



Bay County Building 1932

BAY COUNTY BOARD OF COMMISSIONERS

515 CENTER AVENUE, SUITE 405, BAY CITY, MICHIGAN 48708-5125

(989) 895-4120 FAX (989) 895-4226 TDD (989) 895-4049

e-mail address: bergerd@baycounty.net

www.baycounty-mi.gov

MEMORANDUM

ERNIE KRYGIER
CHAIRMAN
2ND DISTRICT

DONALD J. TILLEY
VICE CHAIRMAN
6TH DISTRICT

BRANDON KRAUSE
SERGEANT AT ARMS
1ST DISTRICT

VAUGHN J. BEGICK
3RD DISTRICT

KIM COONAN
4TH DISTRICT

THOMAS C. HEREK
5TH DISTRICT

MICHAEL E. LUTZ
7TH DISTRICT

ROBERT J. REDMOND
FINANCIAL ANALYST
(989) 895-4125
redmondr@baycounty.net

DEANNE C. BERGER
BOARD COORDINATOR
(989) 895-4121
bergerd@baycounty.net

To: Elected Officials/Department-Division Heads/Agencies
From: Deanne Berger, Board Coordinator
Date: January 9, 2014
Subject: 2014 Commission/Committee Information

=====

Attached please find the following:

1. 2013/2014 Board of Commissioners listing, including home addresses, phone numbers and e-mail addresses
2. Board of Commissioners' 2014 Committee assignments
3. Schedule of 2014 Board of Commissioners' meetings
4. Schedule of 2014 Ways and Means, Personnel/Judicial, and Human Services Committee meetings
5. Process for submittal of Committee/Board agenda items, including sample letter with preferred format

2013-2014
BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE
BAY CITY, MI 48708
(989) 895-4120
(989) 895-4226 (FAX)
Website: www.baycounty-mi.gov

<u>DIST.NO.</u>	<u>COMMISSIONER</u>	<u>ADDRESS</u>	<u>TELEPHONE/E-MAIL</u>
1	BRANDON KRAUSE (D)	1010 S. NINE MILE ROAD, KAWKAWLIN, MI 48631	989-326-0237 (CELL) brandon_krause@aol.com
2	ERNIE KRYGIER (D)	785 APLIN BEACH, BAY CITY, MI 48706	989-684-2830 (HOME) 989-793-3711 (WORK) 989-233-3872 (CELL) erniekrygierservice@hotmail.com
3	VAUGHN J. BEGICK (R)	5353 LORRAINE COURT, BAY CITY, MI 48706	989-686-0578 (HOME) 989-295-0209 (CELL) VaughnPAC@aol.com
4	KIM J. COONAN (D)	706 SIDNEY, BAY CITY, MI 48706	989-391-9346 (HOME) 989-402-1177 (WORK) 989-684-7675 (CELL) kjcwcc@att.net
5	THOMAS M. HEREK (D)	1606 - 30 TH , BAY CITY, MI 48708	989-892-6924 (HOME) 989-415-9389 (CELL) tomherek5@gmail.com
6	DONALD J. TILLEY (D)	617 GREEN AVENUE, BAY CITY, MI 48708	989-450-1480 (CELL) reelectdontilley@yahoo.com
7	MICHAEL E. LUTZ (D)	1704 BORTON AVENUE, ESSEXVILLE, MI 48732	989-316-1296 (HOME) 989-316-1296 (FAX) 989-233-0387 (CELL) lutzbrothers@charter.net

ERNIE KRYGIER
BOARD CHAIR

DONALD J. TILLEY
BOARD VICE CHAIR

MICHAEL E. LUTZ
SERGEANT-AT-ARMS

BAY COUNTY BOARD OF COMMISSIONERS
2014 COMMITTEE ASSIGNMENTS

COMMITTEE	AREAS OF RESPONSIBILITY	COMMITTEE MEMBERS
<p><u>WAYS AND MEANS</u></p> <p><i>MEETS 1ST TUESDAY OF MONTH @ 4 P.M.</i></p> <p><u>AGENDA DEADLINE:</u> <u>WEDNESDAY PRIOR TO MEETING @ 12 P.M.</u></p> <p><i>NOTE: AGENDA ITEMS TO BE SUBMITTED ELECTRONICALLY</i></p>	<p>FINANCE DEPARTMENT (ALL DIVISIONS)</p> <p>RETIREMENT</p> <p>RISK MANAGEMENT</p> <p>ECONOMIC DEVELOPMENT</p> <p>EQUALIZATION</p> <p>INFORMATION SYSTEMS</p> <p>BAY FUTURE, INC.</p> <p>BUILDINGS AND GROUNDS</p> <p>ENVIRONMENTAL AFFAIRS (ALL DIVISIONS)</p> <p>GRANTS/GRANT AMENDMENTS</p> <p>FEES</p> <p>HOUSING DEPARTMENT (CENTER RIDGE ARMS)</p> <p>STORMWATER AUTHORITY</p> <p>MILLAGES/PROGRAMS:</p> <p> DIVISION ON AGING</p> <p> GYPSY MOTH SUPPRESSION PROGRAM</p> <p> 9-1-1 CENTRAL DISPATCH</p> <p> MOSQUITO CONTROL</p> <p> MEDICAL CARE FACILITY</p> <p> LIBRARY</p> <p>BAY 3 TV</p> <p>APPROPRIATIONS/REQUESTS FOR FUNDS</p>	<p>KIM J. COONAN, CHAIR</p> <p>DONALD J. TILLEY, VICE CHAIR</p> <p>BRANDON KRAUSE</p> <p>VAUGHN J. BEGICK</p> <p>THOMAS M. HEREK</p> <p>MICHAEL E. LUTZ</p> <p>ERNIE KRYGIER, EX OFFICIO</p>
<p><u>PERSONNEL/HUMAN SERVICES</u></p> <p><i>MEETS 3RD TUESDAY OF MONTH @ 4 P.M.</i></p> <p><u>AGENDA DEADLINE:</u> <u>THURSDAY PRIOR TO MEETING @ 12:00 P.M.</u></p> <p><i>NOTE: AGENDA ITEMS TO BE SUBMITTED ELECTRONICALLY</i></p>	<p>BOARD RULES</p> <p>COURTS</p> <p>CORPORATION COUNSEL</p> <p>LAW ENFORCEMENT</p> <p>ELECTED OFFICIALS</p> <p>PERSONNEL/EMPLOYEE RELATIONS</p> <p>ALL VACANCIES :</p> <p> FULL TIME</p> <p> PART TIME</p> <p> TEMPORARY</p> <p> CONTRACTUAL</p> <p> SEASONAL</p> <p>DEPARTMENT OF PUBLIC DEFENDER</p> <p>JUVENILE HOME</p> <p>HEALTH DEPARTMENT (ALL DIVISIONS)</p> <p>ANIMAL CONTROL</p> <p>M.S.U. EXTENSION</p> <p>MID MICHIGAN COMMUNITY ACTION AGENCY</p> <p>MICHIGAN WORKS!</p> <p>EMERGENCY SERVICES</p> <p>VETERANS' SERVICES</p> <p>AMERICANS WITH DISABILITIES (ADA)</p> <p>BEHAVIORAL HEALTH</p> <p>RECREATION:</p> <p>CIVIC ARENA</p> <p> COMMUNITY CENTER</p> <p> FAIRGROUNDS</p> <p> PINCONNING PARK</p> <p> GOLF COURSE</p> <p> COUNTY MARKET</p>	<p>BRANDON KRAUSE, CHAIR</p> <p>DONALD J. TILLEY, VICE CHAIR</p> <p>VAUGHN J. BEGICK</p> <p>KIM J. COONAN</p> <p>THOMAS M. HEREK</p> <p>MICHAEL E. LUTZ</p> <p>ERNIE KRYGIER, EX OFFICIO</p>

BOARD PARLIAMENTARIAN

ROBERT J. REDMOND

**BAY COUNTY BOARD OF COMMISSIONERS
OTHER 2014 COMMITTEE ASSIGNMENTS**

COMMITTEE:	AREAS OF RESPONSIBILITY:	COMMITTEE MEMBERS:
<u>AIRPORT</u>	MBS INTERNATIONAL AIRPORT	KIM COONAN ERNIE KRYGIER, CHAIR TOM HEREK
<u>ANIMAL CONTROL TASK FORCE</u>		VAUGHN J. BEGICK MICHAEL E. LUTZ
<u>BAY 3 TV</u>		KIM COONAN
<u>B.C.A.T.S.</u>	BAY CITY AREA TRANSPORTATION STUDY COMMITTEE	VAUGHN J. BEGICK
<u>BAY COUNTY LOCAL EMERGENCY PLANNING COMMITTEE</u>		VAUGHN J. BEGICK
<u>BAY FUTURE, INC.</u>		DONALD J. TILLEY
<u>COMMUNITY CORRECTIONS ADVISORY BOARD</u>		ERNIE KRYGIER
<u>DRAIN BOARD</u>	HAMPTON AND BANGOR DRAINS	BRANDON KRAUSE* DONALD J. TILLEY** *Designee of Board Chair **Designee of W&M Chair
<u>FOOD SERVICE ADVISORY BOARD</u>		VAUGHN J. BEGICK
<u>GREAT LAKES BAY REGIONAL CONVENTION & VISITORS BUREAU</u>		ERNIE KRYGIER
<u>LAND BANK AUTHORITY</u>		DONALD J. TILLEY* THOMAS M. HEREK* *Serves while in office
<u>MICHIGAN WORKS! CONSORTIUM BOARD</u> (Formerly J.T.P.A.)		DONALD J. TILLEY VAUGHN J. BEGICK TOM HEREK
<u>MID-MICHIGAN COMMUNITY ACTION AGENCY</u>		VAUGHN J. BEGICK
<u>REGION VII AREA AGENCY ON AGING BOARD OF DIRECTORS</u>		PATRICK H. BESON* *term expires 3/31/16
<u>REGIONAL COLLABORATION COMMITTEE</u>	SHARED SERVICES	ERNIE KRYGIER KIM COONAN ROBERT REDMOND TOM HICKNER
<u>RETIREMENT BOARD</u>		KIM COONAN THOMAS M. HEREK* *Designee of Board Chair
<u>SANITARY CODE APPEALS BOARD</u>		MICHAEL E. LUTZ
<u>STORMWATER AUTHORITY</u>		MICHAEL E. LUTZ
<u>9-1-1 BOARD</u>		THOMAS M. HEREK

NOTE: EXCEPT AS OTHERWISE NOTED, ALL TERMS ARE FOR THE YEAR 2014.

January 9, 2014

BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4121

**SCHEDULE OF 2014 MEETINGS OF
THE BAY COUNTY BOARD OF COMMISSIONERS**

ERNIE KRYGIER, CHAIR
DONALD J. TILLEY, VICE CHAIR

MONDAY, JANUARY 6, 2014 (ORGANIZATIONAL) @ 4:00 P.M.

TUESDAY, JANUARY 14, 2014

TUESDAY, FEBRUARY 11, 2014

TUESDAY, MARCH 11, 2014

TUESDAY, APRIL 8, 2014

TUESDAY, APRIL 15, 2014*

TUESDAY, MAY 13, 2014

TUESDAY, JUNE 10, 2014

TUESDAY, JULY 8, 2014

TUESDAY, AUGUST 12, 2014**

TUESDAY, SEPTEMBER 9, 2014

TUESDAY, OCTOBER 7, 2014

TUESDAY, OCTOBER 14, 2014*

WEDNESDAY, NOVEMBER 12, 2014 (Change to Wednesday is due to Veterans Day observance 11/11/14)**

TUESDAY, DECEMBER 9, 2014

ALL MEETINGS OF THE BOARD OF COMMISSIONERS ARE HELD AT 4:00 P.M. (UNLESS NOTED OTHERWISE ABOVE AND EXCEPT FOR STATUTORY MEETINGS) IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS. **THE BOARD OF COMMISSIONERS' AGENDA DEADLINE IS NOON ON THE WEDNESDAY PRIOR TO THE BOARD MEETING.**

IN THE EVENT ADDITIONAL MONTHLY MEETINGS ARE REQUIRED, THE MEETINGS WILL BE NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

*STATUTORY MEETINGS OF THE BOARD OF COMMISSIONERS WILL BE NOTED ON THE APPLICABLE BOARD CALENDAR.

** COMBINED BOARD AND WAYS AND MEANS MEETING DUE TO PRIMARY AND GENERAL ELECTIONS.

NOTE: RESCHEDULED BOARD MEETINGS WILL BE NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

THE COUNTY OF BAY WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON 10 DAYS NOTICE TO THE COUNTY OF BAY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF BAY BY WRITING OR CALLING:

MARTHA P. FITZHUGH, ADA COORDINATOR
OFFICE OF CORPORATION COUNSEL
515 CENTER AVENUE, SUITE 402, BAY CITY, MI 48708-5125
(989) 895-4131; (989) 895-4049 (TDD)

BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4121

**SCHEDULE OF 2014 MEETINGS OF THE
BAY COUNTY WAYS AND MEANS COMMITTEE**

KIM COONAN, CHAIR
DONALD J. TILLEY, VICE CHAIR

TUESDAY, JANUARY 7, 2014

TUESDAY, FEBRUARY 4, 2014

TUESDAY, MARCH 4, 2014

TUESDAY, APRIL 1, 2014

TUESDAY, MAY 6, 2014

TUESDAY, JUNE 3, 2014

TUESDAY, JULY 1, 2014

TUESDAY, AUGUST 12, 2014 (COMBINED W/BOARD MEETING DUE TO ELECTION)

TUESDAY, SEPTEMBER 2, 2014

TUESDAY, OCTOBER 7, 2014

WEDNESDAY, NOVEMBER 12, 2014 (COMBINED W/BOARD MEETING DUE TO ELECTION. MEETING ON WEDNESDAY DUE TO VETERANS DAY OBSERVANCE 11/11/14)

TUESDAY, DECEMBER 2, 2014

ALL MEETINGS OF THE WAYS AND MEANS COMMITTEE ARE HELD AT 4:00 P.M. IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS. **THE WAYS AND MEANS COMMITTEE AGENDA DEADLINE IS NOON WEDNESDAY PRIOR TO THE W& M MEETING.**

THE ABOVE DATES ARE SUBJECT TO CHANGE DUE TO SCHEDULING CONFLICTS. CHANGES WILL BE NOTED ON THE BOARD'S MONTHLY CALENDAR AND/OR NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

WHILE THE ABOVE MEETING DATES ARE THE REGULARLY SCHEDULED MEETING DATES, WAYS AND MEANS COMMITTEE MEETINGS MAY BE SCHEDULED AS NEEDED.

THE COUNTY OF BAY WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON 10 DAYS NOTICE TO THE COUNTY OF BAY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF BAY BY WRITING OR CALLING:

MARTHA P. FITZHUGH, ADA COORDINATOR
OFFICE OF CORPORATION COUNSEL
515 CENTER AVENUE, SUITE 402, BAY CITY, MI 48708-5125
(989) 895-4131; (989) 895-4049 (TDD)

BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4121

**SCHEDULE OF 2014 MEETINGS OF THE
BAY COUNTY PERSONNEL/HUMAN SERVICES COMMITTEE**

BRANDON KRAUSE, CHAIR
DONALD J. TILLEY, VICE CHAIR

TUESDAY, JANUARY 21, 2014

TUESDAY, FEBRUARY 18, 2014

TUESDAY, MARCH 18, 2014

TUESDAY, APRIL 15, 2014

TUESDAY, MAY 20 2014

TUESDAY, JUNE 17, 2014

TUESDAY, JULY 15, 2014

TUESDAY, AUGUST 19, 2014

TUESDAY, SEPTEMBER 16, 2014

TUESDAY, OCTOBER 21, 2014

TUESDAY, NOVEMBER 18, 2014

TUESDAY, DECEMBER 16, 2014

ALL MEETINGS OF THE Personnel/Human Services COMMITTEE ARE HELD AT 4:00 P.M. IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS. **THE PERSONNEL/HUMAN SERVICES COMMITTEE AGENDA DEADLINE IS 5:00 P.M. ON THE WEDNESDAY PRIOR TO THE PERSONNEL/HUMAN SERVICES COMMITTEE MEETING.**

THE ABOVE DATES ARE SUBJECT TO CHANGE DUE TO SCHEDULING CONFLICTS. CHANGES WILL BE NOTED ON THE BOARD'S MONTHLY CALENDAR AND/OR NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

WHILE THE ABOVE MEETING DATES ARE THE REGULARLY SCHEDULED MEETING DATES, PERSONNEL/HUMAN SERVICES COMMITTEE MEETINGS MAY BE SCHEDULED AS NEEDED.

THE COUNTY OF BAY WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON 10 DAYS NOTICE TO THE COUNTY OF BAY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF BAY BY WRITING OR CALLING:

MARTHA P. FITZHUGH, ADA COORDINATOR
OFFICE OF CORPORATION COUNSEL
515 CENTER AVENUE, SUITE 402, BAY CITY, MI 48708-5125
(989) 895-4131; (989) 895-4049 (TDD)



BAY COUNTY BOARD OF COMMISSIONERS

515 CENTER AVENUE, SUITE 405, BAY CITY, MICHIGAN 48708-5125

(989) 895-4120 FAX (989) 895-4226 TDD (989) 895-4049

e-mail address: bergerd@baycounty.net

www.baycounty-mi.gov

Bay County Building 1932

To: Elected Officials/Department Heads/Division Heads

From: Ernie Krygier, Chair
Bay County Board of Commissioners

Date: January 9, 2014

Subject: Process for Submitting Committee and Board Agenda Items

ERNIE KRYGIER
CHAIRMAN
2ND DISTRICT

DONALD J. TILLEY
VICE CHAIRMAN
6TH DISTRICT

MICHAEL E. LUTZ
SERGEANT-AT-ARMS
7TH DISTRICT

BRANDON KRAUSE
1ST DISTRICT

VAUGHN J. BEGICK
3RD DISTRICT

KIM J. COONAN
4TH DISTRICT

THOMAS M. HEREK
5TH DISTRICT

ROBERT J. REDMOND
FINANCIAL ANALYST
(989) 895-4125
redmond@baycounty.net

DEANNE C. BERGER
BOARD COORDINATOR
(989) 895-4121
bergerd@baycounty.net

=====

On behalf of the Board of Commissioners, I would like to thank the elected officials, department heads and division heads for their continuing efforts to adhere to the Board's process for submitting Board and Committee agenda items. This process is strictly adhered to and, once again, we are requesting your compliance.

The Ways and Means and Personnel/Human Services Committees will remain committees of the whole which means all 7 commissioners serve on each. **The Board office agenda deadline for the Ways and Means Committee is NOON on the Wednesday prior to the meeting and 5:00 p.m. on the Wednesday prior to Personnel/Human Services Committee meeting.**

Requests for funding, filling vacancies/new positions, and for approval of agreements/contracts/grants/legal documents, which are presented at the various Committee meetings should include the following supporting information/documentation:

Funding:

All requests for funding/appropriation shall be submitted to the Finance Officer who will review the department's budget to confirm the need for funding. Requests should include purpose/need for funding and why funding was not included in the current budget, as well as all other pertinent information. The Finance Officer will direct the request(s) to the Ways and Means Committee.

Budget Adjustments:

Any required budget adjustments are to be submitted to the Finance Department for review. The Finance Department will submit the adjustments for inclusion on the Ways and Means Committee agenda and will provide a processing schedule.



Bay County Building 1932

BAY COUNTY BOARD OF COMMISSIONERS

515 CENTER AVENUE, SUITE 405, BAY CITY, MICHIGAN 48708-5125

(989) 895-4120 FAX (989) 895-4226 TDD (989) 895-4049

e-mail address: bergerd@baycounty.net

www.baycounty-mi.gov

PLEASE NOTE THE FOLLOWING:

Vacancies/New Positions:

ERNIE KRYGIER
CHAIRMAN
2ND DISTRICT

DONALD J. TILLEY
VICE CHAIRMAN
6TH DISTRICT

MICHAEL E. LUTZ
SERGEANT-AT-ARMS
7TH DISTRICT

BRANDON KRAUSE
1ST DISTRICT

VAUGHN J. BEGICK
3RD DISTRICT

KIM J. COONAN
4TH DISTRICT

THOMAS M. HEREK
5TH DISTRICT

ROBERT J. REDMOND
FINANCIAL ANALYST
(989) 895-4125
redmond@baycounty.net

DEANNE C. BERGER
BOARD COORDINATOR
(989) 895-4121
bergerd@baycounty.net

*Bay County continues to face budget constraints which, with continuing revenue reductions, will only escalate. All efforts to curb spending will be made. As personnel/benefit costs make up the largest percentage of the County's budget, vacancies and/or new positions are going to be monitored very closely. It is likely that some requests to fill a vacancy will not be included on the Personnel/ Judicial Committee agenda. This will be a determination made by the Personnel Director. **All requests to fill a vacancy or for a new position must be channeled in writing through the Personnel Director for review and submittal to the Personnel/Human Services Committee.** Any grant requests that include personnel must first be submitted to the Finance Officer for review prior to Ways and Means Committee consideration. All personnel related requests (vacancies, new positions, grant positions) should include job title, current pay scale, level of pay scale at which position will be filled, starting date, status (full time, part time, seasonal or temporary), union status, if any. All other important particulars should be included. Requests not submitted through the Personnel Director will not be included on the Personnel/Judicial Committee agenda.*

Agreements/Contracts/Grants/Legal Documents:

As in the past, a summary of agreements/contracts/ grants/legal documents presented for consideration will be required for review by the appropriate Committee. **(Sample format for the summary to be used is attached.)** The areas of responsibility are reflected on the 2014 Committee Assignment designations. However, as has been past practice, all agreements/ contracts/grants/legal documents must be presented to the Office of Corporation Counsel for review and approval before signing.

Following approval of the documents by the respective Committee and then full Board, the agreements/contracts/grants/legal documents will be routed to the non-County party for signature. The Chairman of the Board will continue to be the last Bay County official to sign the documents wherever possible to avoid problems in having paperwork returned to the County for filing. The original of all documents signed by the County is to be kept on file in the County Clerk's office and this process is handled by the Office of Corporation Counsel.

Please note that the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant.



Bay County Building 1932

BAY COUNTY BOARD OF COMMISSIONERS

515 CENTER AVENUE, SUITE 405, BAY CITY, MICHIGAN 48708-5125

(989) 895-4120 FAX (989) 895-4226 TDD (989) 895-4049

e-mail address: bergerd@baycounty.net

www.baycounty-mi.gov

ERNIE KRYGIER
CHAIRMAN
2ND DISTRICT

DONALD J. TILLEY
VICE CHAIRMAN
6TH DISTRICT

MICHAEL E. LUTZ
SERGEANT-AT-ARMS
7TH DISTRICT

BRANDON KRAUSE
1ST DISTRICT

VAUGHN J. BEGICK
3RD DISTRICT

KIM J. COONAN
4TH DISTRICT

THOMAS M. HEREK
5TH DISTRICT

ROBERT J. REDMOND
FINANCIAL ANALYST
(989) 895-4125
redmondr@baycounty.net

DEANNE C. BERGER
BOARD COORDINATOR
(989) 895-4121
bergerd@baycounty.net

Keep in mind Committee deadlines which are included on the Board's monthly calendar. Allow enough time for submittal to the County Executive, Corporation Counsel, the Personnel Director and/or the Finance Officer. Items not reviewed by appropriate administrative staff will be routed back to the Department.

NOTE: The agenda deadline for the Ways and Means Committee is NOON on the Wednesday prior to the Committee meeting. The Board of Commissioners agenda deadline is NOON on the Wednesday prior to the Board meeting. The agenda deadline for the Personnel/Human Services Committee is 5:00 p.m. on the Wednesday prior to the Personnel/Human Services Committee meeting. All personnel related requests should be submitted to the Personnel Director for review by 12:00 p.m. on the Wednesday prior to the P/HS Committee meeting.

All agenda items must be submitted to the Board office via e-mail. With the Ricoh copiers and CherryLAN scanning capabilities, all departments should be able to conform to this process. Hard copy agenda items will not be accepted. Should any department have difficulties with scanning and/or e-mailing agenda items, kindly contact the Information Systems Department.

Board and Committee agenda, meeting notices, and the Board's monthly calendar are sent via e-mail.

A minimal number of printed agenda are available at the meetings.

We value your efforts to assist this office in expediting all requests submitted to the committees for consideration and recommendation to the full Board.

Should you have any questions on the above, please do not hesitate to contact the Board Coordinator at 4121 at your convenience. We appreciate your cooperation and will provide any assistance necessary.

**SAMPLE LETTER FORMAT
FOR PLACEMENT OF ITEMS
ON COMMITTEE AGENDA**

To: Applicable Committee Chair

From: Elected Official/Department Head/Division
Head/Agency

Date: _____

Subject: _____

Request: Outline request being made.

Background: Provide any background information which will explain the request and assist in decision making process.

Finance/Economics: Provide detailed cost information and line item which will cover cost of item. If to fill a vacancy note if a budgeted position. If funds do not exist within budget provide source of funding. Include comparison of funding requested to prior or current year's funding.

Recommendation: Provide recommendation including authorization for the Board Chair to sign any required documents if needed.

Note: While brevity is appreciated, please include detailed information from which Commissioners can base their decision.

Please keep in mind that all requests to fill vacancies must be routed first to the Personnel Director. The Personnel Director will review and place on Personnel/Human Services Committee agenda.

All requests for funding/appropriations/budget adjustments should be routed first to Finance Officer for review and confirmation of budget status.

All contracts/legal documents should be routed first to Corporation Counsel for review prior to applicable Committee meeting.