

BAY COUNTY BOARD OF COMMISSIONERS

A G E N D A

TUESDAY, AUGUST 9, 2011

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

I CALL TO ORDER (CHAIRMAN TILLEY)

II ROLL CALL

III INVOCATION

IV PLEDGE OF ALLEGIANCE

19-30

V MINUTES (7/12/11)

VI CITIZEN INPUT (4:00 P.M.)

VII PETITIONS AND COMMUNICATIONS

VIII REPORTS/RESOLUTIONS OF COMMITTEES

A. WAYS AND MEANS (ERNIE KRYGIER, CHAIR; KIM COONAN, VICE CHAIR)

- | | | |
|---|----|--|
| 1 | 1. | No. 2011-142 - Graphic Sciences Revised Scanning Project (Register of Deeds) |
| 2 | 2. | No. 2011-143 - Amended 2010-2011 Child Care Fund Budget (Probate Court) |
| 3 | 3. | No. 2011-144 - Revised Bay 3 TV Contract (Administrative Services) |
| 4 | 4. | No. 2011-145 - Amendment # 3 to CPBC Agreement (Health Dept.) |

- 5 5. No. 2011-146 - Agreement w/Michigan Association of Local Public Health (Health Dept.)
- 6- 7 6. No. 2011-147 - Budget Adjustments (Various)
- 8 7. No. 2011-148 - Microfilm Reader/Printer (County Clerk)
- B. PERSONNEL/JUDICIAL (TOM RYDER, CHAIR; ERNIE KRYGIER, VICE CHAIR)**
- 9 1. No. 2011-149 - Vacancy: Animal Control
- C. HUMAN SERVICES (MICHAEL J. DURANCZYK, CHAIR; BRANDON KRAUSE, VICE CHAIR)**
- 10 1. No. 2011-150 - Agreement w/Northeast Michigan Community Services Agency, Inc. (NEMSCA) (Health Dept.)
- 11-13 2. No. 2011-151 - Bay County Housing Department Internal Control Procedures (Housing Dept. - Center Ridge Arms)
- D. BOARD OF COMMISSIONERS (DONALD J. TILLEY, CHAIR; KIM COONAN, VICE CHAIR)**
- 14 1. No. 2011-152 - Honoring Tom Tober (**Sponsored by Commissioner Michael J. Duranczyk; to be presented at the 8/16/11 Human Services Committee meeting**)
- 15 2. No. 2011-153 - Accounts Payable/BAYANET/Center Ridge Arms
- 16-18 3. No. 2011-154 - Reports of County Executive

IX REPORTS OF COUNTY OFFICIALS/DEPARTMENTS

- A. County Executive

X UNFINISHED BUSINESS

XI NEW BUSINESS

XII MISCELLANEOUS

XIII ANNOUNCEMENTS

A. 2011 Appointments:

1. October

- a. Department of Human Services Board of Directors (One 3 year term)
- b. Board of Canvassers (Two 4 year terms)

2. December

- a. Division on Aging Advisory Council (Five 2 year terms, Districts 1, 3, 5, 7 and 9)

XIV CLOSED SESSION (If requested)

XV RECESS/ADJOURNMENT

ACTION TAKEN BY BAY COUNTY BOARD OF COMMISSIONERS

DATE OF BOARD MEETING: AUGUST 9, 2011

PAGE 1 of 1

MOTION/ RES. NO.	INTRODUCED/ SUBMITTED BY	SUBJECT OF RESOLUTION/MOTION	ADOPTED	AMENDED	CORRECTED	DEFEATED	REFERRED	TABLED	WITHDRAWN
2011-142	Ways and Means	Reg. of Deeds - Graphic Sciences Revised Scanning Project Contract	XX						
2011-143	Ways and Means	Probate Court - 2010-2011 Child Care Fund Amended Budget	XX						
2011-144	Ways and Means	Administrative Services - Revision of Bay 3 TV Contract	XX						
2011-145	Ways and Means	Health Dept. - Amendment #3 to CPBC Agreement	XX						
2011-146	Ways and Means	Health Dept. - Agreement w/MI Association of Local Public Health	XX						
2011-147	Ways and Means	Various Budget Adjustments	XX						
2011-148	Ways and Means	County Clerk - Purchase of used Microfilm Reader/Printer	XX						
2011-149	Personnel/Judicial	Animal Control - Fill Animal Control Officer full-time position	XX						
2011-150	Human Services	Health Dept. - Agrmt. w/Northeast MI Community Services Agency	XX						
2011-151	Human Services	Housing Dept. - Bay Co. Housing Dept. Internal Control Procedures	XX						
2011-152	Board of Comm.	Honoring Tom Tober for years of service as Pinconning Police Chief	XX						
2011-153	Board of Comm.	Accounts Payable for BAYANET claims, Center Ridge Arms claims	XX						
2011-154	Board of Comm.	Reports of Executive: Employment and Workers Compensation	XX						
2011-155	Ways and Means	Sheriff - Allocation from fund balance, purchase motor for boat, Marine Division	XX						
2011-156	Comm. Duranczyk	Sale of 223 Kaiser Street in Pinconning, Michigan	XX						
Motions									
79	Ryder	Approve Board Minutes of July 12, 2011	XX						
80	Duranczyk	Adjourn Regular Board Meeting of August 9, 2011	XX						

BAY COUNTY BOARD OF COMMISSIONERS

08/09/11

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (8/2/11)
- WHEREAS, On May 10, 2011, the Bay County Board of Commissioners, via resolution no. 2011-75, at the request of the Register of Deeds, requested authorization to enter into a contract with Graphic Sciences to scan the Register of Deeds' card file index into digital images and create PDF searchable files at a cost not to exceed \$9,200, monies to come from the Register of Deeds automation fund; and
- WHEREAS, When Graphic Sciences presented their bid, they did not count all the drawers that needed scanning to complete this project and it is necessary to add approximately 56 additional drawers to be scanned to complete this project; and
- WHEREAS, Funds are available in the automation fund to complete this project; Therefore, Be It
- RESOLVED By the Bay County Board of Commissioners that authorization is granted to complete the scanning project with Graphic Sciences at a total cost of \$14,700, monies to come from the Register of Deeds' automation fund; Be It Further
- RESOLVED That the Chairman of the Board is authorized to execute the appropriate contract with Graphic Sciences, if required, on behalf of Bay County following legal review/approval; Be It Further
- RESOLVED That related budget adjustments, if required, are approved.

ERNIE KRYGIER, CHAIR

AND COMMITTEE

Register of Deeds - Card Scanning Project - Graphic Sciences

MOVED BY COMM. Krygier

SUPPORTED BY COMM. Coonan

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk	✓			Joe Davis	✓			Tom Ryder	✓		
Brandon Krause	✓			Ernie Krygier	✓			Christopher Rupp	✓		
Vaughn J. Begick	✓			Kim Coonan	✓			Donald J. Tilley	✓		

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: ✓ YEAS 9 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED ✓ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

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BAY COUNTY BOARD OF COMMISSIONERS

08/09/11

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (8/2/11)
 WHEREAS, The 2010-2011 Child Care Fund Budget must be amended to allow for additional expenditures in the Family Foster Care and Independent Living categories and a shift in expenditures in the In-Home Care programs; and
 WHEREAS, Public Act 87 of 1978 prohibits the state from reimbursing county Child Care Fund expenditures which exceed a county's submitted and approved budget; and
 WHEREAS, Reimbursement for In-Home Care will only be made up to the amount approved for individual service components and the amended budget accommodates those requirements; and
 WHEREAS, The Family Foster Care and Independent Living expenses, which are for neglected and abused children, have exceeded original expectations and there is a funding shift in funds from the In-Home Care components; and
 WHEREAS, Presently none of these amendments made to the State necessitate any changes to the County budgets; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners approves the amended 2010-2011 Child Care Fund Budget and authorizes the Chairman of the Board to execute all documents required for the amended budget on behalf of Bay County following legal review/approval; Be It Further
 RESOLVED That related budget adjustments, if required, are approved.

ERNIE KRYGIER, CHAIR
 AND COMMITTEE

Probate Court - Amended 2010-2011 Child Care Fund Budget

MOVED BY COMM. Krygier

SUPPORTED BY COMM. Krause

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk	✓			Joe Davis	✓			Tom Ryder	✓		
Brandon Krause	✓			Ernie Krygier	✓			Christopher Rupp	✓		
Vaughn J. Beglick	✓			Kim Coonan	✓			Donald J. Tilley	✓		

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS 9 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED ✓ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY BOARD OF COMMISSIONERS

08/09/11

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (8/2/11)
WHEREAS, On May 10, 2011, via resolution no. 2011-90, the Bay County Board of Commissioners approved renewal of the Bay 3 TV contract contingent upon approval of the other partners, i.e. City of Bay City and the Bay City Public Schools; and
WHEREAS, The City of Bay City has eliminated TV3 from their budget resulting in the Bay City Public Schools and Bay County as two of three partners wishing to continue TV3; and
WHEREAS, As the result of a meeting with the Bay City Public Schools a plan has been developed to operate with the contribution of \$41,000 each from the schools and the county with little reduction in programming. Even though one third of the funding is eliminated, one third less work will be done so, with appropriate budget reductions, this can be accomplished; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners amends resolution no. 2011-90 to reflect the loss of the City of Bay City as a partner; Be It Further
RESOLVED That the Bay 3 TV contract is amended to be an agreement between the Bay City Public Schools and Bay County and the Chairman of the Board is authorized to execute said agreement on behalf of Bay County following legal review/approval; Be It Finally
RESOLVED That related budget adjustments, if required, are approved.

ERNIE KRYGIER, CHAIR AND COMMITTEE

Bay 3 TV - Amended Agt between Bay City Public Schools and Bay County

MOVED BY COMM. Krygier

SUPPORTED BY COMM. Krause

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include Michael J. Duranczyk, Brandon Krause, Vaughn J. Begick, Joe Davis, Ernie Krygier, Kim Coonan, Tom Ryder, Christopher Rupp, and Donald J. Tilley.

VOTE TOTALS:

ROLL CALL: YEAS NAYS EXCUSED
VOICE: YEAS 9 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED DEFEATED WITHDRAWN
AMENDED CORRECTED REFERRED

BAY COUNTY BOARD OF COMMISSIONERS

08/09/11

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (8/2/11)

WHEREAS, The 2010/2011 CPBC Agreement between Bay County and the Michigan Department of Community Health (MDCH) is being amended to incorporate the Annual Budget, Output Measures, Funding/Reimbursement Matrix, updated program language and revised allocations received since the original agreement was reached. This amendment reflects negative changes to funding levels:

<u>PROGRAM ELEMENT</u>	<u>PREVIOUS LEVEL</u>	<u>REVISED LEVEL</u>	<u>CHANGE</u>
Bioterrorism 08/11/11-9/30/11	\$23,293	\$19,574	<\$3,719>
Total CPBC Funding	\$1,364,159	\$1,360,440	<\$3,719>

RESOLVED That the Bay County Board of Commissioners approves amendment # 3 to the 2010-2011 CPBC Contracting Agreement and authorizes the Chairman of the Board to execute all required documents on behalf of Bay County; Be It Further

RESOLVED That budget adjustments relating to this amendment are approved.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Health Dept - Amendment # 3 to 2010-2011 CPBC Agt

MOVED BY COMM. Krygier

SUPPORTED BY COMM. Krause

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk	✓			Joe Davis	✓			Tom Ryder	✓		
Brandon Krause	✓			Erle Krygier	✓			Christopher Rupp	✓		
Vaughn J. Beglck	✓			Kim Coonan	✓			Donald J. Tilley	✓		

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: ✓ YEAS 9 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED ✓ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

-4-

BAY COUNTY BOARD OF COMMISSIONERS

08/09/11

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (8/2/11)
 WHEREAS, Currently the Michigan Department of Community Health wishes to undertake a statewide comprehensive Community Health Assessment (CHA) in collaboration with local Health Departments and as part of this statewide assessment, regional meetings are being held throughout the State of Michigan; and
 WHEREAS, Bay County has been selected to host the meeting for Region 3, which comprises 13 counties and their associated Health Departments; and
 WHEREAS, The MDCH has selected MALPH as the fiduciary for required agreements; and
 WHEREAS, The Agreement will provide funding to the Bay County Health Department to provide professional consulting services including logistics (space/food/beverage, audio/visual, supplies and program materials) invitations, advertising and other related activities to arrange the regional meetings; and
 WHEREAS, The Bay County Health Department (BCHD) will be paid a \$5,000 stipend to plan all logistics, invitations, advertising and any required reports and will be reimbursed for all appropriate meeting facilitation expenses up to \$10,000. This reimbursement will cover 100% of the cost for the Health Department to provide these services; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners approves the Agreement with the Michigan Association of Local Public Health (MALPH) to provide consulting services for the Michigan Department of Community Health (MDCH) Community Health Assessment Regional meeting; Be It Further
 RESOLVED That the Chairman of the Board is authorized to execute said Agreement on behalf of Bay County (Health Department) following legal review/approval; Be It Finally
 RESOLVED That related budget adjustments, if required, are approved.

ERNIE KRYGIER, CHAIR

WAYS AND MEANS COMMITTEE

Health Dept - Community Health Assessment

MOVED BY COMM. Krygier

SUPPORTED BY COMM. Begick

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk	✓			Joe Davis	✓			Tom Ryder	✓		
Brandon Krause	✓			Ernie Krygier	✓			Christopher Rupp	✓		
Vaughn J. Begick	✓			Kim Coonan	✓			Donald J. Tilley	✓		

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: ✓ YEAS 9 NAYS 0 EXCUSED 0

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BAY COUNTY BOARD OF COMMISSIONERS

08/09/11

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (8/2/11)

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on 8/9/11 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.

<u>Request Number</u>	<u>Fund Involved Department Involved</u>	<u>Favorable Impact</u>	<u>Unfavorable Impact</u>	<u>No Impact</u>
2011-08-003	Division on Aging Fund <i>Home Delivered Meals Activity</i>			X

The first 4 lines are for the Memorial Garden, need to increase the contribution revenue line item and the related expenses for the Memorial Garden. The rest of the budget adjustment is to adjust the expenditure line items for garbage removal, equipment repair, vehicle repair, gas, oil-grease, and phone charges which all need to be increased for the end of the fiscal year.

2011-08-005	General Fund <i>Secondary Road Patrol Grant Activity</i>		\$61,834	
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To correct Road Patrol Grant amount. Should be \$149,900 for 2011 budget. But in error the 2011 budget reported the full grant amount under the 9 month budget (10131681) and the 3 month budget (10131600) was over stated.

2011-08-006 **Health Department Fund** \$600,000
Health Administration Activity
General Fund \$600,000
Transfer In from Health Administration Activity

Re-align 2011 Health Department transfers in from General Fund based on the first 6 months of actual operations and fund balance.

2011-08-008 **General Fund** X
Transfer to Health Department Activity
Transfer to Child Care Activity
Health Department Fund \$17,207
Transfer in from General Fund
Child Care Fund \$7,170
Transfer in from General Fund

Per letter dated 5-18-11 from State of Michigan, reduce 2011 budgeted cigarette tax revenue to \$9,534. All of this revenue is transferred to the Health Department (12/17) and Juvenile Home (5/17).

2011-08-009 **General Fund** \$37,990
Personnel & Employee Relations Activity

Budget for temporary contractual help for the Finance Department.

ERNIE KRYGIER, CHAIR
 AND COMMITTEE

MOVED BY COMM. Krygier

SUPPORTED BY COMM. Duranczyk

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk	✓			Joe Davis	✓			Tom Ryder	✓		
Brandon Krause	✓			Ernie Krygier	✓			Christopher Rupp	✓		
Vaughn J. Begick	✓			Kim Coonan	✓			Donald J. Tilley	✓		

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: ✓ YEAS 9 NAYS 0 EXCUSED 0

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BAY COUNTY BOARD OF COMMISSIONERS

08/09/11

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (8/2/11)
WHEREAS, The Bay County Clerk's office currently has a microfilm reader/printer that is very old and can't be repaired as parts are no longer available; and
WHEREAS, A used microfilm reader/printer can be purchased for \$1,990 (the cost of a new microfilm reader/printer is \$5,000); Therefore, Be It
RESOLVED That the Bay County Board of Commissioners authorizes the purchase of a used microfilm reader/printer for the County Clerk's office at a cost of \$1,990, monies to come from within the County Clerk's budget; Be It Further
RESOLVED That the Chairman of the Board is authorized to execute any documents, if required, on behalf of Bay County following legal review/approval; Be It Finally
RESOLVED That related budget adjustments, if required, are approved.

ERNIE KRYGIER, CHAIR AND COMMITTEE

County Clerk - Microfilm Reader-Printer

MOVED BY COMM. Krygier

SUPPORTED BY COMM. Krause

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include Michael J. Duranczyk, Brandon Krause, Vaughn J. Begick, Joe Davis, Ernie Krygier, Kim Coonan, Tom Ryder, Christopher Rupp, and Donald J. Tilley.

VOTE TOTALS:

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AMENDED CORRECTED REFERRED

BAY COUNTY BOARD OF COMMISSIONERS

8/9/11

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (7/19/11)
RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies, monies for said positions to come from the respective departmental budgets:

A. Animal Control - Animal Control Officer (ft, \$15.35/hr. entry)

RESOLVED That budget adjustments, if required, are approved.

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

TOM RYDER, CHAIR AND COMMITTEE

Vacancies - August

MOVED BY COMM. Ryder

SUPPORTED BY COMM. Duranczyk

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include Michael J. Duranczyk, Brandon Krause, Vaughn J. Begick, Joe Davis, Ernie Krygler, Kim Coonan, Tom Ryder, Christopher Rupp, and Donald J. Tilley.

VOTE TOTALS:

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VOICE: YEAS 9 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED DEFEATED WITHDRAWN
AMENDED CORRECTED REFERRED

BAY COUNTY BOARD OF COMMISSIONERS

8/9/11

RESOLUTION

BY: HUMAN SERVICES COMMITTEE (6/19/11)
WHEREAS, Northeast Michigan Community Services Agency, Inc. (NEMSCA) provides services to infants, toddlers, and pregnant women eligible for the Early Head Start Program and, in compliance with Head Start Performance Standards and Federal Regulations, arranges for a postpartum health visit in the home by a public health nurse; and
WHEREAS, The Bay County Health Department provides services to infants, toddlers and pregnant women eligible for the Maternal Infant Health Program (MIHP) and, as part of a proposed agreement, provides a MIHP nurse to conduct a postpartum health visit in the home; and
WHEREAS, The Agreement with NEMSCA is up for renewal; and
WHEREAS, There are no financial considerations as the agreement provides funding in the amount of \$85/visit which covers 100% of the actual costs of the visit including wages and benefits, mileage and supplies; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners approves renewal of the Agreement between Northeast Michigan Community Services Agency, Inc. (NEMSCA) Early Head Start and Bay County (Health Department) and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County following legal review/approval; Be It Further
RESOLVED That budget adjustments, if required, are approved.

MICHAEL J. DURANCZYK, CHAIR AND COMMITTEE

Health Dept - NEMSCA Agt
MOVED BY COMM. Duranczyk

SUPPORTED BY COMM. Krause

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include Michael J. Duranczyk, Brandon Krause, Vaughn J. Begick, Joe Davis, Ernie Krygler, Kim Coonan, Tom Ryder, Christopher Rupp, and Donald J. Tilley.

VOTE TOTALS:
ROLL CALL: YEAS NAYS EXCUSED
VOICE: YEAS 9 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED DEFEATED WITHDRAWN
AMENDED CORRECTED REFERRED

-10-

BAY COUNTY BOARD OF COMMISSIONERS

08/09/11

RESOLUTION

BY: HUMAN SERVICES COMMITTEE (7/19/11)

WHEREAS, The U. S. Department of Housing and Urban Development (HUD) has requested corrective actions resulting from the independent audit of the Housing Department for FY ended 12/31/2008 and FY ended 12/31/2009; and

WHEREAS, Internal control procedures have been formulated to comply with the requirements by HUD; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Bay County Housing Department Internal Control Procedures attached.

MICHAEL J. DURANCZYK, CHAIR
AND COMMITTEE

Housing (CRA) - Internal Control Procedures

MOVED BY COMM. Duranczyk

SUPPORTED BY COMM. Begick

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk	✓			Joe Davis	✓			Tom Ryder	✓		
Brandon Krause	✓			Ernie Krygler	✓			Christopher Rupp	✓		
Vaughn J. Begick	✓			Klm Coonan	✓			Donald J. Tilley	✓		

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: ✓ YEAS 9 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY HOUSING DEPARTMENT

INTERNAL CONTROL PROCEDURES

Annual/Interim Certification Process:

RE: Extended absences by Clerk or Director

The Admissions and Occupancy Clerk is responsible for completing the annual/interim (re)-certifications of the residents at Center Ridge Arms. Upon completion, the Director will review for accuracy and timeliness. In the event, the Clerk is not available; the (re)-certification responsibility will fall to the Director with review conducted by a knowledgeable staff person from the Bay City Housing Commission. Conversely, if the Director is unavailable the Clerk will request review by the Bay City Housing Commission.

Draw downs in E-LOCCS:

A separate file will be kept in the Director's office for each Capital Fund that is open. After each check run, any expenditures for Capital Fund approved work activities shall be drawn down from E-LOCCS and released within 3 days of the draw. The draw down voucher shall be attached to the corresponding Capital Fund folder. A "cap fund" log shall be attached to the folder noting date and number of check, date of draw down, date check mailed, category, description, amount, balance in fund and whether the project has been completed.

BAY COUNTY BOARD OF COMMISSIONERS

08/09/11

RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS

WHEREAS, Over the years, many dedicated and devoted individuals have served government in various capacities representing the citizens of Bay County and one of these individuals is **TOM TOBER** who has served as the Pinconning Police Chief since 1998; and

WHEREAS, With his recent retirement, the Bay County Board of Commissioners and the Bay County Executive are extremely proud to recognize the outstanding career of **TOM TOBER** as the Pinconning Police Chief; and

WHEREAS, **TOM TOBER's** career in law enforcement began with the Bay City Police Department where he retired as a sergeant and field supervisor after 28½ years of service; and

WHEREAS, **TOM TOBER** served as a member of the Bay City Police Department dive team for 13 years diving in the Saginaw River and assisted the Bay County Sheriff Department dive team in the Saginaw Bay when called upon; and

WHEREAS, Service to and the safety of the residents of the City of Pinconning, as well as visitors to the community, were crucial to **TOM TOBER**; and

WHEREAS, **TOM TOBER**, as Police Chief, devoted himself to working with the students at the high school and in alternative ed and derived great satisfaction in knowing this had a positive impact; and

WHEREAS, During his tenure, **TOM TOBER** worked tirelessly to improve and upgrade the Pinconning Police Department; and

WHEREAS, The leadership, commitment and dedication shown by **TOM TOBER** during his years with the Pinconning Police Department and as its Chief has contributed to the excellent quality-of-living standard in the City of Pinconning and in Bay County; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners and the Bay County Executive take this opportunity to express their heartfelt appreciation to **TOM TOBER** for his years as the Pinconning Police Chief and for his community service and recognize his contribution to the success and growth of the City of Pinconning; Be It Further

RESOLVED That the Bay County Board of Commissioners and Bay County Executive extend their best wishes to **TOM TOBER** for a long, healthy and fulfilling retirement.

DONALD J. TILLEY, CHAIRMAN
AND BOARD

Sponsored by Commissioner Michael J. Duranczyk

MOVED BY COMM. Duranczyk

SUPPORTED BY COMM. Krygier

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk	✓			Joe Davis	✓			Tom Ryder	✓		
Brandon Krause	✓			Ernie Krygier	✓			Christopher Rupp	✓		
Vaughn J. Beglck	✓			Kim Coonan	✓			Donald J. Tilley	✓		

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: ✓ YEAS 9 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED ✓ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

-14-

BAY COUNTY BOARD OF COMMISSIONERS

8/9/11

RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS

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

Accounts Payable:

7/13/11	\$1,268,415.46
7/20/11	\$400,130.13
7/27/11	\$353,414.20
8/3/11	\$430,090.80

B.A.Y.A.N.E.T.:

6/1/11 - 6/30/11	
Payroll	\$16,292.53
Accounts Payable	\$28,887.41

Center Ridge Arms-Payables:

8/3/11	\$46,879.74
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DONALD J. TILLEY, CHAIR
BAY COUNTY BOARD OF COMMISSIONERS

Payables - August Bd Mtg

MOVED BY COMM. Coonan

SUPPORTED BY COMM. Rupp

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk	✓			Joe Davis	✓			Tom Ryder	✓		
Brandon Krause	✓			Ernie Krygier	✓			Christopher Rupp	✓		
Vaughn J. Begick	✓			Kim Coonan	✓			Donald J. Tilley	✓		

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: ✓ YEAS 9 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED ✓ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY BOARD OF COMMISSIONERS

08/09/2011

RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS (7/12/11)

RESOLVED By the Bay County Board of Commissioners that the reports of the County Executive, listed below and attached, are received:

Employment Status Report: July 2011

Workers' Compensation Report: July 2011

DONALD J. TILLEY, CHAIR
AND BOARD

County Executive - Status Reports

MOVED BY COMM. Coonan

SUPPORTED BY COMM. Krause

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk	✓			Joe Davls	✓			Tom Ryder	✓		
Brandon Krause	✓			Ernie Krygler	✓			Christopher Rupp	✓		
Vaughn J. Begick	✓			Kim Coonan	✓			Donald J. Tilley	✓		

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: ✓ YEAS 9 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED ✓ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____

CHANGES IN EMPLOYMENT STATUS
July, 2011

EMPLOYEE NAME	DEPARTMENT/FUNDING	DATE
<u>NEW HIRE/APPOINTMENT</u> (Regular status)		
Jason Holsapple Road Patrol Deputy	Road Patrol Deputy General fund	7/24/2011
Phyllis Otto Part-time Lab Technician	Health Department/Lab Health funds	7/18/2011
<u>NEW HIRE</u> (Temporary/Grant-funded status)		
Jeanette Bateman P.T. Staff Accountant	Homeland Security	7/18/2011
<u>Mosquito Control:</u>		
Nathan LeCronier	Seasonal Control Technician	7/05/2011
Paige Ayotte	Seasonal Control Technician	7/05/2011
<u>Community Center Pool:</u>		
Brandon Russell	Lifeguard	7/01/2011
<u>Summer Recreation Program:</u>		
Taylor Scholz	Program Assistant	7/05/2011
<u>SEPARATIONS:</u>		
Patricia McIver Support Modification Specialist	Friend of the Court	6/22/2011
<u>RETURN:</u>		
Gloria Wheeler Temp. Typist Clerk	Clerk's office	7/01/2011

WORKERS' COMPENSATION REPORT
July, 2011

EMPLOYEE NAME	DEPARTMENT	DATE OF INJURY	REASON FOR PAYMENT
Jake Alvesteffer	Mosquito Control	6/22/2011	Medical Only
Margaret Brown	Health Department	05/19/2006	Legal Only
Ryan Christie	Sheriff Department	05/27/2007	Medical Only
Austin Irish	Mosquito Control	7/06/2011	Medical Only
Shirley Lijewski	Sheriff Department	06/13/2010	Medical & Indemnity
Harry Steger	Building and Grounds	7/18/2011	Medical Only
Jill Torres	Building and Grounds	04/03/2003	Medical & Indemnity

Note: Employees appear on this report if there has been a payment during the month from the self-insurance fund for a work related injury. A name appearing on this report does not necessarily mean the employee is off work. Oftentimes, medical bills are received a month or two after the date of injury.

Submitted by: Danean Wright/Bay County Finance Dept.

Dated: August 3, 2011

BAY COUNTY BOARD OF COMMISSIONERS

08/09/11

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (8/2/11)

WHEREAS, The Bay County Sheriff's Office Marine Division patrol boat 494 has a motor in need of replacement as soon as possible; and

WHEREAS, The Michigan Department of Natural Resources Marine Safety Program has agreed to a 75%-25% match for funding the replacement motor; and

WHEREAS, The cost of the new motor is \$13,600 and Bay County's match would be \$3,400; and

WHEREAS, As there are no monies budgeted for this unexpected expense within the Marine Division budget, an appropriation is required; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners allocates \$3,400 from Fund Balance to the Marine Division budget for the purchase of a required replacement motor; Be It Further

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

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Sheriff - Marine Division - Boat Motor Replacement

MOVED BY COMM. Krygier

SUPPORTED BY COMM. Krause

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk	✓			Joe Davis	✓			Tom Ryder	✓		
Brandon Krause	✓			Ernie Krygier	✓			Christopher Rupp	✓		
Vaughn J. Begick	✓			Klm Coonan	✓			Donald J. Tilley	✓		

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: ✓ YEAS 9 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY BOARD OF COMMISSIONERS

08/09/11

RESOLUTION

BY: COMMISSIONER MICHAEL J. DURANCZYK, 1ST DISTRICT
 WHEREAS, On November 10, 2009 the Bay County Board of Commissioners adopted resolution no. 2009-231 authorizing the sale of County property located on Kaiser Street in Pinconning to Bay Human Services, however, that sale fell through because the non-profit could not obtain suitable financing and the sales agreement was voided; and
 WHEREAS, An offer to purchase has been made by John Kowalczyk and Larry Revord for \$30,000 in cash; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners approves the sale of 223 Kaiser Street for \$30,000 in cash to John Kowalczyk and Larry Revord upon the County's delivery of a warranty deed conveying marketable title and fulfilling all other provisions of the sales contract to be provided by the County. This sale is contingent upon Buyer's inspection of premises at Buyer's expense and the Buyer's acceptance of property "as is". The Buyer is to provide a \$500 deposit with closing fees shared equally by the Buyer and Seller; Be It Further
 RESOLVED That the Chairman of the Board is authorized to execute the warranty deed 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.

MICHAEL J. DURANCZYK, CHAIR
 AND COMMITTEE

Kaiser Street Property Sale

MOVED BY COMM. Krygier
 SUPPORTED BY COMM. Duranczyk

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk	✓			Joe Davis	✓			Tom Ryder	✓		
Brandon Krause	✓			Ernie Krygier	✓			Christopher Rupp	✓		
Vaughn J. Beglick	✓			Kim Coonan	✓			Donald J. Tilley	✓		

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: ✓ YEAS 9 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED ✓ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY BOARD OF COMMISSIONERS

MEETING DATE: AUGUST 9, 2011

MOTION SPONSORED BY: COMM. RYDER

MOTION SUPPORTED BY: COMM. KRYGIER

MOTION NO.: 79

TO APPROVE THE REGULAR BOARD SESSION MINUTES OF
JULY 12, 2011.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk	X			Joe Davis	X			Tom Ryder	X		
Brandon Krause	X			Ernie Krygier	X			Christopher Rupp	X		
Vaughn J. Beglick	X			Kim Coonan	X			Donald J. Tilley	X		

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: **XX** YEAS 9 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED XX DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY BOARD OF COMMISSIONERS

MEETING DATE: AUGUST 9, 2011

MOTION SPONSORED BY: COMM. DURANCZYK

MOTION SUPPORTED BY: COMM. KRYGIER

MOTION NO.: 80

TO ADJOURN THE REGULAR BOARD SESSION MEETING
OF AUGUST 9, 2011 AT 4:15 P.M.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk	X			Joe Davis	X			Tom Ryder	X		
Brandon Krause	X			Ernie Krygier	X			Christopher Rupp	X		
Vaughn J. Begick	X			Kim Coonan	X			Donald J. Tilley	X		

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: **XX** YEAS 9 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED XX DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____