODAY program, the Gender Services program, the community based alternative Day Treatment program, the Juvenile Drug Court, the Family Drug Court and for the residential placements of both delinquent and neglected/abused youth. Additionally, the Bay County Department of Human Services uses funds for families in crisis.

The budget must be signed by the Probate Judge, the Chair of the Board of Commissioners, the County Executive and the local Department of Human Services Director.

The Court is requesting that your Committee review the proposed budget and refer the matter to the Board Chair for signature. The budget has also been sent to Crystal Hebert, Director of Finance and Marty Fitzhugh, Corporation Counsel, for review.

Thank you and if you have any questions, please contact me at your convenience.

Sincerely,

Marge Marchlewicz
Court Administrator

cc: Tom Hickner, County Executive
Crystal Hebert, Finance Director
Kim Priessnitz, Finance Department
Kim Bejcek, Director, Bay County DHS
Martha Fitzhugh, Corporation Counsel

BAY COUNTY BOARD OF COMMISSIONERS

10/8/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (10/1/13)

WHEREAS, The 2013-2014 (October 1, 2013 to September 30, 2014) Child Care Fund Annual Plan and Budget serves as application to the Michigan Department of Human Services (DHS) for funds to provide services to juveniles in the court system who remain in-home as well as those juveniles who are placed out-of-home for care; and

WHEREAS, Child Care funds are a 50/50 match with the state and county and are used for the operation of the Juvenile Home, the TODAY program, the Gender Services program, the community based alternative Day Treatment Program, the Juvenile Drug Court, the Family Drug Court and for the residential placements of both delinquent and neglected/abused youth; and

WHEREAS, Additionally, the Bay County Department of Human Services uses funds for families in crisis; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the 2013-2014 Child Care Fund Annual Plan and Budget ; 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 with the Finance Department whose staff will provide financial oversight of said grant; Be It Finally

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

KIM COONAN, CHAIR
AND COMMITTEE

Probate Court - 2013-2014 Child Care Fund Annual Plan & Budget

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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 DRAIN COMMISSIONER

JOSEPH RIVET
rivetj@baycounty.net

515 CENTER AVENUE, SUITE 601
BAY CITY, MICHIGAN 48708-5127
drainoffice@baycounty.net

PHONE (989) 895-4290
FAX (989) 895-4292
TDD (989) 895-4049
(HEARING IMPAIRED)

MEMORANDUM

TO: Kim Coonan, Chair, Ways & Means Committee

FROM: Joseph Rivet, Drain Commissioner 

RE: 2013 Assessments

DATE: September 24, 2013

Attached you will find the County At-large Assessments for drain projects this year. The total is \$73,069.23. This represents about 9.6% of the overall assessments charged by my office. We continue to attempt to reduce the County At-Large Assessments in an effort to reduce the burden on the general fund.

As in the past, I have no ability to impact the level of assessment on the majority of this year's role. Several of the projects pre-date my tenure. Of the remaining assessments, the vast majority are "operation and Maintenance". Under the Drain Code, these project figures are determined by the "historical percentages" set by the last petitioned project for that particular drain. Again, our ability to alter these is very limited.

As you will note from the list, we have had a productive year in upgrading the County's drain system. We attempted to address the many request we received during the last year. We have taken advantage of good pricing from contractors and close working relationships with townships to complete the work affordably as possible. It reflects the skill and hard work of the staff we have in the Office of the Drain Commissioner.

I am aware of the difficult job you have with respect to the County budget and wanted to assure you our office is doing what it can to reduce our burden on it. Please do not hesitate to contact me with questions.

BAY COUNTY BOARD OF COMMISSIONERS

10/8/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (10/1/13)

RESOLVED By the Bay County Board of Commissioners that the 2013 Assessment Rolls, as submitted by the Bay County Drain Commissioner and on file in the County Clerk's Office, are hereby adopted.

KIM COONAN, CHAIR
AND COMMITTEE

Drain - 2013 Assessment Rolls

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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 _____

DUE FROM MUNICIPALITY	TOWNSHIP CODE	DRAIN CODE	DRAIN NAME	FUND	YEARS	ASSESSMENT TYPE	AT LARGE	LOCAL	GRAND TOTAL
BAY COUNTY	BAY COUNTY	104	FRASER GARFIELD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 1,250.00		
FRASER	040	104	FRASER GARFIELD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 2,500.00		
FRASER	040	104	FRASER GARFIELD	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 15,569.02	
GARFIELD	050	104	FRASER GARFIELD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 1,250.00		
GARFIELD	050	104	FRASER GARFIELD	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 4,430.98	
FRASER GARFIELD Total							\$ 5,000.00	\$ 20,000.00	\$ 25,000.00
BAY COUNTY	BAY COUNTY	119	GUNTHER	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 250.00		
WILLIAMS	140	119	GUNTHER	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 375.00		
WILLIAMS	140	119	GUNTHER	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 1,875.00	
GUNTHER Total							\$ 625.00	\$ 1,875.00	\$ 2,500.00
BAY COUNTY	BAY COUNTY	120	HADD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 108.00		
KAWKAWLIN	080	120	HADD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 313.40		
KAWKAWLIN	080	120	HADD	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 1,512.60	
LAKESTATE	LAKESTATE	120	HADD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 66.00		
HADD Total							\$ 487.40	\$ 1,512.60	\$ 2,000.00
BAY COUNTY	BAY COUNTY	143	KACZMAREK	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 100.00		
MONITOR	100	143	KACZMAREK	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 100.00		
MONITOR	100	143	KACZMAREK	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 800.00	
KACZMAREK Total							\$ 200.00	\$ 800.00	\$ 1,000.00
BAY COUNTY	BAY COUNTY	16	BAUER	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 1,200.00		
FRANKENLUST	030	16	BAUER	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 240.00		
FRANKENLUST	030	16	BAUER	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 4,126.16	
MONITOR	100	16	BAUER	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 780.00		
MONITOR	100	16	BAUER	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 5,653.84	
BAUER Total							\$ 2,220.00	\$ 9,780.00	\$ 12,000.00
BAY COUNTY	BAY COUNTY	162	KOWALSKI	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 284.00		
BEAVER	020	162	KOWALSKI	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 700.00		
BEAVER	020	162	KOWALSKI	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 4,016.00	
KOWALSKI Total							\$ 984.00	\$ 4,016.00	\$ 5,000.00
BAY COUNTY	BAY COUNTY	181	SE BR KOCHVILLE FRANKENLUST	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 360.00		
FRANKENLUST	030	181	SE BR KOCHVILLE FRANKENLUST	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 360.00		
FRANKENLUST	030	181	SE BR KOCHVILLE FRANKENLUST	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 1,080.00	
SE BR KOCHVILLE FRANKENLUST Total							\$ 720.00	\$ 1,080.00	\$ 1,800.00
BAY COUNTY	BAY COUNTY	19	BECKMAN	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 50.00		
BEAVER	020	19	BECKMAN	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 80.00		
BEAVER	020	19	BECKMAN	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 870.00	
BECKMAN Total							\$ 130.00	\$ 870.00	\$ 1,000.00
BAY COUNTY	BAY COUNTY	195	MILL POND	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 1,000.00		
MONITOR	100	195	MILL POND	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 3,000.00		
MONITOR	100	195	MILL POND	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 16,000.00	
MILL POND Total							\$ 4,000.00	\$ 16,000.00	\$ 20,000.00
BAY COUNTY	BAY COUNTY	212	OAKWOOD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 66.60		
KAWKAWLIN	080	212	OAKWOOD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 301.60		
KAWKAWLIN	080	212	OAKWOOD	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 1,567.60	
LAKESTATE	LAKESTATE	212	OAKWOOD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 37.20		
MDOT	MDOT	212	OAKWOOD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 27.00		
OAKWOOD Total							\$ 432.40	\$ 1,567.60	\$ 2,000.00
BAY COUNTY	BAY COUNTY	213	OLDTOWNLINE	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 1,302.75		
MDOT	MDOT	213	OLDTOWNLINE	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 231.50		
MERRITT	090	213	OLDTOWNLINE	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 465.25		
MERRITT	090	213	OLDTOWNLINE	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 2,960.17	
PORTSMOUTH	130	213	OLDTOWNLINE	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 2,665.75		
PORTSMOUTH	130	213	OLDTOWNLINE	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 17,374.58	
OLDTOWNLINE Total							\$ 4,665.25	\$ 20,334.75	\$ 25,000.00
BAY COUNTY	BAY COUNTY	236	RAILROAD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 1,700.00		
BEAVER	020	236	RAILROAD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 300.00		
BEAVER	020	236	RAILROAD	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 720.38	
FRASER	040	236	RAILROAD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 350.00		
FRASER	040	236	RAILROAD	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 243.26	
GARFIELD	050	236	RAILROAD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 300.00		
GARFIELD	050	236	RAILROAD	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 2,773.15	
KAWKAWLIN	080	236	RAILROAD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 1,606.00		
KAWKAWLIN	080	236	RAILROAD	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 11,957.21	
LAKESTATE	LAKESTATE	236	RAILROAD	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 50.00		
RAILROAD Total							\$ 4,306.00	\$ 15,694.00	\$ 20,000.00
BAY COUNTY	BAY COUNTY	243	REDY	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 317.88		
MDOT	MDOT	243	REDY	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 161.25		
MERRITT	090	243	REDY	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 1,895.25		
MERRITT	090	243	REDY	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 9,961.79	
PORTSMOUTH	130	243	REDY	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 22.12		
PORTSMOUTH	130	243	REDY	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 141.71	
REDY Total							\$ 2,396.50	\$ 10,103.50	\$ 12,500.00
BAY COUNTY	BAY COUNTY	248	RENNER	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 175.00		
BEAVER	020	248	RENNER	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 70.00		
BEAVER	020	248	RENNER	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 108.84	
GARFIELD	050	248	RENNER	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 455.00		
GARFIELD	050	248	RENNER	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 2,691.16	
RENNER Total							\$ 700.00	\$ 2,800.00	\$ 3,500.00
BAY COUNTY	BAY COUNTY	296	TENNANT	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 191.10		
MDOT	MDOT	296	TENNANT	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 33.14		
MERRITT	090	296	TENNANT	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 737.95		
MERRITT	090	296	TENNANT	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 4,037.81	
TENNANT Total							\$ 962.19	\$ 4,037.81	\$ 5,000.00
BAY COUNTY	BAY COUNTY	342	ZIEGLER	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 380.00		

DUE FROM MUNICIPALITY	TOWNSHIP CODE	DRAIN CODE	DRAIN NAME	FUND	YEARS	ASSESSMENT TYPE	AT LARGE	LOCAL	GRAND TOTAL	
FRANKENLUST	030	342	ZIEGLER	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 750.00			
FRANKENLUST	030	342	ZIEGLER	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 3,600.00		
H&E RAILROAD	H&E RAILROAD	342	ZIEGLER	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 30.00			
MDOT	MDOT	342	ZIEGLER	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 240.00			
ZIEGLER Total							\$ 1,400.00	\$ 3,600.00	\$ 5,000.00	
BAY COUNTY	BAY COUNTY	345	ZIMMERMAN	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 500.00			
WILLIAMS	140	345	ZIMMERMAN	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 500.00			
WILLIAMS	140	345	ZIMMERMAN	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 4,000.00		
ZIMMERMAN Total							\$ 1,000.00	\$ 4,000.00	\$ 5,000.00	
BAY COUNTY	BAY COUNTY	51	COLUMBIA	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 1,105.30			
MDOT	MDOT	51	COLUMBIA	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 179.70			
MONITOR	100	51	COLUMBIA	8010	1 OF 1	OPERATING & MAINTENANCE	\$ 1,500.00			
MONITOR	100	51	COLUMBIA	8010	1 OF 1	OPERATING & MAINTENANCE		\$ 7,215.00		
COLUMBIA Total							\$ 2,785.00	\$ 7,215.00	\$ 10,000.00	
							8010 Total	\$ 33,013.74	\$ 125,286.26	\$ 158,300.00
BAY COUNTY	BAY COUNTY	80101	HAMPTON	8011	1 OF 1	OPERATING & MAINTENANCE	\$ 11,410.00			
MDOT	MDOT	80101	HAMPTON	8011	1 OF 1	OPERATING & MAINTENANCE	\$ 1,890.00			
HAMPTON Total							\$ 13,300.00	\$ -	\$ 13,300.00	
							8011 Total	\$ 13,300.00	\$ -	\$ 13,300.00
BAY COUNTY	BAY COUNTY	80102	PORTSMOUTH	8012	1 OF 1	OPERATING & MAINTENANCE	\$ 277.59			
MDOT	MDOT	80102	PORTSMOUTH	8012	1 OF 1	OPERATING & MAINTENANCE	\$ 274.26			
PORTSMOUTH	130	80102	PORTSMOUTH	8012	1 OF 1	OPERATING & MAINTENANCE	\$ 5,000.00			
PORTSMOUTH Total							\$ 5,551.85	\$ -	\$ 5,551.85	
							8012 Total	\$ 5,551.85	\$ -	\$ 5,551.85
BANGOR	010	80104	BANGOR	8014	1 OF 1	OPERATING & MAINTENANCE	\$ 350,000.00			
BAY COUNTY	BAY COUNTY	80104	BANGOR	8014	1 OF 1	OPERATING & MAINTENANCE	\$ 39,558.23			
MDOT	MDOT	80104	BANGOR	8014	1 OF 1	OPERATING & MAINTENANCE	\$ 12,048.19			
BANGOR Total							\$ 401,606.42	\$ -	\$ 401,606.42	
							8014 Total	\$ 401,606.42	\$ -	\$ 401,606.42
BAY COUNTY	BAY COUNTY	90514	GOETZ	8510	YEAR 7 OF 7	ANNUAL ASSESSMENT	\$ 5,364.75			
FRANKENLUST	030	90514	GOETZ	8510	YEAR 7 OF 7	ANNUAL ASSESSMENT	\$ 2,671.28			
FRANKENLUST	030	90514	GOETZ	8510	YEAR 7 OF 7	ANNUAL ASSESSMENT		\$ 62,070.17		
GOETZ Total							\$ 8,036.03	\$ 62,070.17	\$ 70,106.20	
BAY COUNTY	BAY COUNTY	90528	BIS EXT	8510	YEAR 6 OF 10	ANNUAL ASSESSMENT	\$ 1,185.12			
WILLIAMS	140	90528	BIS EXT	8510	YEAR 6 OF 10	ANNUAL ASSESSMENT	\$ 2,310.98			
WILLIAMS	140	90528	BIS EXT	8510	YEAR 6 OF 10	ANNUAL ASSESSMENT		\$ 9,194.42		
BIS EXT Total							\$ 3,496.10	\$ 9,194.42	\$ 12,690.52	
BAY COUNTY	BAY COUNTY	90529	DELL CREEK	8510	YEAR 6 OF 8	ANNUAL ASSESSMENT	\$ 4,127.45			
H&E RAILROAD	H&E RAILROAD	90529	DELL CREEK	8510	YEAR 6 OF 8	ANNUAL ASSESSMENT	\$ 559.50			
WILLIAMS	140	90529	DELL CREEK	8510	YEAR 6 OF 8	ANNUAL ASSESSMENT	\$ 13,391.28			
WILLIAMS	140	90529	DELL CREEK	8510	YEAR 6 OF 8	ANNUAL ASSESSMENT		\$ 66,377.97		
DELL CREEK Total							\$ 18,078.23	\$ 66,377.97	\$ 84,456.20	
BAY COUNTY	BAY COUNTY	90532	BUDD	8510	YEAR 1 OF 10	ANNUAL ASSESSMENT	\$ 805.46			
LAKESTATE	LAKESTATE	90532	BUDD	8510	YEAR 1 OF 10	ANNUAL ASSESSMENT	\$ 96.83			
MDOT	MDOT	90532	BUDD	8510	YEAR 1 OF 10	ANNUAL ASSESSMENT	\$ 52.82			
PINCONNING	120	90532	BUDD	8510	YEAR 1 OF 10	ANNUAL ASSESSMENT	\$ 1,100.36			
PINCONNING	120	90532	BUDD	8510	YEAR 1 OF 10	ANNUAL ASSESSMENT		\$ 12,033.19		
BUDD Total							\$ 2,055.47	\$ 12,033.19	\$ 14,088.66	
							8510 Total	\$ 31,665.83	\$ 149,675.75	\$ 181,341.58
Grand Total							2013 Drain Assessments	\$ 485,137.84	\$ 274,962.01	\$ 760,099.85

-10-



COUNTY OF BAY

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

RICHARD F. BRZEZINSKI
BAY COUNTY TREASURER

PHONE (989) 895-4285
FAX (989) 895-4082

To: Kim Coonan, Chair of Ways and Means Committee
Date: September 24, 2013
Re: Annual Review of the Delinquent Tax Revolving Fund

Background:

As of July 1, 2013 the Delinquent Tax Revolving fund had \$2.8 million on hand. This is after the annual disbursement to the tax units of \$6.5 million and before the 2013 budgeted transfer of \$1,150,000.00. Transfers to the general fund have been approximately the amount the fund has earned. The fund has not had to borrow since 1998.

Finance/Economics

The amount of delinquent taxes turned over to the County from the local units increased dramatically from \$5.7 million in 2007 to \$7.1 million in 2008 (23% increase). This resulted in a corresponding significant decrease in cash on hand after the delinquent tax disbursement. This year the new delinquent tax amount decreased 1.5% from \$6.6 million to \$6.5 million. Cash on hand after disbursement:

	\$ Million
2007	3.1
2008	1.7
2009	1.3
2010	0.9
2011	1.4
2012	2.6
2013	2.8

Summary of the Delinquent Tax Revolving Fund Cash Available For Distribution:

	Jun 08	Jun 09	Jun 10	Jun 11	Jun12	Jun13
Cash available	8,812	8,516	8,060	8,066	9,276	9,373
Distribution	7,096	7,202	7,160	6,565	6,597	6,501
Cash after distribution	1,716	1,314	900	1,501	2,679	2,872
Before Transfer To General Fund						
Coverage Ratio	1.24	1.18	1.13	1.23	1.41	1.44

2010 7,453 gross 7,160 net after refund chargebacks
2011 7,045 gross 6,565 net after refund chargebacks

In addition to the delinquent tax amount increasing dramatically in 2008 and the additional slight increase in 2009 and 2010, the existing delinquent tax payments slowed down through 2010. This is evidenced by total amount of delinquents outstanding as of June 30th 2007 through 2010. Outstandings have declined the last three years.

2007	\$4.4 million
2008	5.9 million
2009	6.6 million
2010	7.1 million
2011	6.8 million
2012	6.2 million
2013	6.0 million

On November 4, 2003, the Bay County Board of Commissioners amended the Delinquent Tax Revolving Fund Policy. This amendment included the establishment of a reserve in the fund of 10% of the previous year's distribution. In October 2008, this Board approved increasing the reserve from 10% to 20%.

After 2009's distribution, the reserve decreased to 18% (\$126,000 less than the required 20% reserve). The 2010 and 2011 annual distribution from the Delinquent Tax Revolving Fund to the General fund was reduced below earnings to help increase the coverage ratio to 1.20.

The 2012 total county tax roll increased slightly from \$122.7 million to \$124.6 million. The total delinquent tax outstanding at June 30, 2013 decreased \$191 thousand from 2012. The cash available for distribution increased \$97 thousand and the amount required to distribute decreased \$96 thousand. This resulted in the coverage ratio improving from 1.41 to 1.44.

Recommendation:

For the year ended December 31, 2012, the Delinquent Tax Revolving fund net revenue before contribution and transfers was \$1,175,100. Cash available for distribution at June 30, 2013 was \$9,372,000. This resulted in an adequate coverage ratio of 1.44.

I recommend transferring \$1,175,000 in 2014 which is approximately the amount of net revenue in 2012.

BAY COUNTY BOARD OF COMMISSIONERS

10/08/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (10/1/13)

WHEREAS, As of July 1, 2013 the Delinquent Tax Revolving fund had \$2.8 million on hand following the annual disbursement to the tax units of \$6.5 million and before the 2013 budgeted transfer of \$1,150,000.00; and

WHEREAS, Transfers to the general fund have been approximately the amount the fund has earned and the fund has not had to borrow since 1998; and

WHEREAS, The Bay County Treasurer has provided the Ways and Means Committee a detailed annual review of the Delinquent Tax Revolving Fund and makes his recommendation based on that review, i.e. transferring \$1,175,100 in 2014; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners concurs with the recommendation of the Bay County Treasurer and authorizes a transfer of \$1,175,100 from the Delinquent Tax Revolving Fund in 2014

KIM COONAN, CHAIR
AND COMMITTEE

Treasurer - DTRF Transfer

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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
Health Director

1200 Washington Avenue
Bay City, Michigan 48708
(989) 895-4006
FAX (989) 895-4014
TDD (989) 895-4049

TO: Kim Coonan, Chairperson, Ways and Means Committee
FROM: Joel R. Strasz, Health Director
DATE: September 24, 2013
CC: Tom Hickner, Marty Fitzhugh, Crystal Hebert, Kim Priessnitz,
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 eighteen 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

10/8/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (10/1/13)
WHEREAS, The Environmental Health Division the Bay County Health Department has operated Household Hazardous Waste Collections on a bi-annual basis for the past eighteen 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 with the Finance Department whose staff will provide financial oversight of said grant; Be It Finally
RESOLVED That related budget adjustments, if required, are approved.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Health Dept - HHWC 2013

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include Brandon Krause, 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 _____



Thomas L. Hickner
Bay County Executive



Joel R. Strasz
Health Director

1200 Washington Avenue
Bay City, Michigan 48708
(989) 895-4006
FAX (989) 895-4014
TDD (989) 895-4049

TO: Kim Coonan, Chairperson, Ways and Means Committee
FROM: Joel R. Strasz, Health Director
DATE: September 24, 2013
CC: Tom Hickner, Marty Fitzhugh, Crystal Hebert, Kim Priessnitz,
RE: Request Permission to Apply for Michigan Department of Agriculture and Rural
Development Food Safety Education Grant Funding

BACKGROUND: The Michigan Department of Agriculture and Rural Development announced that it is requesting applications from local health departments for that will 1) train and educate consumers on food safety, and 2) train and educate food service establishment employees outside of the required routine training like HACCP and manager certification.

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

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

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BAY COUNTY BOARD OF COMMISSIONERS

10/8/13

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (10/1/13)
- WHEREAS, The Michigan Department of Agriculture and Rural Development announced that it is requesting applications from local health departments that will 1. Train and educate consumers on food safety, and 2. Train and educate food service establishment employees outside of the required routine training like HACCP and manager certification; and
- WHEREAS, There is no financial cost to the Health Department as all costs associated 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 make application for Michigan Department of Agriculture and Rural Development Food Safety Education Grant funding; 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, 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 with the Finance Department whose staff will provide financial oversight of said grant; Be It Further
- RESOLVED That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County; Be It Finally
- RESOLVED That related budget adjustments, if required, are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Health Dept - MDA - Food Safety Education Grant

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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
E-mail: divonaging@baycounty.net

To: Kim Coonan, Chairman, Ways & Means Committee
From: Tammy Roehrs, Division on Aging Director
Date: September 25, 2013
CC: Tom Hickner, Joel Strasz, Marty Fitzhugh, Crystal Hebert
RE: A & D Waiver Contract

BACKGROUND:

A & D Home Health Care Waiver Division operates on a contract basis with Division on Aging. A contract has been sent to extend the current agreement that covers payment and services under the MI Choice Waiver program for period of October 1, 2013 through September 30, 2014.

FINANCIAL IMPLICATIONS:

Division on Aging wishes to maintain a working relationship with A & A Home Health Care and continue to receive funding for services provided to this agency's Waiver clients.

RECOMMENDATION:

Upon favorable review by Corporation Counsel, the Division on Aging recommends that the contract of extension from A & D Home Health Care agreement for Waiver Services be approved. Any agreements relating to this contract are signed by the Board Chair and seek Board approval of any budget adjustments related to this agreement.

BAY COUNTY BOARD OF COMMISSIONERS

10/8/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (10/1/13)

WHEREAS, A & D Home Health Care Waiver Division operates on a contract basis with the Bay County Division on Aging and a contract to extend the current agreement that covers payment and services under the MI Choice Waiver Program for the period 10/1/13 through 9/30/14 has been submitted; and

WHEREAS, Bay County Division on Aging desires to maintain a working relationship with A & D Home Health Care to continue to receive funding for services provided to this agency's Waiver clients; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves extension of the contract with A & D Home Health Care for Waiver Services and the Chairman of the Board is authorized to execute said Agreement and all related documents on behalf of Bay County following legal review/approval; Be It Finally

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

KIM COONAN, CHAIR
AND COMMITTEE

DOA - A&D Home Health Care Waiver Extension

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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
County Executive

Bay County Community Corrections
503 Third Street
Bay City, Michigan 48708-5994
Ph: (989) 895-4142
Fax: (989) 895-4007

Juliann R. Reynolds
Director of Juvenile Home
(989) 892-3259
reynoldsj@baycounty.net

Ashley Teeples
Community Corrections Coordinator
(989) 895-4142
teepleasa@baycounty.net

TO: Kim Coonan, Chairperson, Ways and Means Committee
FROM: Ashley Teeples, Community Corrections Coordinator
DATE: September 24, 2013
CC: Tom Hickner, Tim Quinn, Crystal Hebert, Kim Priessnitz, Juli Reynolds
RE: FY 2014 Electronic Monitoring Contract

BACKGROUND:

The enclosed agreement amends the FY 2010-2013 electronic monitoring contract between Bay County and the Michigan Department of Corrections. The amendment extends the contract to include FY 2014, which will terminate on September 30, 2014.

FINANCIAL CONSIDERATIONS:

There will be no additional expenses incurred with the contract extension.

RECOMMENDATIONS:

Upon favorable review by the Community Corrections committee, Community Corrections recommends the amendment 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

10/8/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (10/1/13)

WHEREAS, The Michigan Department of Corrections has submitted an amendment to the Electronic Monitoring Contract with Bay County (Community Corrections) which extends the contract to include FY 2014, terminating 9/30/2014, instead of 9/30/2013; and

WHEREAS, There is no additional expense resulting from the contract extension; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the First Amendment to the Agreement between the State of Michigan Department of Corrections and Bay County (Community Corrections) and authorizes the Chairman of the Board to execute said Amendment to Agreement and all related documents on behalf of Bay County following legal review/approval; Be It Finally

RESOLVED That related required budget adjustments are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Comm Corrections - First Amendment to MDOC Monitoring Agt

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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

BAY COUNTY

911 Central Dispatch

(989) 895-4051 • FAX (989) 892-3744

1228 Washington Ave., Bay City MI 48708

Christopher Izworski
Director

Ryan Manz
Emergency Management Coordinator
989-895-4112

To: Kim Coonan, Chairman, Ways and Means Committee

From: Ryan Manz, Emergency Management Coordinator

Date: September 24, 2013

Subject: Emergency Management Performance Grant (EMPG) Program for FY 2013 - \$24,850.00

Background: The Federal Emergency Management Agency (FEMA) provides federal funds through the EMPG Program for state a local emergency management programs. As the designated grantee of the EMPG funding in Michigan, the Michigan State Police Emergency Management and Homeland Security Division (EM-HSD) enters into agreements with local emergency management programs each year.

Reimbursement for the emergency management program is contingent upon completion of the activities in the signed Emergency Management Work Plan, which is maintained in the Emergency Management Coordinators office. In order to remain eligible for EMPG funding, we must maintain current and adequate plans and meet exercise requirements. In addition each program must complete their quarterly work agreement activities and submit all necessary quarterly documentation to MSP-EMHSD.

Finance/Economics: This EMPG Agreement covers the current fiscal year. The agreement covers 38.0896% (\$24,850.00) of covered program expenses.

Recommendation: Upon favorable review by Corporation Counsel, the Department recommends approval and signature of this Agreement by the Board Chair, as well as approval of all budget adjustments related to this Agreement.

Cc: Tom Hickner, Tim Quinn, Christopher Izworski, Marty Fitzhugh, Crystal Hebert

BAY COUNTY BOARD OF COMMISSIONERS

10/8/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (10/1/13)
WHEREAS, The Federal Emergency Management Agency (FEMA) provides federal funds through the EMPG Program for state and local emergency management programs; and
WHEREAS, As the designated grantee of the EMPG funding in Michigan, the Michigan State Police Emergency Management and Homeland Security Division (EM-HSD) enters into agreements with local emergency management programs each year; and
WHEREAS, Reimbursement for the emergency management program is contingent upon completion of the activities in the signed Emergency Management Work Plan, which is maintained in the Emergency Management Coordinator's office; and
WHEREAS, In order to remain eligible for EMPG funding, current and adequate plans must be maintained and exercise requirements met. In addition each program must complete their quarterly work agreement activities and submit all necessary quarterly documentation to MSP-EMHSD; and
WHEREAS, This EMPG Agreement is for the current fiscal year and the agreement covers 38.0896% (\$24,850.00) of covered program expenses; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners approves the Agreement for the Emergency Management Performance Grant (EMPG) for FY 2013 and authorizes the Chairman of the Board to execute said Agreement and all related documents on behalf of Bay County following legal review/approval; Be It Further
RESOLVED That grant application/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant; Be It Finally
RESOLVED That related budget adjustments, if required, are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Admin Serv - EMPG Grant Agt for FY2013

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include Brandon Krause, 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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BAY COUNTY

911 Central Dispatch

(989) 895-4051 • FAX (989) 892-3744

1228 Washington Ave., Bay City MI 48708

Christopher Izworski
Director

Thomas L. Hickner
Bay County Executive

Ryan Manz
Emergency Management Coordinator
989-895-4112

To: Kim Coonan, Chairman, Ways & Means Committee

From: Ryan Manz, Emergency Management Coordinator

Date: September 24, 2013

Subject: Homeland Security Grant Program Allocation and Pass-through Account

Background: Alcona County is now the Fiduciary Agent for the Region 3 Homeland Security Planning Board (R3HSPB) for the FY11, FY12, and FY13 grants. The R3HSPB oversees the Homeland Security Grant Program (HSGP) for the 14 counties in Region 3. Per the Alcona County 2011/2012 Homeland Security Grant Program Reimbursement Process, counties within Region 3 will now have to show economic hardship in order to receive a drawdown of funds in advance (See attached, Section V. Exception to Policy.) This means that each project will have to be paid for, up front, by the entity requesting the grant, and then receive reimbursement from the State of Michigan through Alcona County.

The HSGP funds many projects that are critical for emergency response agencies within Bay County. It has funded projects including public warning sirens, mass care sheltering trailers, 800Mhz radios for Fire, Law Enforcement, and EMS, a generator for the Law Enforcement center, and many other projects that have increased the ability to respond to emergencies within Bay County. Currently, Bay County has been awarded \$53,983.00 for the FY11 grant, and \$34,249.82 for the FY12 grant. It is projected that FY13 will be similar to FY12. Without the ability to request an advance, some of the agencies within Bay County will not be able to fund these critical projects up front, and therefore will not be able to participate in the grant program.

Finance/Economics: Bay County could provide a pass-through account in order to provide up-front funding for the HSGP projects that would take place within Bay County. The funds would then be reimbursed via Alcona County from the State of Michigan in accordance with the grant guidelines.

The impact on the budget would be an encumbrance of the funds set aside for the pass-through account, but all monies spent would be reimbursed through the HSGP grants. The resources purchased would be held until the funds were reimbursed to Bay County. The current grant amounts allocated to Bay County are FY11 \$53,983.00 and FY12 \$34,249.82. The FY13 grant is estimated at \$35,000.

Recommendation: Bay County Emergency Management recommends that the Board of Commissioners approve the FY11, FY12, and FY13 Homeland Security Grant Program allocation and pass-through account, and seeks Board approval for any necessary budget adjustments.

Cc: Tom Hickner, Tim Quinn, Christopher Izworski, Crystal Hebert, Marty Fitzhugh



ALCONA COUNTY, FIDUCIARY

Region 3 Homeland Security Grant Program (HSGP)

Tim London, Fiduciary Agent

8506 West Deer Rd., Curran, Michigan 48728

(888) 397-7858

R3HSPB@gmail.com

August 28, 2013

TO: REGION 3 HOMELAND SECURITY PLANNING BOARD (R3HSPB)

SUBJECT: 2011/2012 HSGP Reimbursement Process

RE: -State of Michigan FY 2011 Homeland Security Grant Program, CFDA No. 97.067;
Grant No. EMW-2011-SS-00103
-State of Michigan FY 2012 Homeland Security Grant Program, CFDA No. 97.067;
Grant No. EMW-2012-SS-00055

This document outlines the Alcona County process for applying for and receiving equipment and services under the 2011 and 2012 HSGP

I. ASSUMPTIONS:

1. For purposes of this document, a jurisdiction is a County or Native American Tribal government.
2. Unless otherwise stated, a jurisdiction's authorized representative is the primary or alternate member of the Region 3 Homeland Security Planning Board (R3HSPB).
3. As defined by the Federal Government, the 2011 and 2012 HSGP are reimbursement grants; whereas funds must be expended prior to being reimbursed under the affected grant guidelines.
4. The Region 3 Homeland Security Planning Board is responsible for approving or disapproving all projects and making the final determination on all grant-related activities.
5. As the Fiduciary, Alcona County is overall responsible for ensuring that all R3HSPB "grant-funded" activities comply with applicable Federal and State laws and guidelines.

II. PRELIMINARY FUNDING PROCESS:

1. All funding requests must be approved by the requesting jurisdiction's Local Planning Team (LPT).
2. LPT funding requests must be approved by the R3HSPB by majority vote and formally recorded in the minutes.
3. Once recommended by the R3HSPB, projects must meet the guidelines as described in the Michigan Supplemental Guidance document of each grant.
4. Prior to the commitment of any funds, projects must be approved by the State of Michigan, Emergency Management & Homeland Security Division (EMHSD), using the Alignment & Allowability Form (AAF) process. For projects involving construction or renovation, Environmental & Historical Preservation (EHP) forms and documentation must also be approved.

- 25 -

III. PURCHASING:

1. Jurisdiction Responsibilities

- a. Upon approval of a project's AAF, submit an Alcona County Purchasing Request (PR) (Attachment 1), to include applicable quotes, to the Alcona County Fiduciary Agent via electronic mail.
- b. Upon approval of the PR, purchase the equipment.
- c. For equipment purchases, within 30 days after the equipment has been delivered, provide the Fiduciary Agent with one signed original of the Alcona County Transfer of Ownership Agreement (TOA) for the applicable equipment.

2. Fiduciary Responsibilities

- a. Review the PR to ensure it complies with the Alcona County Purchasing Policy and submit PR to Alcona County for action.
- b. Notify the affected jurisdiction of the PR approval/disapproval. If disapproved, coordinate the necessary activities needed to comply with the Purchasing Policy.
- c. Ensure Fiduciary Agent signs TOA, files original in project folder and provides the jurisdiction with one copy.

IV. REIMBURSEMENT:

1. Jurisdiction Responsibilities

- a. Provide the fiduciary agent with a legible copy of the project invoice (s) and proof (s) of payment.
- b. Ensure the fiduciary agent receives guidance concerning what agency and/or individual receives the reimbursement check (i.e., Check To; address, etc.)

2. Fiduciary Responsibilities

- a. Submit the project invoice (s) and proof (s) of payment, to the Michigan State Police, Emergency Management & Homeland Security Division (EMHSD) Financial Section along with the approved AAF/EHP and appropriate EMHSD reimbursement forms (i.e., EMD-54, EMD-56, EMD-57, EMD-55, etc.).
- b. Upon receipt of the funds from the State of Michigan, provide a check for the amount of the reimbursement to the jurisdiction and/or agency and/or individual as indicated by the jurisdiction's authorized representative.

V. EXCEPTION TO POLICY

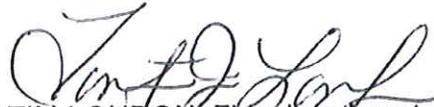
1. Drawdown of funds in Advance (Advance): Under certain circumstances, the 2011 and 2012 HSGP allow for the drawdown of funds in Advance from the Federal government. To apply for a Drawdown of Funds in Advance, submit an "Advance Request Form" to the Alcona County fiduciary agent along with supporting documentation.

2. The following are considered as appropriate reasons for applying to Alcona County for an Advance:

- a. Regional equipment projects - will normally be considered favorably (pending approval of all prerequisites).
- b. Jurisdiction equipment projects: Alcona County will consider a jurisdiction's inability to fund a project as sufficient justification for an Advance if the following criteria are met and included/attached to an Advance Request Form:
 - a statement indicating the jurisdiction's (county) budget is depleted and the equipment in question is critical to public safety;
 - a copy of the affected budget;

- a signed letter from the affected jurisdiction's County Board of Commissioners outlining the specific financial difficulty

NOTE: Alcona County reserves the right to approve or disapprove all R3HSPB 2011/2012 HSGP Advance applications. Approval by Alcona County does not, in itself, indicate approval of an Advance. The final approving authority is the Federal government.



TIM LONDON, Fiduciary Agent
Region 3 Homeland Security Planning Board

ATTACHMENTS:

- 1 - Alcona County Purchasing Policy/Purchase Request Form
- 2 - Alcona County Request for Drawdown of Funds in Advance Form

ATTACHMENT 1 TO ALCONA COUNTY REIMBURSEMENT PROCESS

**Region 3 Homeland Security Planning Board (R3HSPB), Alcona County, Fiduciary
2011/2012/CCP Homeland Security Grant Programs**

AuSable Valley Emergency Management, LLC, Tim London, Planner & Fiduciary Agent
8506 West Deer Road, Curran, Michigan 48728
(888) 397-7858 (989) 335-0147 (cell) (630) 929-3780 (fax) R3HSPB@gmail.com

April 5, 2013

I. PROCESS

a. Requests to purchase equipment and/or services funded by the State of Michigan 2011 and/or 2012 Homeland Security Grant Program (HSGP) shall be made by the Primary R3HSPB Board member, or his/her designated representative, and sent to the R3HSPB Planner via electronic mail. Each request will be reviewed by the Planner, who will make a recommendation to the Fiduciary, the Alcona County Board of Commissioners.

b. The R3HSPB Planner is responsible for obtaining a final determination from the Alcona County Board of Commissioners. When the determination is made (Approved or Disapproved), the Planner will notify the requesting agency's R3HSPB Board member via electronic mail.

II. BACKGROUND and PROCEDURE: On March 20, 2013, the Alcona County Board of Commissioners moved to adopt the following procedures for all purchases of equipment and/or services requested under the State of Michigan 2011/2012 Homeland Security Grant Program (s):

a. The purchase of equipment and/or services costing **\$3,000.00 or less** shall be requested by sending, via electronic mail, an approved Alignment & Allowability Form (AAF) for the affected project, and one (1) quote for the equipment and/or services requested, to the Region 3 Planner.

b. The purchase of equipment and/or services costing **\$3,001.00, up to and including \$20,000.00**, shall be requested by sending, via electronic mail, an Alcona County Purchase Request (Attachment 1), an approved Alignment & Allowability Form (AAF) for the affected project, and two (2) quotes for the equipment and/or services requested, to the Region 3 Planner.

c. The purchase of equipment and/or services costing **\$20,001.00 or more** will be reviewed on a case-by-case basis to determine whether a "Request for Proposal" (RFP), a "Request for Qualifications" (RFQ), or a Sealed Bid is required. The Region 3 Planner will coordinate with the affected agency and/or R3HSPB Board member to determine the correct process (i.e., RFP, RFQ, Sealed Bid, Quotes, etc.) and make a recommendation to the Alcona County Board of Commissioners.

- As an exception to paragraph (c), if a request exceeding \$20,001.00 is for portable and/or mobile equipment only, the request shall be submitted using the procedure listed in Paragraph (b) above.

III. ADDITIONAL INFORMATION:

a. Point of Contact Information

(1) R3HSPB Planner/Fiduciary Agent, AuSable Valley Emergency Management, LLC, Tim London, Owner, (888) 397-7858 (office), (989) 335-0147 (cell), (630) 929-3780 (fax), R3HSPB@gmail.com (email).

b. The Alcona County Purchase Request is a PDF "Fillable" document. It can be filled out by typing in the information from a computer using any PDF reading application. Once completed, the Purchase Request should be saved, using a unique name, prior to submission.

c. If the equipment and/or services being requested require an Environmental/Historical Review (EHP Memo), the EMHSD approval message must accompany the approved AAF.

d. Other than Alcona County Officials, only the R3HSPB Planner is authorized to issue Purchase Orders on behalf of Alcona County for equipment and/or services being requested under the State of Michigan 2011/2012 HSGP.

d. Questions concerning this process should be addressed to Tim London, Planner, R3HSPB and Alcona County Fiduciary Agent.

Attachment 1 - Alcona County Purchase Request

Attachment 2, Purchase Request, to the Alcona County 2011/2012 HSGP Purchasing Policy
ATTACHMENT 1 TO ALCONA COUNTY REEIMBURSEMENT PROCESS

Region 3 Homeland Security Planning Board (R3HSPB) Purchase Request
On behalf of Alcona County, Fiduciary, FY 2011/2012 HSGP and FY 2011 CCP

PURCHASE REQUEST

(For equipment or services with an estimated cost of \$3,000.00 to \$20,000.00)
NOTE: Items exceeding \$20,000.00 may require a "Sealed Bid"

1. REGION 3 JURISDICTION:

2. REGION 3 PROJECT NO.

3. EMHSD TRACKING NO.

4. POINT OF CONTACT:

5. EMAIL:

6. PROJECT DESCRIPTION:

7. MAKE/MODEL AND/OR TYPE, IF EQUIPMENT IS BEING REQUESTED: (INCLUDE QUANTITY)

8. CHECK THE APPROPRIATE BOX

- a. 2 or more quotes are attached to this request
- b. 1 quote is attached with appropriate Sole Source Provider Letter
- c. 1 quote is attached from a certified MIDEAL Vendor
(State of Michigan Contract No. must be included in Quote)
- d. 1 quote/listing is provided from the GSA Website
(GSA Item No. must be included in quote/listing)
- e. 1 quote is attached because of special reason (i.e., Preferred Vendor, Special Circumstances, etc.)

IF 8.e. IS CHECKED, EXPLAIN BELOW (Attach additional paper if needed)

9. NAME OF REQUESTED VENDOR:

10. CERTIFICATION: I _____ request authorization from Alcona County to purchase the Item (s) described in Section 6 and 7 (if applicable) of this request from the vendor listed in Item 9, per the reason (s) described in Section 8 of this Request.

PURCHASING CHECKLIST

Attach a list of all vendors who were sent a Request for Quote and describe the method (i.e., email, US Mail, fax, etc.)

Attach a copy of all quotes returned as a result of the Request for Quote (minimum of 2)

Email or fax all documents to Tim London, Region 3 Planner, at R3HSPB@gmail.com or (630) 929-3780 (fax).

Questions: Contact Tim London, at (888) 397-7858

N/A

ALCONA
REVIEW

REASON FOR DISAPPROVAL (IF APPLICABLE)

-29-

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ATTACHMENT 2 TO ALCONA COUNTY REIMBURSEMENT PROCESS

Drawdown of Funds in Advance

Michigan's Region 3 Homeland Security Planning Board (R3HSPB) Alcona County, Fiduciary	
REQUEST FOR DRAWDOWN OF FUNDS IN ADVANCE	

		DATE:	
(1) GRANT YEAR:		Select Grant Year from Drop Down Box to the Left	
(2) COUNTY (Select from Drop Down Box)	N/A	AGENCY:	
(3) POINT OF CONTACT (POC):			
(4) POC PHONE NO.			
(5) POC EMAIL ADDRESS:			
(6) REGION 3 PROJECT NO.			
(7) EMHSD TRACKING NO.			
(8) COST/DOLLAR AMOUNT REQUESTED:			
(9) DESCRIPTION OF PROJECT:			
DN AREA: (Select from Drop Down Box)		NOTES: (1) If Training is selected, complete 13. (2) If Exercise is selected, complete 14	
(11). AEL NO. (EQUIPMENT ONLY):			
(12). REASON FOR REQUEST:	Attach additional sheets of paper if more space is needed & attach appropriate documentation:		
(13) TRAINING			
(13.A). TRAINING DATE (S);, IF APPLICABLE:		FROM:	TO:
OR, LIST SPECIFIC DATES:			
(13.B). TRAINING PROVIDER (COMPANY) AND/OR INSTRUCTOR:			
(13.C). DETAILS/COST BREAK DOWN:		NUMBER OF STUDENTS:	
ROOM/FACILITY RENTAL FEE:		STUDENT TRAVEL EXPENSES:	
INSTRUCTOR FEE:		MEALS & REFRESHMENTS:	
TOTAL COST:			
(14). EXERCISE			
(14. A). EXERCISE DATE (S):		FROM:	TO:
OR, LIST SPECIFIC DATES:			
(14.B). NO. OF PARTICIPANTS:			
(14.C). ROOM/FACILITY RENTAL FEES:		(14.D). PARTICPANT TRAVEL EXPENSES:	
(14. F). INSTRUCTOR/CONSULTANT FEE:		(14.G). MEALS & REFRESHMENTS:	
SECTION BELOW RESERVED FOR ALCONA COUNTY:			
PLANNER INITIALS:		REASON FOR DENIAL, IF APPLICABLE:	ALCONA INITIALS
APPROVED:			
DENIED:			

BAY COUNTY BOARD OF COMMISSIONERS

10/8/13

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (10/1/13)
- WHEREAS, Alcona County is now the Fiduciary Agent for the Region 3 Homeland Security Planning Board (R3HSPB) for the FY11, FY12 and FY13 grants and oversees the Homeland Security Grant Program (HSGP) for the 14 counties in Region 3; and
- WHEREAS, Per the Alcona County 2011/2112 Homeland Security Grant Program Reimbursement Process, counties within Region 3 will now have to show economic hardship in order to receive a drawdown of funds in advance and each project will have to be paid for, up front, by the entity requesting the grant, and then receive reimbursement from the State of Michigan through Alcona County; and
- WHEREAS, The HSGP funds many projects that are critical for emergency response agencies within Bay County and has funded projects including public warning sirens, mass care sheltering trailers, 800 MHZ radios for fire, law enforcement and EMS, a generator for the Law Enforcement Center and many other projects; and
- WHEREAS, Bay County has been awarded \$53,983.00 for the FY11 grant and \$34,249.82 for the FY12 grant and it is estimated that FY13 will be \$35,000; and
- WHEREAS, Without the ability to request an advance, some of the agencies in Bay County will be unable to fund these critical projects up front and, as a result, will be unable to participate in the grant program; and
- WHEREAS, Bay County could provide a pass-through account in order to provide up-front funding for the HSGP projects that would take place within Bay County and the funds would then be reimbursed via Alcona County from the State of Michigan in accordance with the grant guidelines; and
- WHEREAS, The impact on the budget would be an encumbrance of the funds set aside for the pass-through account, but all monies spent would be reimbursed through the HSGP grant (the resources purchased would be held until the funds were reimbursed to Bay County); Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves the FY11, FY12 and FY13 Homeland Security Grant Program allocations and establishment of a pass-through account; 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, 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 with the Finance Department whose staff will provide financial oversight of said grant; Be It Further
- RESOLVED That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County; Be It Finally
- RESOLVED That related budget adjustments, if required, are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Emergency Serv - HSGP Allocation and Pass-through Acct.

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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**

Tim Quinn, Director
quinn1@baycounty.net
(989) 895-4098 (T)
(989) 895-2076 (F)

September 10, 2013

Thomas L. Hickner
County Executive

Tiffany Jerry, Payroll/Benefits Super.
jerryt@baycounty.net
(989) 895-4032 (T)
(989) 895-4039 (F)

Danean Wright, Retirement Adm./Acct.
wrightd@baycounty.net
(989) 895-4043 (T)
(989) 895-4113 (F)

Rebecca Smutek, Payroll Clerk
smutekr@baycounty.net
(989) 895-4044 (T)
(989) 895-4039 (F)

Kim Coonan, Chairman
Ways and Means Committee
Bay County Board of Commissioners
515 Center Avenue, Suite 401
Bay City, MI 48708-5125

RE: *Tuition Reimbursement Request*

Dear Commissioner Coonan:

Please consider the item listed below for the agenda of your committee.

- Request:** Tuition reimbursement request received from Nick Percy, Computer Technician/ Information Systems Division (USW employee). Advanced Composition (ENG 110) and College of Technology Capstone (TECH 497) at Davenport University.
- Background:** The collective bargaining agreement with the USW full-time unit provides for the Bay County Executive to approve or deny requests for tuition reimbursement, but the committee prefers to review tuition requests prior to payment.
- Financial:** Funds are budgeted. Tuition reimbursement is \$2,723.57. Note: This is reimbursement for tuition and books as per the USW contract.
- Recommendation:** Receive this item concerning a request for tuition reimbursement submitted by Nick Percy, Computer Technician with the Information Systems Division.

Thank you for considering this item for the agenda of your committee.

Sincerely,

Tim Quinn, Director
Personnel and Employee Relations

cc: Tom Hickner
Marty Fitzhugh
Crystal Hebert
Wanda Behmlander
Nick Percy
Personnel file

G:\Board\WAYS&MEA\2013\Nick Percy Tuition - September.wpd

PRE-CLASS APPROVAL FORM: TUITION REIMBURSEMENT

Applicant's Name: Nick Fearay Department: ISD Bargaining Unit: USW
 School: Davenport Program: BAS Network Security

Are you on a degree program? (YES) NO

Course Number	Credit Hours	Tuition Per Hour	Fees	Books	Beginning Date	Ending Date	Class Title
1. ENG 110	3	\$574.00	\$	\$118.50	9/4/13	10/22/13	Adv. Composition
2. TECH 497	3	\$532.00	\$225.00	\$29.10	9/4/13	12/21/13	College of Technology Capstone
Totals		1722.00 \$1596.00 +3318.00	(single) 27.97 \$ 175.57 = + 225.00		Total \$ 378.57		
					- 995.00 (Per Grant)		
					2723.57 TOTAL REQUEST		

How is this class(es) job related? Communication & Network Security Skills

CFO's and Deputies Course Number Approved _____

Applicant's Signature: Nick Fearay Date: 9.3.13
 Sheriff's Signature: _____ Date: _____
 Ways and Means Chairperson's Signature: _____ Date: _____
 or Designee's Signature: _____ Date: _____

All Other Units
 Department Head's Signature: Crystal Hebert Date: 9/3/2013
 Human Resource Director's Signature: _____ Date: _____
 or County Executive's Signature: _____ Date: _____

NOTE: Proof of successful completion of the course is mandatory. Proof of payment of tuition, fees, and books is also mandatory. Contractual language is controlling. **PLEASE SUBMIT ALL DOCUMENTS FOR SPECIFICS BEFORE TURNING IN THIS FORM!**

White: Human Resources
 Yellow: Ways and Means
 Pink: Department Head

SEP - 4 2013 PERSONNEL DEPARTMENT

Concise Student Schedule

039735092 Nick Percy
 Fall 2013
 Aug 22, 2013 01:16 pm

 This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

Name:	Nick Percy	Address:	345 Norman
Classification:	Senior		Caro, Michigan 48723
			Tuscola (MI)
Level:	Undergraduate		
College:	College of Technology		
Major and Department:	Network Security, Networking		
	College of Technology		

CRN	Course Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
10195 0	ENGL 110 Advanced Composition	Online	3.000	UG	Sep 04, 2013	Oct 22, 2013		12:00 am - 11:59 pm	Davenport Online	Towns
12483 0	TECH 497 College of Technology Capstone	Saginaw	3.000	UG	Sep 04, 2013	Dec 21, T 2013		6:00 pm - 8:50 pm	Saginaw Academic Building 133	Luoma
Total Credits:			6.000							

RELEASE: 8.4

ENGL110

This course further develops the skills in expository and persuasive writing that were introduced in ENGL109, English Composition. Students develop critical thinking through the creation of essays and documents that use argumentation and persuasion. As a team, students collaborate to present a required assignment to the class. Students learn to research, evaluate, and incorporate information from both primary and secondary sources, to document secondary sources using APA format, and to analyze information and audiences to improve form and content.

Prerequisite(s): ENGL109

TECH497

This is the capstone for the Bachelor of Applied Science Degree in the College of Technology. Competency of the program will be demonstrated through a project in which the student demonstrates proficiency in their specific major area of study. Students are strongly encouraged to attempt a certification exam relevant to their degree during this course. The estimated cost of an outside certification exam is \$125 - \$300. Prerequisite(s): Last semester; major courses complete or taken concurrently and GPMT350.

1.



[Bill+Payment]

Account Activity

View transactions by term:

Estimated Financial Aid

Currently you do not have pending financial aid for the selected term.

Fall 2013 Account Activity

To sort, click on the desired column header.

Description	Code	Date	Amount(\$)
Tuition-Online	TU23	22-AUG-2013	1,722.00
Tuition - Saginaw	TU19	22-AUG-2013	1,596.00
Technology Fee - Saginaw	TF19	22-AUG-2013	70.00
Student Activity Fee-Saginaw	SA19	22-AUG-2013	25.00
Registration Fee - Saginaw	RG19	22-AUG-2013	130.00
Term Balance:			3,543.00



Order Summary

Once your order is processed, you will receive your order confirmation by email.

Please print this page and keep it for your records. If you do not receive your order confirmation email within 24 hours, please contact us at vb@nbsbooks.com or by phone at (800) 325-3252 to ensure that we received your order.

Order Number: 25779210
Placed on: Mon, September 02, 2013 3:59 pm

Title	Format	Quantity	Price
Purposeful Argument	New	1	\$87.50
Pocket Style Manual	New	1	\$31.00
Building Your I.T. Career	New	1	\$29.10
Shipping 3 items via UPS 2nd Day Air to:			Subtotal \$147.60
NICHOLAS PEARCY 345 NORMAN ST CARO, MI 48723-1922			UPS 2nd Day Air Shipping \$27.97
			Total \$175.57

Today you saved \$16.14!

Lower the total cost of your textbooks!

Your online bookstore also buys textbooks back at the end of the semester. As a loyal customer you are eligible for our Customer Loyalty Program, which gives you more money back for your books. Watch for buyback notices at the end of the semester to learn more.

2013-2014 Confirmation Page

Confirmation Number: F 09318185003 09/02/2013 15:49:03
Data Release Number (DRN): 8264

Congratulations, Nicholas! Your FAFSA was successfully submitted to Federal Student Aid.

What Happens Next

- You will receive an e-mail version of this page.
- In 3-5 business days, you will receive an e-mail notifying you that your FAFSA was processed.
- Your FAFSA information will be made available to your school(s), and they will use it to determine the aid you may be eligible to receive.
- Your school(s) will contact you if they need more information or when they are ready to discuss your financial aid award.
- If you have questions about your financial aid package, contact your school(s).

School(s) on your FAFSA:

School Name	Graduation Rate	Retention Rate	Transfer Rate	Additional Information from <i>College Navigator</i>
DAVENPORT UNIVERSITY	25%	68%	NA	NA

Eligibility Information

Based on the eligibility criteria, you may be eligible for the following:

Estimated Expected Family Contribution (EFC) = 04643

The EFC is a measure of how much you can contribute to the cost of your education. Schools use your EFC to determine your federal student aid eligibility.

The EFC is not how much aid you will receive or how much you have to pay for college.

Pell Grant Estimate - \$995.00

Direct Stafford Loan Estimate - \$12,500.00

You may also be eligible to receive other federal, state, or institutional grants, scholarships, and/or work-study.

In addition, you should learn about federal tax benefits for education, including the *American Opportunity Tax Credit (AOTC)*.

You indicated that you had filed an IRS tax return when you provided your financial information and it appears that you were eligible to use the IRS Data Retrieval Tool, which allows you to view information from your IRS tax return and transfer that information directly into your FAFSA. The benefit of using the tool is that it's the easiest way to provide accurate tax information, and it also eliminates the need for providing a copy of your tax return to the financial aid office at your college. Once your FAFSA has been processed, you can return to *FAFSA on the Web* and use the tool to transfer your tax information.

If you have questions, visit www.fafsa.gov and click the "Help" icon on the FAFSA home page.

RESOLUTION

NO. _____

BY: WAYS AND MEANS COMMITTEE 10/01/2013

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on 10/08/2013 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
2013-10-002	HEALTH DEPT - DIST HEALTH FUND HEALTH DEPART.- ADMINISTRATION LABORATORY ENVIRONMENTAL HEALTH GREAT LAKES RESTORATION GT CY2 GLRI PREDICTIVE MODEL GRANT Total HEALTH DEPT - DIST HEALTH FUND		\$10,805	

BUDGET FOR THE PURCHASE OF AN AUTOCLAVE MACHINE FOR HEALTH DEPARTMENT LAB ESTIMATED COST IS \$14,000. TWO GREAT LAKES GRANTS HAD REMAINING DOLLARS AND WILL PROVIDE FUNDS FOR PART OF THE AUTOCLAVE MACHINE. PLUS BUDGET FOR THE REPAIR OF THE ENVIROMENTAL HEALTH XRF MACHINE.

Kim Coonan, Chairman W. & M. and Committee

Budget Adjustment Detail

Journal Request Number **2013-10-002**

Ref: HEALTH

Desc: HEALTH DEP

Eff Date: 10/08/2013

Org / Object	Description	I/D	Amount
HEALTH DEPT - DIST HEALTH FUND			
HEALTH DEPART.- ADMINISTRATION			
22160100 40001	FUND BALANCE	I	10,805
LABORATORY			
22161400 97900	MACHINERY AND EQUIPMENT	I	10,805
ENVIRONMENTAL HEALTH			
22161500 86600	LOCAL TRAVEL MILEAGE	D	5,000
22161500 96730	MACHINERY & EQUIPMENT EXPENSE	I	5,000
GREAT LAKES RESTORATION GT CY2			
22161505 79900	OTHER SUPPLIES	D	275
22161505 97900	MACHINERY AND EQUIPMENT	I	275
GLRI PREDICTIVE MODEL GRANT			
22161506 79900	OTHER SUPPLIES	D	2,920
22161506 97900	MACHINERY AND EQUIPMENT	I	2,920
Total HEALTH DEPT - DIST HEALTH FUND		Favorable \$0	Unfavorable \$10,805

Explanation

BUDGET FOR THE PURCHASE OF AN AUTOCLAVE MACHINE FOR HEALTH DEPARTMENT LAB ESTIMATED COST IS \$14,000. TWO GREAT LAKES GRANTS HAD REMAINING DOLLARS AND WILL PROVIDE FUNDS FOR PART OF THE AUTOCLAVE MACHINE. PLUS BUDGET FOR THE REPAIR OF THE ENVIROMENTAL HEALTH XRF MACHINE.

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Analysis of General Fund Unreserved/Undesignated Fund Balance 2013

Report Date: 9/24/2013

Description	Journal Number	2,013 Fund Balance
Assigned Fund Balance or (Deficit)12/31/2012		\$7,133,913
Reverse previous years Committed Fund Balance *		\$111,383

Assigned Fund Balance or (Deficit)		\$7,245,296
2013 Budgeted Surplus /(Deficit)		\$92,309

BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH SEPTEMBER 2013

Budget for Pinconning Park grant	13-01-0005	\$10,000
Budget for Prosecutor & Courts document management, workflow analysis	13-02-0133	-\$30,000
Budget for 5 year Recreation Plan	13-04-0237	-\$8,000
To budget for time clocks at the Juvenile Home	13-04-0004	-\$1,532
Adjust 2013 Civic Arena Proshop merchandise sales budget	13-05-0008	8,800
Update the District Court owi grant budget all under 10113731 org.	13-05-0012	-15,121
Budget adjustment closes out District Court 10113701 org all goes to 10113731	13-05-0011	-20,614
Increase Parks & Receptions Maintenance budget for Temporary Help	13-05-0009	-4,884
Budget for Health Educator/Analyst position under Personnel Department	13-06-0002	-35,065
Increase Risk Management budget for settlement of a claim	13-06-0056	-9,000
Reduce Board of Canvassers per diem account 10126201-71000 to zero	13-07-0127	12,050
Secondary Rd Patrol Grant increased \$8,994 used for equipment & personnel	13-07-0005	6,054
Budget for rollover of 2012 PO's @12/31/12	13-08-0297	-111,383
Per Board resolution 2013-131 restore Bd. Of Canvassers 2013 budget plus \$3,100	13-08-0284	-15,150
Probate Court Juvenile Drug Court grant was eliminated	13-08-0008	-45,440
Budget for Sheriff Department gasoline price increases	13-08-0006	-31,100
Budget for roll over of Michigan lake plain regional reference curve grant dollars	13-08-0005	7,083
Budget for Sheriff Department purchase of three vehicles	13-09-0003	-71,675

SEPTEMBER 25, 2013		-354,977
Assigned Fund Balance or (Deficit) 9/25/2013		\$6,982,628

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BAY COUNTY
FINANCE DEPARTMENT

Thomas L. Hickner
Bay County Executive

Crystal A. Hebert
Finance Officer
hebertc@baycounty.net

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

Frances A. Moore
Purchasing/Housing Rehab
mooref@baycounty.net

TO: Kim Coonan, Chairperson
Ways & Means Committee

FROM: Crystal Hebert *CM*
Finance Officer

RE: Executive Directive #2007-11

DATE: September 25, 2013

REQUEST:

Please place this memo on the October 1, 2013, agenda for your committee's information.

BACKGROUND:

On September 14, 2013, 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 2013 and/or 2014 appear to have no changes.

RECOMMENDATION:

To receive.

c: Tom Hickner
Marty Fitzhugh
Kim Priessnitz
Tim Quinn

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

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John E. Miller
Sheriff Of Bay County

Troy Cunningham
Undersheriff



Troy A. Stewart
Jail Administrator

DATE: September 26, 2013

TO: Kim J. Coonan, Chairman
Ways and Means Committee

FROM: Sheriff John E. Miller *JEM [Signature]*

REF: Fee Increase for Traffic Accident Reports

Background: At present, the Bay County Sheriff's Office set rate charge for a copy of a traffic accident report is, \$9.50 for a 1st page and \$1.00 per additional page.

Finance/Economics: I am requesting an increase from the current set rate for the traffic accident report, to be a straight charge of \$20 per report.

Recommendations: Request the committee's approval and authorizations to increase the fee for a copy of a traffic accident report to \$20.00 per report, and upon approval(s) to make necessary budget adjustments.

CC: Deanne Berger, BOC
Undersheriff Troy R. Cunningham
Crystal Hebert, Finance Officer
Kim Priessnitz, Assistant Finance Officer
File

Is/W&M FeeIncTrafficAccReport

Phone: (989) 895-4050

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

Fax: (989) 895-4058



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BAY COUNTY BOARD OF COMMISSIONERS

10/8/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (10/1/13)
 WHEREAS, At present the Bay County Sheriff's Office set rate charge for a copy of a traffic accident report is \$9.50/per first page and \$1/per additional page; and
 WHEREAS, The Bay County Sheriff recommends an increase from the current set rate for the traffic accident report to a straight charge of \$20 per report; Therefore, Be It
 RESOLVED By the Bay County Board of Commissioners that, effectively immediately, the fee for a traffic accident report shall be \$20 per report.

KIM COONAN, CHAIR
 AND COMMITTEE

Sheriff - Traffic Accident Report Fee - \$20

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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

10/8/13

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (10/1/13)
- WHEREAS, Bay County (Sheriff Department and Juvenile Home) contracts with Correctional Healthcare Companies (CHC) (formerly known as SecureCare) for the provision of inmate medical services; and
- WHEREAS, While pleased with the working relationship with Correctional Healthcare Companies and the services provided, it is recommended that the contracts be renewed for a 1 year period (8/14/13 through 8/13/14) and future inmate medical and juvenile detention services be bid out; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves renewal of the Inmate Medical Services Contract with Correctional Healthcare Companies (CHC) for the period 8/14/13 through 8/13/14 for both the Sheriff Department and Juvenile Home; Be It Further
- RESOLVED That bids for inmate and juvenile detention medical services be solicited in 2014; Be It Further
- RESOLVED That the Chairman of the Board is authorized to execute both renewal Contracts 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

Sheriff Dept & Juv Home - CHC - Medical Services

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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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