



BAY COUNTY BOARD OF COMMISSIONERS

515 Center Avenue, Suite 405, Bay City, MI 48708-5125

Tel: (989) 895-4136 | Fax: (989) 895-4226

MEMORANDUM

TIM BANASZAK
CHAIRMAN
2ND DISTRICT

VAUGHN J. BEGICK
VICE CHAIRMAN
3RD DISTRICT

KATHY NIEMIEC
SERGEANT AT ARMS
1ST DISTRICT

LARRY BESON
4TH DISTRICT

CHRISTOPHER T. RUPP
5TH DISTRICT

JESSE DOCKETT
6TH DISTRICT

JEROME CRETE
7TH DISTRICT

ALEX POIRIER
BOARD ADVISOR
Poiriera@baycountymi.gov

LINDSEY ARSENAULT
BOARD COORDINATOR
Arsenaultl@baycountymi.gov

To: Elected Officials/Department Directors-Division Heads/Agencies
From: Lindsey Arsenault, Board Coordinator
Date: January 29, 2026
Subject: 2026 Commission/Committee Information

Attached please find the following:

1. 2025-2029 Board of Commissioners listing, including home addresses, phone numbers and e-mail addresses
2. Board of Commissioners' 2026 Committee assignments
3. Schedule of 2026 Board of Commissioners' meetings
4. Schedules of 2026 Ways and Means/Personnel and Human Services Committee of the Whole meetings
5. Process for submittal of Committee/Board agenda items*
6. Corporation Counsel Matter Request Form
7. Sample letter with preferred format when submitting request to Committee

*Please take note of the highlighted areas included in the letter reflecting the process for submittal of Committee/Board agenda items, specifically pertaining to Corporation Counsel's review of legal documents.

2025-2029
BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE
BAY CITY, MI 48708
(989) 895-4136
Website: www.baycountymi.gov

DISTRICT NO.	COMMISSIONER	ADDRESS	TELEPHONE/E-MAIL
1.	Kathy Niemiec (R)	693 N. Carter Rd, Linwood, MI 48634	989-697-5509 Niemieck@baycountymi.gov
2.	Tim Banaszak (R)	27 River Trail Dr, Bay City, MI 48706	989-501-6565 Banaszakt@baycountymi.gov
3.	Vaughn J. Begick (R)	5353 Lorraine Court, Bay City, MI 48706	989-295-0209 Begickv@baycountymi.gov
4.	Larry Beson (R)	1105 E. Smith, Bay City, MI 48706	989-408-8549 Besonl@baycountymi.gov
5.	Christopher T. Rupp (R)	175 S Lincoln Rd, Bay City, MI 48708	989-415-7913 Ruppc@baycountymi.gov
6.	Jesse Dockett (D)	1201 Park Avenue, Bay City, MI 48708	989-493-0656 Dockettj@baycountymi.gov
7.	Jerome Crete (R)	200 N. Powell Rd, Essexville, MI 48732	989-737-8808 Cretej@baycountymi.gov

2026 BOARD OFFICERS:

Tim Banaszak, Chair

Vaughn J. Begick, Vice Chair

Kathy Niemiec, Sergeant at Arms

Board Parliamentarian – Corporation Counsel

2026 Bay County Board of Commissioners

Board of Commissioners

Meeting Schedule: Meets on the third Tuesday of every month at 4:00 p.m., unless otherwise noted.

Agenda Deadline: Wednesday prior to the meeting at 4:00 p.m., unless otherwise noted.

Board Members:

Tim Banaszak, Chair

Vaughn J. Begick, Vice Chair

Kathy Niemiec, Sergeant at Arms

Larry Beson

Christopher T. Rupp

Jesse Dockett

Jerome Crete

Committee of the Whole

Meeting Schedule: Meets on the first and second Tuesday of every month at 4:00 p.m., unless otherwise noted.

Agenda Deadline: Tuesday prior to the meeting at 12:00 p.m., unless otherwise noted.

Committee Members

Jerome Crete, Committee Chair

Christopher T. Rupp, Vice Chair

Kathy Niemiec

Vaughn J. Begick

Larry Beson

Jesse Dockett

Tim Banaszak, Ex Officio

Agenda Submission Notice: All agenda items must be submitted electronically to arsenaultl@baycountymi.gov

BAY COUNTY BOARD OF COMMISSIONERS

2026 COMMITTEE ASSIGNMENTS

AREAS OF RESPONSIBILITY

Finance Department (All Divisions)
Retirement
Risk Management
Economic Development
Equalization
Information Systems
Bay Future, Inc.
Buildings and Grounds
Environmental Affairs (All Divisions)
Grant / Grant Amendments
Fees
Corporation Counsel
Law Enforcement
Elected Officials
Personnel/Employee Relations
All New Positions:
 Full-time
 Part-time
 Temporary
 Contractual
 Seasonal
Department of Public Defender
Juvenile Home
Health Department (All Divisions)
Stormwater Authority

Millages/Programs:
 Department on Aging
 Forest Sustainability Program
 Mosquito Control
 Dispatch – 911
 Medical Care Facility
 Veterans
 Animal Services
 Historical Society
 Transportation
 Library
 Community Center Outdoor Public
 Pool Area
BCTV
Appropriations/Requests for Funds
Board Rules
Courts
Animal Control
M.S.U. Extension
Mid-Michigan Community Action Agency
Michigan Works!
Emergency Services
Veterans' Services
Americans with Disabilities (ADA)
Behavioral Health
Recreation:
 Civic Arena
 Community Center
 Fairgrounds
 Pinconning Park
 Golf Course

COMMITTEE:**AREAS OF RESPONSIBILITY:****COMMITTEE MEMBERS:****AIRPORT**

Meets 3rd Thursday of every month @ 1:30 P.M. at MBS Airport

MBS INTERNATIONAL AIRPORT

TIM BANASZAK
VAUGHN J. BEGICK
KATHY NIEMIEC

ANIMAL CONTROL TASK FORCE

JESSE DOCKETT

BCTV

Meets when necessary

KATHY NIEMIEC

B.C.A.T.S.

BCATS POLICY COMMITTEE
meets the 3rd Wednesday of every month @ 1:30 P.M.
BCATS TECHNICAL COMMITTEE
meets the 2nd Tuesday of every other month @ 10:00 A.M.
Meetings are held in the 2nd Floor Conference Room

**BAY CITY AREA
TRANSPORTATION STUDY
COMMITTEE**

LARRY BESON

BAY COUNTY LOCAL**EMERGENCY PLANNING
COMMITTEE**

Meets the 4th Thursday of every month @ 9:30 A.M. in the 9-1-1 Conference Room

TIM BANASZAK

BAY FUTURE, INC.

Meets 4th Thursday of the month @ 3:30 P.M. at Bay Future office

JEROME CRETE

COMMUNITY CORRECTION**ADVISORY BOARD**

Meets 3 times per year on the 3rd Wednesday of the month @ Noon at the Court Facility (March, April, and October)

LARRY BESON
JESSE DOCKETT

DRAIN BOARD

Bangor Drain Board meets 2nd Tuesday of every month at 3:45 P.M.

Hampton Drain Board meets 3rd Tuesday of every month @

**BANGOR AND HAMPTON
DRAINS**

KATHY NIEMIEC
(Designee of the Board Chair)
CHRISTOPHER T. RUPP
(Designee of Committee Chair)

3:45 P.M. Meetings are held in the Drain Office.

FOOD SERVICE ADVISORY

BOARD

Meets when necessary

JEROME CRETE

GREAT LAKES BAY REGIONAL

CONVENTION & VISTORS

BUREAU

Meeting dates vary – usually a Tuesday or Wednesday, generally @ 11:45 A.M. but time can also vary. Not necessarily a monthly mtg.

LARRY BESON

LAND BANK AUTHORITY

Meets 2nd Thursday of every month @ 3:30 P.M. in 6th Floor Conference Room

*JESSEE DOCKETT

*LARRY BESON

*Serve while in office

MICHIGAN WORKS!

CONSORTIUM BOARD

Meets last Monday of every month at 2:30 P.M. in Midland

TIM BANASZAK

VAUGHN J. BEGICK

CHRISTOPHER T. RUPP

MID MICHIGAN COMMUNITY

ACTION AGENCY

Meets the 4th Thursday of every month @ 4:30 P.M. in Clare, MI

VAUGHN J. BEGICK

REGION VII AREA AGENCY ON

AGING

Meets 1st Thursday of every month @ 10:00 A.M. at Region VII Office

PATRICK H. BESON*

*Term expires 3/31/25

RETIREMENT BOARD

Meets 2nd Tuesday of every month @ 1:30 P.M. in Commission Chambers

TIM BANASZAK

JEROME CRETE

SANITARY CODE APPEALS

BOARD

Meets 4th Tuesday of every month @ 10:00 A.M. if required

TIM BANASZAK

LARRY BESON

RONALD CAMPBELL

(TOWNSHIP)

STORMWATER AUTHORITY

Meets when required

JEROME CRETE

9-1-1 BOARD

Meets 3rd Thursday of every
month @ 9:11 A.M. in the 911
Conference Room

TIM BANASZAK

NOTE: EXCEPT AS OTHERWISE NOTED, ALL TERMS ARE FOR THE YEAR 2026.

BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4136

SCHEDULE OF 2026 MEETINGS OF
THE BAY COUNTY BOARD OF COMMISSIONERS
Tim Banaszak – Chair | Vaughn J. Begick – Vice Chair

THURSDAY, JANUARY 2, 2026 (ORGANIZATIONAL) 4:00 P.M.

TUESDAY, JANUARY 20, 2026
TUESDAY, FEBRUARY 17, 2026
TUESDAY, MARCH 17, 2026
TUESDAY, APRIL 21, 2026*
TUESDAY, MAY 19, 2026
TUESDAY, JUNE 16, 2026

TUESDAY, JULY 21, 2026
TUESDAY, AUGUST 18, 2026
TUESDAY, SEPTEMBER 15, 2026
TUESDAY, OCTOBER 20, 2026**
TUESDAY, NOVEMBER 17, 2026
TUESDAY, DECEMBER 15, 2026

*STATUTORY MEETINGS OF THE BOARD OF COMMISSIONERS - MCL 209.511

**STATUTORY MEETINGS OF THE BOARD OF COMMISSIONERS - MCL 211.37

PLEASE NOTE: THE BOARD MEETINGS WILL BE HELD ON THE THIRD TUESDAY OF EVERY MONTH. ALL MEETINGS OF THE BOARD OF COMMISSIONERS ARE HELD AT 4:00 P.M. (UNLESS OTHERWISE NOTED) IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS. Zoom participation is available to the public.

THE BOARD OF COMMISSIONERS' AGENDA DEADLINE IS 4:00 PM 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.

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:

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
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4136**

**SCHEDULE OF 2026 MEETINGS OF THE
BAY COUNTY WAYS AND MEANS/PERSONNEL AND HUMAN SERVICES COMMITTEE OF THE
WHOLE**

Jerome Crete – Chair | Christopher Rupp – Vice Chair

TUESDAY, JANUARY 6, 2025 - CANCELLED

TUESDAY, JANUARY 13, 2026

TUESDAY, FEBRUARY 3, 2026

TUESDAY, FEBRUARY 10, 2026

TUESDAY, MARCH 3, 2026

TUESDAY, MARCH 10, 2026

TUESDAY, APRIL 7, 2026

TUESDAY, APRIL 14, 2026

TUESDAY, MAY 5, 2026

TUESDAY, MAY 12, 2026

TUESDAY, JUNE 2, 2026

TUESDAY, JUNE 9, 2026

TUESDAY, JULY 1, 2026

TUESDAY, JULY 8, 2026

TUESDAY, AUGUST 5, 2026

TUESDAY, AUGUST 12, 2026

TUESDAY, SEPTEMBER 2, 2026

TUESDAY, SEPTEMBER 9, 2026

TUESDAY, OCTOBER 7, 2026

TUESDAY, OCTOBER 14, 2026

TUESDAY, NOVEMBER 11, 2026

TUESDAY, DECEMBER 2, 2026

TUESDAY, DECEMBER 9, 2026

ALL MEETINGS OF THE COMMITTEE OF THE WHOLE ARE HELD AT 4:00 P.M. IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS. Zoom participation is available to the public.

UNLESS OTHERWISE NOTED, THE COMMITTEE OF THE WHOLE AGENDA DEADLINE IS 12:00 P.M. TUESDAY PRIOR TO THE 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, COMMITTEE OF THE WHOLE 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:

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

515 Center Avenue, Suite 405, Bay City, MI 48708-5125

Tel: (989) 895-4136 | Fax: (989) 895-4226

TIM BANASZAK
CHAIRMAN
2ND DISTRICT

VAUGHN J. BEGICK
VICE CHAIRMAN
3RD DISTRICT

KATHY NIEMIEC
SERGEANT AT ARMS
1ST DISTRICT

LARRY BESON
4TH DISTRICT

CHRISTOPHER T. RUPP
5TH DISTRICT

JESSE DOCKETT
6TH DISTRICT

JEROME CRETE
7TH DISTRICT

ALEX POIRIER
BOARD ADVISOR
Poiriera@baycountymi.gov

LINDSEY ARSENAULT
BOARD COORDINATOR
Arsenaultl@baycountymi.gov

To: Elected Officials/Department Directors/Division Heads

From: Tim Banaszak, Chair
Bay County Board of Commissioners

Date: January 29, 2026

Subject: Process for Submitting Committee and Board Agenda Items

On behalf of the Board of Commissioners, I would like to thank the elected officials, department directors, 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 Committee of the Whole will meet the 1st and 2nd Tuesday of every month (formally known as the Ways and Means Committee and Personnel/Human Services Committee) at 4:00 P.M. with the Bay County Board of Commissioners Full Board Meeting being held on the 3rd Tuesday of every month at 4:00 P.M. unless otherwise noted.

The Board Office agenda submission deadlines are as follows, unless otherwise noted on the monthly Board calendar: for Committee of the Whole meetings, submissions are due by 12:00 p.m. on the Tuesday prior to the meeting; for Full Board meetings, submissions are due by 4:00 p.m. on the Wednesday prior to the meeting.

When requests are submitted, please be mindful that everything requested may not receive Board approval in its entirety. For example, on occasion, requests are submitted for the Board Chair to sign agreements (current and all future agreements or any and all future amendments that may arise with a specific agency, vendor, grant, etc.). The Board does not approve future anticipated agreements and/or amendments; they are approved on an individual basis. The same applies to budget adjustments, especially those pertaining to grants.

Resolutions pertaining to requests are included on Committee agendas prior to Board action and should be reviewed by requesting departments to be certain of what is/will be approved.

Please note in the 2026 General Appropriation Budget Act Resolution:

The 2026 final adopted budget will not authorize or act as Board approval for the purpose of entering into any contract requiring Board signature. Separate Board approval should be sought.

Requests for funding, grant applications, new positions, and 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 and confirm the need for funding. Requests should include the purpose/need for funding, why funding was not included in the current budget, and all other pertinent information. The Finance Officer will direct the request(s) to the Committee of the Whole.

Please note: If a \$20,000+ contract is being approved pursuant to a purchasing policy exception (sole source vendor), that language needs to be included in your Board memo.

Budget Adjustments:

Any required budget adjustments are to be submitted to the Finance Department for review.

Bids:

When required, Requests for Proposals (RFP), Requests for Quotations (RFQ), Invitations to Bid, etc. will be considered by the Committee of the Whole for review/recommendation. Authorization to seek proposals does not automatically approve the bid award. Recommendations for bid awards are to be brought back to the Committee of the Whole for approval and authorization for the Board Chair to sign the required documents.

New Positions:

Bay County continues to carefully monitor the budget with an eye on reducing expenses. All efforts to curb spending will be made. As personnel/benefit costs make up the largest percentage of the County's budget, new positions are monitored very closely. It is likely that some requests to add unbudgeted positions will not be included on the Committee agenda. This will be a determination made by the Personnel Director. **All requests for a new position must be made in writing through the Personnel Director for review and submittal to the Committee.** Any grant requests that include personnel must first be submitted to the Finance Officer for review prior to consideration by the Committee of the Whole. All personnel-related requests (new 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), and union status, if any. All other important particulars should be

included. **Requests not submitted through the Personnel Director and Finance Officer will not be included on the Committee of the Whole 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 Committee of the Whole (**Sample format for the summary to be used is attached**). The areas of responsibility are reflected in the 2026 Committee Assignment designations.

However, it is important to remember the established procedure: all such documents must be submitted to the Department of Corporation Counsel for review and approval before they can be signed by the Board Chair. Therefore, **please refrain from sending documents directly to the Board Chair for signature**. They must first go through the Department of Corporation Counsel for legal review.

Continuing the established uniform process, a Corporation Counsel Matter Request Form has been developed and **MUST** be completed and included with any agreement, contract, grant, or legal document submitted for legal review. The preferred method is for departments to utilize the new online form at <https://docs.baycountymi.gov/matter.html>. However, a PDF copy of the form is included in this packet and can be used as a backup option. If you are unable to use the online Matter Request Form, you may submit the matter by email as a backup option. Email the completed Matter Request Form and all supporting documents to Jayson Hoppe at hoppej@baycountymi.gov. Please do not email new matter requests to an attorney directly without copying Jayson. Corporation Counsel assigns new matters internally, and the attorney you initially contact may not be the attorney who reviews the matter.

PLEASE NOTE: Simply copying Corporation Counsel on an agenda item submitted to the Board will NOT result in the matter being opened in Corporation Counsel for review. Additionally, inclusion on the Board of Commissioners Agenda **DOES NOT** trigger Corporation Counsel review. **To avoid delays in legal review, we request that you submit your Matter Request Form to Corporation Counsel at the same time you submit your memo to the Board.**

Matter Request submissions should include all related correspondence, documents, terms, and non-County party contact information. Please inform Corporation Counsel of any hard deadlines with your request to help the department prioritize and schedule accordingly. Departments should allow **at least two (2) weeks** for legal review.

After obtaining approval from the Committee of the Whole, the full Board, and the Department of Corporation Counsel, all documents will be forwarded to the non-County party for their signature. Whenever possible, the Chairman of the Board will be the last Bay County official to sign the

documents to prevent issues with returning paperwork to the County for filing. The Department of Corporation Counsel will handle the process of filing signed documents with the County Clerk's office. **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.**

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 the appropriate administrative staff will be routed back to the Department.

Agenda items must be submitted to the Board office via e-mail at arsenaultl@baycountymi.gov.

Board and Committee agenda, meeting notices, and the Board's monthly calendar are sent via e-mail and posted on the Bay County Board of Commissioners webpage.

(<https://www.baycountymi.gov/commissioners/>)

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

The Bay County Board of Commissioners values 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 about the above, please do not hesitate to contact the Board Coordinator at (989) 895-4136 or through email at arsenaultl@baycountymi.gov as soon as possible.

We appreciate your cooperation and will provide any necessary assistance.

MATTER REQUEST FORM

QUESTIONS? CALL 4131

Please complete the form to the best of your ability, providing only the relevant information for the request. Attach any related documents and correspondence.

- The preferred method is to use the online form at this link <https://docs.baycounty-mi.gov/matter.html>.
- Alternatively, you may use this PDF copy as a backup option.

For all requests regarding agreements, contracts, amendments or grants:

- Include a copy or reference to the corresponding Board Resolution.
- If the matter has not yet been presented to the Board of Commissioners, indicate when it will be submitted for their consideration.

Note: The Board Chair **WILL NOT** sign any document that binds the County without a Board Resolution approving it.

MATTER DESCRIPTION

REQUIRED

Matter Type :

☐

Standard Agreement/Amendment/Quote

☐

Grant Agreement/Application

☐

Other

☐

Legal Question

☐

Policy/Ordinance/Bid Review

Description of request:

Name & department of employee making the request:

DETAILS & TERMS

IF APPLICABLE

Resolution #:

Date of Board Action:

Bid #:

Term:

Effective Date:

End Date:

Does the agreement require an electronic signature?

☐

YES

☐

NO

Is this a renewal of an existing agreement?

☐

YES

☐

NO

Is a current Proof of Insurance attached?

☐

YES

☐

NO

Does the non-county party (vendor) require a deadline?

☐

YES

☐

NO

Deadline Date:

Is there an existing agreement with another vendor?

☐

YES

☐

NO

- If yes, has the agreement been terminated and when/how was notification of termination given?

Is the agreement a set amount or on a time and materials basis?

I CERTIFY THAT I HAVE REVIEWED ALL MATTER DOCUMENTS SUBMITTED AND I HAVE NOTED ANY CONCERNS OR QUESTIONS ON THE DOCUMENTS OR IN A SEPARATE ATTACHMENT.

INITIAL:

*REQUIRED IF SUBMITTING AN AGREEMENT/AMENDMENT/QUOTE/APPLICATION/BID/POLICY

NON-COUNTY PARTY (VENDOR) CONTACT INFORMATION

IF APPLICABLE

Name of contact:

Address:

Phone:

Email:

Email Completed Form

Clear Form

CORPORATION COUNSEL USE ONLY

☐

CLOSED - Date:

☐

OnBase

☐

G-Drive

Execution Date:

Effective Date:

End Date:

Duration/Auto-renewal:

Termination provision:

☐

Finance Review - Date:

Comments:

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

To: Jerome Crete, Chair, Committee of the Whole

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

Date: _____

Subject: _____

CC: poriera@baycountymi.gov; aresnaultl@baycountymi.gov

Request: Clearly outline the action or approval being requested.

Background: Provide relevant background information to explain the request and assist Commissioners in the decision-making process.

Finance/Economics: Include detailed cost information and identify the specific line items that will fund the request. If funding is not currently available within the budget, identify the proposed source of funding. Provide a comparison to prior or current year funding, when applicable.

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

Note: While brevity is encouraged, please provide sufficient detail to allow Commissioners to fully evaluate the request.

All requests for a new position must be submitted in writing to the Personnel Director and Finance Officer for review and submission to the Committee.

All requests for funding, appropriations, or budget adjustments should be routed first to the Finance Officer & Board Advisor for review and confirmation of budget status.

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