

**WAYS AND MEANS PERSONNEL/HUMAN SERVICES
COMMITTEE OF THE WHOLE
AGENDA**

TUESDAY, AUGUST 5, 2025

4:00 PM

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

I. CALL TO ORDER (COMMITTEE CHAIR CRETE)

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. CHANGES TO AGENDA

V. APPROVAL OF AGENDA

20-22 VI. MINUTES (6/3/2025)

VII. PUBLIC INPUT

VIII. PETITIONS AND COMMUNICATIONS

A. (4:00 P.M.) Bay County Marine Patrol Update Presented by Scott Carmona (Receive)

B. Personnel Director:

1-2 1. Ratified Collective Bargaining Agreements (Seeking Board approval of Collective Bargaining Agreements for TPOAM – DISTRICT COURT, USW PROBATE – PROBATE COURT, POLC – CENTRAL DISPATCH, and USW - FT; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)

3-4 2. Recreation & Facilities: Part-Time Custodian Position for Canteen (Seeking Board approval to post and fill part-time custodian position for up to 250 hours per year at the Bay County Canteen; approval of required budget adjustment – proposed resolution attached)

5-6 C. Recreation & Facilities Director: Bay County Community Center Pool Project Financing (Seeking Board authorization for Bay County Administration to enter into an Agreement with Bendzinski & Co. Municipal Finance Advisor; Authorization for 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; approval

for 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; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)

D. Finance:

- | | |
|--------------|--|
| 7 | 1. Analysis of General Fund Equity 2025 (Receive) |
| 8 | 2. Update Regarding Executive Directive #2007-11 (Receive) |
| 9-11 | 3. Annual Review/Adjustment Fund Balance — Budget Stabilization, Fiscal Year Ending December 31, 2024 (Seeking Board approval for no change to Bay County's General Fund's committed fund balance — Budget Stabilization arrangement from the unassigned fund balance account – proposed resolution attached) |
| 12-15 | 4. Staffing Change from Purchasing Agent II to Entry Level Accountant (Seeking Board approval to reallocate the unfilled Purchasing Agent II position to an Entry Level Accountant position; authorization to post and fill position; approval of required budget adjustments – proposed resolution attached) |
| 16 | E. Payables – General (Proposed resolution attached) |
| 17-19 | F. Office of Assigned Counsel – June Report (Receive) |

IX. REFERRALS

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

XII. CLOSED SESSION: Pursuant to MCL 15.268(1)(e) the Treasurer requests a closed session regarding the 2013-2020 excess claims proceeds process connected to MCL 211.78t related to the ongoing litigation settlement discussions in Fox v. Isabella County, et al.

XIII. MISCELLANEOUS

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT

PLEASE NOTE THE CHANGE: The Committee 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.**

If any participants plan to be present via Zoom, please contact Nick Paige prior to the meeting (paigen@baycountymi.gov).

Join Zoom Meeting

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

Meeting ID: 816 9426 6170

Passcode: 547697

One tap mobile

+13126266799,,81694266170#,,,,*547697# US (Chicago)

+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
PERSONNEL & EMPLOYEE RELATIONS**

James A. Barcia
County Executive

Tiffany Jerry
Director
jerryt@baycountymi.gov

To: Tim Banaszak, Chair, Board of Commissioners

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: July 31, 2025

RE: BOC – Ratification of Collective Bargaining Agreements

Please consider the following for the agenda.

Background

The County has 12 active bargaining units and the request to open negotiations was sent by the employer to each unit at the beginning of May.

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

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

This leaves five units that are still in the process of negotiating a successor contract.

Recommendation

Please authorize the Board Chairperson to sign the agreements and approve budget adjustments necessary for implementation of the ratified collective bargaining.

Thank you for your consideration.

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
PERSONNEL DEPARTMENT**

James A. Barcia
County Executive

Tiffany Jerry
Director
jerryt@baycountymi.gov

To: Jerome Crete, Committee of the Whole

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: July 24, 2025

Re: Committee of the Whole Agenda

A handwritten signature in black ink, appearing to be "TJ", enclosed within a circular scribble.

Please consider the following items for the agenda of your committee meeting scheduled for August 5, 2025.

Request: (New Position)

Cristen Gignac has submitted a request for a part-time up to 250 hours a year custodian position to work at the Canteen.

Background:

A few years ago, up to 250 hours of custodial work at the Canteen was tacked onto a custodial position at the Juvenile Home. When the Juvenile Home custodian position was posted to be re-filled, years ago, canteen custodial work was eliminated from the job duties because it just didn't make sense to combine those jobs any longer. At the time, the work was absorbed by Region VII workers at our jobsite. Bay County was notified that the Regional VII Title 5 Senior Service Employment Program was terminated in the Federal budget and their employment is finished as of July 31, 2025. This position will need to be filled

Finance/Economics:

\$3,500 is budgeted in the Fairgrounds budget for 2025 for part-time employment and therefore no additional dollars are needed this year.

Recommendation:

It is recommended that the Board approve the posting and filling of this position. Budget adjustment as necessary.

Thank you for your consideration and approval of any necessary budget adjustments related to the aforementioned requests. If you have any questions or concerns, please feel free to contact me.

CC: Jim Barcia
Amber Davis-Johnson
Scott Trepkowski
Kim Priessnitz
Juliet Nicholls

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							

VOTE TOTALS:

ROLL CALL: YEAS____ NAYS____ EXCUSED____

VOICE: YEAS____ NAYS____ EXCUSED____

DISPOSITION: ADOPTED____ DEFEATED____ WITHDRAWN____

AMENDED____ CORRECTED____ REFERRED____ NO ACTION TAKEN____

RECREATION & FACILITIES

CRISTEN GIGNAC, DIRECTOR
gignacc@baycountymi.gov

Jon Morse, Buildings & Grounds Supervisor
morsej@baycountymi.gov

Brad Moses, Civic Arena Manager
mosesb@baycountymi.gov

Daniel Neering, Recreation Manager
neeringd@baycountymi.gov

Juliet Nicholls, Community Center Manager
nichollsj@baycountymi.gov

Dan Tomczak, Pinconning Park Manager
tomczakd@baycountymi.gov



BAY COUNTY

JAMES A. BARCIA
County Executive

Tel: (989) 895-4132
Fax: (989) 895-2094

To: Jerry Crete, Chairman of the Committee of the Whole
From: Cristen Gignac, Director of Recreation & Facilities
Date: July 24, 2025
Subject: Pool Financing

Request: To authorize Bay County administration to proceed with the steps necessary to prepare for the issuance of bonds to fund the Community Center Pool project. This would include entering into agreements with Municipal Finance Advisors and Bond Counsel for this project.

Background: The pool millage passed in 2024 for a period of 20 years for construction and operation of the Bay County Pool. To build and open to the public as soon as possible, financing this project is required through the issuance of bonds. These bonds will be supported by the pool millage funds. Bay County is requesting authorization to enter into agreements with Bendzinski & Co. Municipal Finance Advisors to serve as the Registered Municipal Advisor for \$30,000. Additionally, Bay County is requesting 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.

Economics: 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 the County.

Recommendation: It is recommended that the Board authorize the County to enter into an Agreement with Bendzinski & Co. Municipal Finance Advisor and for Corporation Counsel to retain Dickinson Wright as Bond Counsel pursuant to Civil Counsel Guidelines and that the Board authorize the chairman to sign any agreements related to this project as well as any budget adjustments necessary and/or required.

cc: Jim Barcia, Finance, Corporation Counsel

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							

VOTE TOTALS:**ROLL CALL:** YEAS____ NAYS____ EXCUSED____**VOICE:** YEAS____ NAYS____ EXCUSED____**DISPOSITION:** ADOPTED____ DEFEATED____ WITHDRAWN____

AMENDED____ CORRECTED____ REFERRED____ NO ACTION TAKEN____

Description	Journal Number	2025
		Fund Balance
Audited Unassigned Fund Balance or (Deficit) 12/31/2024		\$11,643,821
Previous years Assigned Fund Balance for P.O.'s*		\$606,485
Assigned Fund Balance for designation to balance 2025 budget		\$3,296,139
Unaudited Unassigned & Assigned Fund Balance or (Deficit) at 12/31/2024		<u>\$15,546,445</u>
2025 Budgeted Surplus / (Deficit)		<u>(\$3,296,139)</u>
BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH JULY 2025		
Budget for open 2024 P.O.'s rolled over into the year 2025. BOC approved per Resolution 2024-180 & Amended Motion 2024-105.*	25-03-111	-451,861
Budget for second open 2024 P.O.'s rolled over into the year 2025. BOC approved per Resolution 2024-180 & Amended Motion 2024-105.*	25-03-290	-121,742
Budget for second open 2024 P.O.'s rolled over into the year 2025. BOC approved per Resolution 2024-180 & Amended Motion 2024-105.*	25-05-230	-32,882
Budget for General Fund to pay back the forclosure's excess proceeds to the claimant. BOC approved per Resolution 2025-112	25-05-231	-470,058
JULY 23, 2025		<u>-1,076,543</u>
Unaudited Estimated Unassigned Fund Balance or (Deficit) 07/23/2025		<u>\$11,173,763</u>



**BAY COUNTY
FINANCE DEPARTMENT**

James A. Barcia
County Executive


Scott Trepkowski
Finance Officer
trepkowskis@baycountymi.gov

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycountymi.gov

Nicole Putt
Purchasing
puttn@baycountymi.gov

Julie A. O'Malley
Information Systems Manager
omalleyj@baycountymi.gov

TO: Jerome Crete, Chairperson
Committee of the Whole

FROM: Scott Trepkowski, Finance Officer 

DATE: July 23, 2025

RE: Executive Directive #2007-011

REQUEST:

Please place this memo on August 5, 2025, Committee of the Whole Agenda for your committee's information.

BACKGROUND:

On July 9, 2025, an email 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:

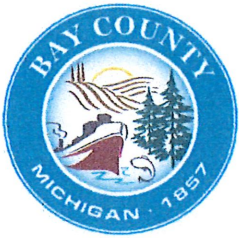
As of the date of this communication, the following are the updates to the previous correspondence:

- A. The federal/state grantor agencies that have responded to department's requests indicate that funding levels for the federal/state grants with regard to fiscal year 2024 and/or 2025 appear to have no changes.

RECOMMENDATION:

To receive.

cc: Jim Barcia, County Executive
Kim Priessnitz, Assistant Finance Officer



**BAY COUNTY
FINANCE DEPARTMENT**

James A. Barcia
County Executive

Scott E. Trepkowski
Finance Officer
trepkowskis@baycountymi.gov

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycountymi.gov

Nicole Putt
Purchasing
Puttn@baycountymi.gov

Julie A. O'Malley
Information Systems Manager
omalleyj@baycountymi.gov

TO: Jerome Crete, Chairperson
Committee of the Whole

FROM: Scott Trepkowski, Finance Officer

DATE: July 23, 2025

RE: Annual Review/Adjustment Fund Balance – Budget Stabilization, Fiscal Year
Ending December 31, 2024

REQUEST:

To provide annual review/adjustment to 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 the County's most recent General Fund budget or 15% of the average of the County's five most recent General Fund budgets, whichever is less.

BACKGROUND:

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."

ECONOMICS:

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 the County's five most recent General Fund budget average of \$42,568,749.

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.

RECOMMENDATION:

Request the Board approved no change to General Fund's committed fund balance – Budget Stabilization arrangement from the unassigned fund balance account.

cc: Jim Barcia, County Executive
Kim Priessnitz, Assistant Finance Officer
Amber Johnson, Corporation Counsel
Julie LaPrairie, Staff Accountant

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							

VOTE TOTALS:

ROLL CALL: YEAS____ NAYS____ EXCUSED____

VOICE: YEAS____ NAYS____ EXCUSED____

DISPOSITION: ADOPTED____ DEFEATED____ WITHDRAWN____

AMENDED____ CORRECTED____ REFERRED____ NO ACTION TAKEN____



BAY COUNTY FINANCE DEPARTMENT

James A. Barcia
County Executive

Scott E. Trepkowski
Finance Officer
trepkowskis@baycountymi.gov

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycountymi.gov

Nicole Putt
Purchasing
puttn@baycountymi.gov

Julie A. O'Malley
Information Systems Manager
omalleyj@baycountymi.gov

TO: Jerome Crete, Chairperson

Ways and Means Committee

FROM: Scott Trepkowski, Finance Officer

DATE: July 28, 2025

RE: Reallocation of Vacant Purchasing Agent II Position

REQUEST:

I am writing to propose a reallocation of resources within the Finance Department. Specifically, I recommend the removal of the Purchasing Agent II position and the addition of an Entry Level Accountant position.

BACKGROUND:

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. The responsibilities 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.

RATIONALE:

- **Changing Needs:** 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.
- **Increased Responsibilities:** 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.
- **Efficiency and Cost-Effectiveness:** 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.

- **Enhanced Financial Oversight:** 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.
- **Succession Planning:** 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.

ECONOMICS:

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.

RECOMMENDATION:

I believe this reallocation will better align our staffing with the department's strategic goals and operational needs. Therefore, I respectfully request your approval to proceed with reallocating the unfilled Purchasing Agent II position to an Entry Level Accountant position.

cc: Jim Barcia, County Executive
Amber Davis-Johnson, Corporation Counsel
Julie O'Malley, Information Systems Manager
Kimberly Priessnitz, Assistant Finance Officer
County Commissioners

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			
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)

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			
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____

OFFICE OF ASSIGNED COUNSEL MONTHLY REPORT JUNE, 2025

					June 2023	June 2024	June 2025
Total Number of Arraignments:					234	273	260
C.C. FEL/VOP/PPO	11	Felony	59	Traffic			
C.C. VOB/FTA/OSC	7	Misdemeanors	64				
Arraign. Only	11	Arraign. in DC-CC by Retained	15	Arraign. in DC by Assign. Atty.			
D.C. VOB/FTA/OSC/FTP	42	Arraign. in DC IPP	2				
Total Number of Referrals:					165	202	189
C.C. FEL/VOP/PPO	12	Misd.	64				
Felony	59	Traffic	54				
Total Number of Assignments:					164	196	188
C.C. FEL/VOP/PPO	12	Misd.	64				
Felony	59	Traffic	53				
Total Number of Defendants denied Court Appointed Counsel:					1	6	1
C.C. FEL/VOP/PPO	0	Misd.	0				
Felony	0	Traffic	1				

ARRAIGNMENTS

JEFF MARTIN

					June 2023	June 2024	June 2025
Total Arraignments:					88	133	103
Felonies	22						
Misd.	27						
Traffic	33						
Arraign. Only	4	Settled at Arraignment	3				
VOB/FTA/OSC/FTP	17						

GARSKE/HEWITT

					June 2023	June 2024	June 2025
Total Arraignments:					104	106	119
Felonies	37						
Misd.	37						
Traffic	14						
Arraign. Only	7	Settled at Arraignment	0				
VOB/FTA/OSC/FTP	24						

CIRCUIT COURT

					June 2023	June 2024	June 2025
Total Arraignments:					28	27	18
C.C. FEL/VOP/PPO	11	Arraigned by Assigned Attorney	10	Arraigned by Retained Attorney or IPP	1		Assigned without an Arraignment
C.C. VOB/FTA/OSC	7		7		0		2

ASSIGNMENTS

There were a total of **188** defendants assigned

ANDREA LABEAN

Assignments:

		Arraigned by LABEAN	Arraigned by LaBean on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	2	2	1	
Felonies	4			
Misd.	1			
Traffic	0			

There were a total of **188** assignments on felonies, misdemeanors, traffic & violations of probation, which the **Andrea LaBean** was assigned.

7 or

4%

June 2023	June 2024	June 2025
20	8	7

PAUL BUKOWSKI

Assignments:

		Arraigned by Bukowski & POLTORAK	Arraigned by Bukowski on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	3	3		
Felonies	12			
Misd.	1			
Traffic	1			1

There were a total of **188** assignments on felonies, misdemeanors, traffic & violations of probation, which the **Ryan Janer** was assigned.

17 or

9%

C. Johnson		June 2025
June 2023	June 2024	
19	15	17

RYAN JANER

Assignments:

		Arraigned by Janer	Arraigned by Janer on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	0			
Felonies	0			
Misd.	14			
Traffic	9			1

There were a total of **188** assignments on felonies, misdemeanors, traffic & violations of probation, which the **Paul Bukowski** was assigned.

23 or

12%

M. Kanuszewski		June 2025
June 2023	June 2024	
26	40	23

MICHAEL HUBER

Assignments:

		Arraigned by Huber	Arraigned by Huber on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	0			
Felonies	11			
Misd.	1			
Traffic	1			

There were a total of **188** assignments on felonies, misdemeanors, traffic & violations of probation, which the **Michael Huber** was assigned.

13 or

7%

June 2023	June 2024	June 2025
13	13	13

AARON HETHERINGTONJune 2023June 2024June 2025

Assignments:

11**17****14**

C.C. FEL/VOP/PPO	1
Felonies	10
Misd.	2
Traffic	1

Arraigned by
Hetherington

Arraigned by Hetherington
on VOB/FTA/OSC

Assigned without an
Arraignment

1

There were a total of
violations of probation, which the Aaron Hetherington was assigned
14 or 7%

188

assignments on felonies, misdemeanors, traffic &

ANDREW BONNELLJune 2023June 2024June 2025

Assignments:

20**41****35**

C.C. FEL/VOP/PPO	0
Felonies	0
Misd.	24
Traffic	11

Arraigned by
Bonnell

2

Arraigned by Bonnell
on VOB/FTA/OSC

Assigned without an
Arraignment

Settled 1 Case

There were a total of
violations of probation, which the Andrew Bonnell was assigned
35 or 19%

188

assignments on felonies, misdemeanors, traffic &

ROSTER ATTORNEYSJune 2023June 2024June 2025

Assignments:

55**62****79**

C.C. FEL/VOP/PPO	6
Felonies	22
Misd.	21
Traffic	30

Arraigned by
POLTORAK

5

Arraigned by POLTORAK
& DAY on VOB/FTA/OSC

6
1

Assigned without an
Arraignment

1
1

Settled 2 Cases

There were a total of
violations of probation, which the Roster Attorneys were assigned
79 or 42%

188

assignments on felonies, misdemeanors, traffic &

RETAINED ATTYS.**IPP****DENIED****ASSIGNED W/OUT ARRAIGN**

C.C. FEL/VOP/PPO	1
C.C. VOB/FTA/OSC	

C.C. FEL/VOP/PPO	
C.C. VOB/FTA/OSC	

C.C. FEL/VOP/PPO	
Felonies	
Misd.	
Traffic	1
Total Denied	1

Assigned w/o Arraign. C.C.	2
Assigned w/o Arraign. D.C.	3

Felonies	6
Misd.	5
Traffic	3

Felonies	
Misd.	
Traffic	2

WILL HIRE AFTER ARRAIGNMENT	
FELONIES	3

WAIVED ATTORNEY	0
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D.C. VOB/FTA/OSC	
Total Arraignments In	
Dist. Crt. By Retained	14

D.C. VOB/FTA/OSC	
Total Arraignments In	
Dist. Court IPP	2

CC SETTLED @ ARRAIGN.	2
DC SETTLED @ ARRAIGN.	4

**COMMITTEE OF THE WHOLE
MINUTES**

MEETING OF THE BAY COUNTY COMMITTEE OF THE WHOLE HELD ON TUESDAY, JUNE 3, 2025, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR CRETE AT 4:00 P.M.

MOTION NO.

COMMISSIONERS PRESENT:		1	2	3	4	5	6	7	8	9	10	11	12
JEROME CRETE, CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
KATHY NIEMIEC, V. CHAIR	E												
VAUGHN J. BEGICK	P	M/Y	Y	Y	M/Y	Y	Y	Y	Y	Y	S/Y	Y	Y
LARRY BESON	P	Y	Y	S/Y	Y	Y	S/Y	Y	Y	M/Y	Y	Y	Y
CHRISTOPHER T. RUPP	P	S/Y	M/Y	Y	S/Y	S/Y	Y	Y	Y	Y	M/Y	S/Y	S/Y
JESSE DOCKETT	P	Y	S/Y	M/Y	Y	Y	M/Y	S/Y	S/Y	S/Y	Y	M/Y	M/Y
TIM BANASZAK, EX OFFICIO	P	Y	Y	Y	Y	M/Y	Y	M/Y	M/Y	Y	Y	Y	Y

MOTION NO.

COMMISSIONERS PRESENT:		13	14	15	16	17	18	19	20	21	22	23	24
JEROME CRETE, CHAIR													
KATHY NIEMIEC, V. CHAIR													
VAUGHN J. BEGICK													
LARRY BESON													
CHRISTOPHER T. RUPP													
JESSE DOCKETT													
TIM BANASZAK, EX OFFICIO													

MOTION NO.

COMMISSIONERS PRESENT:		25	26	27	28	29	30	31	32	33	34	35	36
JEROME CRETE, CHAIR													
KATHY NIEMIEC, V. CHAIR													
VAUGHN J. BEGICK													
LARRY BESON													
CHRISTOPHER T. RUPP													
JESSE DOCKETT													
TIM BANASZAK, EX OFFICIO													

OTHERS PRESENT: A. Davis-Johnson, J. Barcia, M. Beaver, C. Gignac, S. Trepkowski, N. Paige, L. Arsenault, A. Poirier, T. Jerry, N. Putt, B. Eurich, J. Strasz, H. Brady-Pitcher, S. Bledsoe

ZOOM:

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

COMMITTEE OF THE WHOLE MINUTES
TUESDAY, JUNE 3, 2025

MOTION NO.

NOTE: In addition to these typed minutes, which provide an overview of the meeting and are not verbatim, this Committee meeting was also videotaped. The tapes are available for review in the Executive's Office or can be viewed on Bay County's website, www.baycountymi.gov/executive/videos.

1. MOVED, SUPPORTED, AND CARRIED TO EXCUSE COMMISSIONER NIEMIEC FROM THE COMMITTEE OF THE WHOLE MEETING.
2. MOVED, SUPPORTED, AND CARRIED TO APPROVE JUNE 3, 2025, COMMITTEE OF THE WHOLE AGENDA, AS PRINTED.
3. MOVED, SUPPORTED, AND CARRIED TO APPROVE MAY 6, 2025, COMMITTEE OF THE WHOLE MINUTES, AS PRINTED.

Public input was called with Sherry Bledsoe wishing to address the Committee. Ms. Bledsoe introduced herself as an applicant for the Bay County Library Board and shared her relevant experience and qualifications for the position.

4. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION AUTHORIZING THE BOARD CHAIR'S TRAVEL TO THE WHITE HOUSE STATE LEADERSHIP CONFERENCE 2025, TO BE HELD JUNE 17, 2025, IN WASHINGTON, D.C.
5. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR THE 2025 OLIVER PACKAGING AND EQUIPMENT COMPANY AGREEMENT (DEPARTMENT ON AGING).
6. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR THE SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) WORKSITE AGREEMENT BETWEEN REGION VII AREA AGENCY ON AGING AND BAY COUNTY (DEPARTMENT ON AGING/HEALTH DEPARTMENT)
7. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION FOR 2025 NEMCSA HEAD START AGREEMENT (HEALTH DEPARTMENT).
8. MOVED, SUPPORTED, AND CARRIED TO RECEIVE GENERAL FUND EQUITY 2025 (FINANCE).
9. MOVED, SUPPORTED, AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11 (FINANCE).
10. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION AWARDDING THE BID FOR RFP 2025-01 FOR JAIL INMATE PHONE AND VIDEO VISITATION SERVICES TO SMART COMMUNICATIONS (PURCHASING/SHERIFF).
11. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED PAYABLES RESOLUTION (FINANCE).

Vice Chair Begick announced that the Vietnam Moving Wall will be on display in Caro, MI, from June 25–27. There being no further business, the meeting was

12. MOVED, SUPPORTED, AND CARRIED TO ADJOURN (4:12 P.M.).

Submitted By:

**Lindsey Arsenault
Board Coordinator**