

**BAY COUNTY BOARD OF COMMISSIONERS
SPECIAL MEETING AGENDA**

Tuesday, August 5, 2025 – 4:15 PM
(or immediately following the Committee of the Whole Meeting)

Commission Chambers, Fourth Floor, Bay County Building

PAGE NO.

I. CALL TO ORDER (CHAIRMAN BANASZAK)

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. MINUTES

VI. AGENDA APPROVAL

VII. CITIZEN INPUT

VIII. PETITIONS AND COMMUNICATIONS

IX. REPORTS/RESOLUTIONS OF COMMITTEES

A. COMMITTEE OF THE WHOLE – August 5, 2025 (Jerome Crete, Chair; Kathy Niemiec, Vice Chair)

- | | |
|-----|--|
| 1 | 1. No. 2025-144 - Ratified Collective Bargaining Agreements - TPOAM – DISTRICT COURT, USW PROBATE – PROBATE COURT, POLC – CENTRAL DISPATCH, and USW – FT (Personnel) |
| 2 | 2. No. 2025-145 - Part-Time Custodian Position for Canteen (Personnel/Recreation & Facilities) |
| 3 | 3. No. 2025-146 - Bay County Community Center Pool Project Financing (Recreation & Facilities) |
| 4 | 4. No. 2025-147 - Annual Review/Adjustment Fund Balance — Budget Stabilization, Fiscal Year Ending December 31, 2024 (Finance) |
| 5-6 | 5. No. 2025-148 - Staffing Change from Purchasing Agent II to Entry Level Accountant (Finance) |

6. No. 2025-149 - Payables – General**X. REPORTS OF COUNTY OFFICIALS/DEPARTMENTS****A. County Executive****XI. COMMISSIONER COMMENTS****XII. UNFINISHED BUSINESS****XIII. NEW BUSINESS****XIV. PUBLIC INPUT****XV. MISCELLANEOUS****XVI. ANNOUNCEMENTS****A. 2025 APPOINTMENTS****1. October**

- a. Board of Canvassers (Two, 4-year terms expiring: J. Armbruster (Republican); P. Santos (Democrat) (Appointments made from lists submitted by the major political parties)
- b. Bay County Department of Human Services (One, At-Large, 3-year term expiring: B. Benchley)
- c. Land Bank Authority (One Township Representative, 3-year term expiring: G. Rowley)

2. November

- a. Bay County Building Authority (Two, 6-year terms expiring: C. Lutz, T. Brady)

3. December

- a. Department on Aging Advisory Committee (Four, 2-year terms expiring: Districts 1,3,5 & 7)
- b. Bay County Veteran Affairs Committee (Two, 4-year term: V. Begick, T. Stewart)

XVII. CLOSED SESSION (WHEN REQUIRED)**XVIII. RECESS/ADJOURNMENT**

PLEASE NOTE THE CHANGE: The Board Chair has requested that any Elected Official or Department/Division Head placing an item on the agenda be present or have a representative present to speak to their request and answer any questions posed by Committee members. Attending the Full Board meeting is unnecessary if the request is approved unanimously at the Committee meeting, unless otherwise directed.

Participants planning to attend via Zoom must contact Nick Paige before the meeting at paigen@baycountymi.gov.

Join Zoom Meeting

<https://us02web.zoom.us/j/81694266170>

Meeting ID: 816 9426 6170

Passcode: 547697

One tap mobile

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+19292056099,,81694266170#,,,,*547697# US (New York)

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 to individuals with disabilities 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:

Amber Davis-Johnson, ADA Coordinator
Corporation Counsel
515 Center Avenue
Fourth Floor, Bay County Building
Bay City, MI 48708
989-895-4130

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 5, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/5/2025)

WHEREAS, Bay County has twelve (12) active bargaining units; and

WHEREAS, In early May 2025, the employer submitted formal requests to each of these bargaining units to open contract negotiations; and

WHEREAS, The following units have ratified their agreement after the full board meeting in July 2025 in accordance with the provisions reviewed in closed session:

- TPOAM – DISTRICT COURT
- USW PROBATE – PROBATE COURT
- POLC – CENTRAL DISPATCH
- USW- FT

RESOLVED That the Bay County Board of Commissioners approves the Collective Bargaining Agreements listed above and authorizes the Chairman of the Board to execute said Collective Bargaining Agreements and to approve all necessary budget adjustments required for implementation; Be It Finally

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

JEROME CRETE, CHAIR
AND COMMITTEE

Personnel – Ratified Collective Bargaining Agreements 2025

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|------------------|---|---|---|---------------------|---|---|---|--------------|---|---|---|
| KATHY NIEMIEC | | | | LARRY BESON | | | | JEROME CRETE | | | |
| TIM BANASZAK | | | | CHRISTOPHER T. RUPP | | | | | | | |
| VAUGHN J. BEGICK | | | | JESSE DOCKETT | | | | | | | |

VOTE TOTALS:

ROLL CALL: YEAS____ NAYS____ EXCUSED____

VOICE: YEAS____ NAYS____ EXCUSED____

DISPOSITION: ADOPTED____ DEFEATED____ WITHDRAWN____

AMENDED____ CORRECTED____ REFERRED____ NO ACTION TAKEN____

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 5, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/5/2025)

WHEREAS, The Bay County Director of Recreation & Facilities has submitted a request to reestablish a part-time custodian position, not to exceed 250 hours annually, to serve the Bay County Canteen facility; and

WHEREAS, Custodial services at the Canteen were previously included in the custodial position at the Juvenile Home, but were eliminated when that position was restructured; and

WHEREAS, Since that time, the necessary custodial duties at the Canteen have been fulfilled by Region VII workers under the Title 5 Senior Service Employment Program; and

WHEREAS, Bay County has been notified that the Region VII Title 5 program has been terminated in the Federal budget, with employment ending effective August 31, 2025; and

WHEREAS, \$3,500 is budgeted in the Bay County Fairgrounds budget for 2025 for part-time employment and requires no additional funding; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the positing and filling of a part-time custodian position for up to 250 hours per year at the Bay County Canteen; Be It Finally

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

JEROME CRETE, CHAIR
AND COMMITTEE

Personnel/Recreation & Facilities – Part-Time Custodian Position for Canteen

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|------------------|---|---|---|---------------------|---|---|---|--------------|---|---|---|
| KATHY NIEMIEC | | | | LARRY BESON | | | | JEROME CRETE | | | |
| TIM BANASZAK | | | | CHRISTOPHER T. RUPP | | | | | | | |
| VAUGHN J. BEGICK | | | | JESSE DOCKETT | | | | | | | |

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ROLL CALL: YEAS____ NAYS____ EXCUSED____

VOICE: YEAS____ NAYS____ EXCUSED____

DISPOSITION: ADOPTED____ DEFEATED____ WITHDRAWN____

AMENDED____ CORRECTED____ REFERRED____ NO ACTION TAKEN____

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 5, 2025

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (8/5/2025)
- WHEREAS,** In 2024, Bay County voters approved a 20-year pool millage dedicated to the construction and operation of the Bay County Community Center Pool; and
- WHEREAS,** To ensure the facility is built and opened to the public as quickly as possible, project financing is required through the issuance of bonds, which will be supported by the approved pool millage funds; and
- WHEREAS,** Bay County Administration seeks authorization to enter into agreements with Bendzinski & Co. Municipal Finance Advisors to serve as the Registered Municipal Advisor for \$30,000. Additionally, it is requested to enter into an agreement with Dickinson Wright to serve as Bond Counsel for \$35,000. Bay County has a strong and successful relationship with these two companies for bonding projects; and
- WHEREAS,** Budgeted dollars exist in the millage fund to cover this required expense, or it can be absorbed into the bond cost, whichever is most beneficial to Bay County; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners authorizes Bay County Administration to enter into an Agreement with Bendzinski & Co. Municipal Finance Advisors and authorizes Bay County Corporation Counsel to retain Dickinson Wright as Bond Counsel pursuant to Civil Counsel Guidelines, for the issuance of bonds to fund the Bay County Community Center Pool Project; Be It Further
- RESOLVED** That sufficient budgeted funds exist in the millage fund to cover the associated expenses, or alternatively, the costs may be incorporated into the bond issuance, depending on which option is most financially advantageous to Bay County; Be It Finally
- RESOLVED** That the Chairman of the Board is authorized to execute any and all necessary documents and agreements and approve any related budget adjustments required to facilitate this project.

**JEROME CRETE, CHAIR
AND COMMITTEE**

Recreation & Facilities -Bay County Community Center Pool Project Financing

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|------------------|---|---|---|---------------------|---|---|---|--------------|---|---|---|
| KATHY NIEMIEC | | | | LARRY BESON | | | | JEROME CRETE | | | |
| TIM BANASZAK | | | | CHRISTOPHER T. RUPP | | | | | | | |
| VAUGHN J. BEGICK | | | | JESSE DOCKETT | | | | | | | |

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AMENDED___ CORRECTED___ REFERRED___ NO ACTION TAKEN___

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 5, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/5/2025)

WHEREAS, To provide an annual review/adjustment to the General Fund's committed fund balance for the Budget Stabilization arrangement. Per County Ordinance No. 28, recommended to be amended September 10, 2024, and states the fund will not exceed 15% of Bay County's most recent General Fund budget or 15% of the average of Bay County's five most recent General Fund budgets, whichever is less; and

WHEREAS, Per Bay County Ordinance No. 28, Section 3.002 Appropriations to the Fund states, "Each fiscal year the County Commission may appropriate by a resolution adopted by two-thirds of its members elected and serving, all or part of the surplus in the General Fund resulting from an excess of revenues in comparison to expenses, to the Budget Stabilization Agreement."; and

WHEREAS, For the Fiscal Year Ending December 31, 2024, Bay County ended the year with a General Fund surplus of revenue over expenditures of \$896,033.45. The current balance in the budget stabilization arrangement is \$7,344,396.88, which is 17.25% of the average of Bay County's five most recent General Fund budget average of \$42,568,749; and

WHEREAS, The amount of money reserved in the Budget Stabilization Fund will not exceed fifteen percent (15%) funding levels in future years. Bay County will treat this overpayment of 2.25% as a prepayment for future years; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves no change to Bay County's General Fund's committed fund balance — Budget Stabilization arrangement from the unassigned fund balance account.

**JEROME CRETE, CHAIR
AND COMMITTEE**

Finance - Annual Review/Adjustment Fund Balance — Budget Stabilization, Fiscal Year Ending December 31, 2024

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|------------------|---|---|---|---------------------|---|---|---|--------------|---|---|---|
| KATHY NIEMIEC | | | | LARRY BESON | | | | JEROME CRETE | | | |
| TIM BANASZAK | | | | CHRISTOPHER T. RUPP | | | | | | | |
| VAUGHN J. BEGICK | | | | JESSE DOCKETT | | | | | | | |

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AMENDED____ CORRECTED____ REFERRED____ NO ACTION TAKEN____

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 5, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/5/2025)

WHEREAS, The Bay County Finance Officer is seeking approval to relocate the unfilled Purchasing Agent II position to an Entry Level Accountant position; and

WHEREAS, The Purchasing Agent II position was established as a hybrid role to assist the Information Systems department with IT purchases and to provide support to the Purchasing Agent I when necessary; and

WHEREAS, The responsibilities of the role included managing procurement processes, reviewing and processing purchase requisitions, and assisting departments with their purchasing needs. However, the Purchasing Agent I has effectively managed these duties without additional support; and

WHEREAS, The current workload and future projections for the Finance Department indicate a growing need for accounting support. An Entry Level Accountant would be instrumental in managing financial records, preparing reports, and ensuring compliance with accounting standards; and

WHEREAS, In recent years, the accounting team has taken on more responsibilities, including Governmental Accounting Standards Board (GASB) compliance, managing the Opioid Settlement, handling grants for multiple departments, overseeing the American Rescue Plan Act (ARPA) funds, and other tasks involving monthly reporting, budget management, and project updates; and

WHEREAS, The responsibilities of the Purchasing Agent II can be redistributed among existing staff. The Purchasing Agent I has demonstrated the ability to handle the workload efficiently. This change will streamline operations and result in cost savings for the department; and

WHEREAS, Adding an Entry Level Accountant will enhance our financial oversight capabilities, enabling more accurate and timely financial reporting. This will support better decision-making and fiscal responsibility; and

WHEREAS, The new position aims to initiate a succession plan within the Finance Department. This will allow the individual to advance to higher accounting positions as they become available, maintaining balanced workloads while planning for future succession; and

WHEREAS, The current Purchasing Agent II position is classified as PB05 with an annual starting salary of \$47,112, progressing to \$53,726.40 at step 5. The Entry Level Accountant position will be classified as PB06 with an annual starting salary of \$51,623.20, progressing to \$59,238.40 at step 5. Therefore, there is only a slight increase in wages when comparing the two positions. No additional General Funds are required; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the reallocation of the unfilled Purchasing Agent II position to an Entry Level Accountant position within the Bay County Finance Department and authorizes posting and hiring of said position; Be It Finally

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

JEROME CRETE, CHAIR
AND COMMITTEE

Finance - Staffing Change – Purchasing Agent II to Entry Level Accountant

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|------------------|---|---|---|---------------------|---|---|---|--------------|---|---|---|
| KATHY NIEMIEC | | | | LARRY BESON | | | | JEROME CRETE | | | |
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BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 5, 2025

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/5/2025)
RESOLVED That the Bay County Board of Commissioners hereby approves the claims against the County as follows:

| | | |
|-------------------|-----------|----------------|
| ACCOUNTS PAYABLE: | 7/16/2025 | \$211,126.21 |
| | 7/23/2025 | \$1,238,399.27 |
| | 7/30/2025 | \$1,250,164.96 |

JEROME CRETE, CHAIR
AND COMMITTEE

Payables

MOVED BY COMM. _____
SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|------------------|---|---|---|---------------------|---|---|---|--------------|---|---|---|
| KATHY NIEMIEC | | | | LARRY BESON | | | | JEROME CRETE | | | |
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