

# AGENDA

BAY ARENAC BEHAVIORAL HEALTH  
BOARD OF DIRECTORS  
FACILITIES & SAFETY COMMITTEE MEETING  
Thursday, September 4, 2025 at 5:00 pm

Room 225, Behavioral Health Center, 201 Mulholland Street, Bay City, MI 48708

<b>Committee Members:</b>	<b>Present</b>	<b>Excused</b>	<b>Absent</b>	<b>Committee Members:</b>	<b>Present</b>	<b>Excused</b>	<b>Absent</b>	Others Present:
Jerome Crete, Ch	_____	_____	_____	Sally Mrozinski	_____	_____	_____	BABH: Marci Rozek, Chris Pinter,
Christopher Girard, V Ch	_____	_____	_____	Carole O'Brien	_____	_____	_____	Eric Strode, and Sara McRae
Richard Byrne	_____	_____	_____	Patrick McFarland, Ex Off	_____	_____	_____	Legend: M-Motion; S-Support;
Patrick Conley	_____	_____	_____	Robert Pawlak, Ex Off	_____	_____	_____	MA-Motion Adopted; AB- Abstained

	Agenda Item	Discussion	Motion/Action
1.	Call To Order & Roll Call		
2.	Public Input (Maximum of 3 Minutes)		
3.	Unfinished Business 3.1) None		
4.	New Business 4.1) Facilities Update  4.2) Safety Committee Notes from the August 6, 2025 Meeting  4.3) BABHA Physical Plant Strategic Planning a) Mulholland Building b) Madison Building c) North Bay Building  4.4) Arenac Center Property  4.5) Agency Vehicle Sales		4.1) No action necessary  4.2) No action necessary  4.3) No action necessary  4.4) No action necessary  4.5) No action necessary

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	4.6) Hampton Township Zoning Board of Appeals Public Hearing		4.6) No action necessary
	4.7) Strategic Initiatives & Dashboard Review		4.7) No action necessary
5.	Adjournment	M -	S - pm MA

BAY-ARENAC BEHAVIORAL HEALTH  
SAFETY MEETING MINUTES  
Wednesday, August 6, 2025 – 9:00 am  
Via Microsoft Teams

Attendees: Eric Strode (Chair), Vicki Atkinson, Amber Royce (Recorder), Misty Giesken, Tammy Matuszewski, Donna Roznowski, Joelle Sporman, Kristin Vanness, Sarah Van Paris, Tonia Wilczynski, Amy Folsom (Opt.), Karl White (Opt.)

Excused: Michaela Beck, Lynn Blohm, Sarah Curtis, Cheryl Kusmierz, Jennifer Lasceski, Nicole Popenhagen, Nicole Sweet, Justeen Blair (Opt.), Maria Hewtty (Opt.), Heather Friebe (Opt.), Joelin Hahn (Opt.), Marci Rozek (Opt.), Kaci Wright-Ahrens,

Topic	Key Discussion Points	Next Steps
1. Call to Order Review Agenda Review of Meeting Minutes	The meeting was called to order at 9:00 am. Agenda was reviewed Meeting minutes from May 7, 2025 were approved as written. <ul style="list-style-type: none"> <li>- Emergency Preparedness Plan (EPP) was forwarded to SLT for review and approval, and then onto the BABH board, who reviewed and gave final approval.</li> </ul>	
2. Environmental Concerns	<b>Environmental Concerns:</b> <ul style="list-style-type: none"> <li>- Eric reported on ongoing bat issue at North Bay. Bat company showed up 8/5/25, they are in the process of patching up spots and installing one-way bat doors. Eric sent an email out to North Bay staff. Bat houses were discussed with the contractor. Per contractor, these are not immediately effective and take several years to get established. There are also numerous regulations involved with installing new bat houses. Project will be deferred.</li> </ul>	
3. Environmental Concerns related to Consumer incident reports	<b>Environmental Concerns related to Consumer incident reports:</b> <ul style="list-style-type: none"> <li>- None to report.</li> </ul>	
4. Safety Program Performance Measures	<b>New Employee Training:</b> <ul style="list-style-type: none"> <li>- Eric reported these are up to date and saved to the appropriate folders.</li> </ul> <b>New Employee Checklist:</b> <ul style="list-style-type: none"> <li>- Eric reported these are up to date and saved to the appropriate folders.</li> </ul> <b>Accidents, Incidents and Illnesses Reports:</b> <ul style="list-style-type: none"> <li>- Eric reported 1 incident: <ul style="list-style-type: none"> <li>* Staff member ran over foot with consumer wheelchair and bruised their toenail.</li> </ul> </li> </ul>	

	<p><b>Vehicle Accident/Reporting Protocol/Cell phone use:</b></p> <ul style="list-style-type: none"> <li>- None to report.</li> </ul> <p><b>Emergency Drills/Real Events/Fire Drill/Tornados:</b></p> <ul style="list-style-type: none"> <li>- Drill logs are all up to date and in order. Eric reminded Safety Reps to keep these logs up-to-date.</li> <li>- Eric reported a lockdown at Mulholland on 8/1/25. See #6: McLaren Alert System.</li> <li>- Reminder real events can be used as a drill.</li> </ul> <p><b>Update Occupancy Forms:</b> Eric reminded everyone that the Occupancy Forms need to be updated regularly to reflect staff changes.</p>	
<p>5. `Monthly Safety Inspections</p>	<p><b>Site Safety Rep Logs:</b> Eric reviewed the Site Safety Rep Logs, reminder to make sure your logs are updated. Eric will check with Arenac Center Safety Rep on their safety log.</p> <p><b>911 Check Problems/Time:</b> None to report.</p> <p><b>Vehicle Inspections/Maintenance Protocol/Insurance:</b></p> <ul style="list-style-type: none"> <li>- See #6: CARF Survey Items</li> </ul>	
<p>6. Other</p>	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>- CARF Survey Items       <ul style="list-style-type: none"> <li>o Eric reported results from the CARF Survey. CARF requires written emergency procedure in every vehicle. Survey prompted Eric to review and update forms to include lease vehicles. Eric sent updated form to Site Safety Reps 6/6/25. Copies are available. Reminder to verify that forms are in every vehicle.</li> </ul> </li> <li>- New form for first aid kits (CARF Consultation)       <ul style="list-style-type: none"> <li>o CARF suggested each vehicle have first aid kit and fire extinguisher. Investigation into regulations showed this is not a requirement except for commercial vehicles, so this will not be a requirement at this time. North Bay vans do have fire extinguishers.</li> <li>o Eric found a Safety Kit Inventory last reviewed in 2016. Asked</li> </ul> </li> </ul>	

	<p>committee if this form is still necessary and thus needs to be updated, as most safety kits come sealed with all standard supplies. Form also includes list of emergency numbers and accident procedures, which covers CARF recommendation. Sarah asked if this form was required per an existing policy. Eric will investigate and will update inventory form if it falls under an existing policy; otherwise, this discussion will be tabled until the next meeting.</p> <ul style="list-style-type: none"> <li>- McLaren System Alert             <ul style="list-style-type: none"> <li>o Eric mentioned that, quite often, staff at Mulholland don't hear lockdowns and other staff who are not onsite are not aware of lockdowns. Eric spoke with the McLaren Safety Manager about the McLaren Alert System. McLaren will allow BABH staff to be added to that system, which will operate like the omni alerts and allow staff to contact the Help Desk to send out staff notices regarding lockdowns.</li> </ul> <p>Eric noted that this Alert System covers all McLaren alerts, not only lockdowns. Eric recommends Safety Reps at least be tied into this Alert System, but he will send out an email to see who else is interested in being included. Sarah agreed with his recommendation.</p> </li> <li>- Safety &amp; Emergency Procedures Manual             <ul style="list-style-type: none"> <li>o Discussion on possible redundancy or duplication between Kardex and Safety &amp; Emergency Management Procedures Manual. Eric asked if committee would approve him speaking with SLT about retiring the Manual and only utilizing and maintaining the Kardex.</li> </ul> <p>Vicki asked if there is a policy that requires both the Manual and Kardex be maintained. Amy said that the Manual is a more detailed overview of procedures, while the Kardex is intended as a quick reference for immediate emergency situations. Discussion on whether the Kardex should be more detailed. Misty agreed with Eric's recommendation of moving to one system rather than both, but said that if this is the route taken, she would recommend creating a quick reference for the first page of the Kardex, so that instructions are easily accessed and followed in emergency situations. Her original training referred</p> </li> </ul>	<p>Eric will check on policy and report at next meeting.</p> <p>Eric will email Safety Reps and supervisors about being added to the McLaren Alert System.</p> <p>Eric will review the Kardex and see whether its contents can be updated and pared down; and then ensure that the Manual is updated and as detailed as necessary.</p>
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	<p>to the Kardex as an emergency quick reference, while the Manual has detailed emergency protocols for general staff information.</p> <p>Eric thanked the committee for explaining the original intent behind having both a Kardex and Manual.</p>	
<p>7. Adjourn</p>	<p>On behalf of the committee, Eric thanked Vicki for her years of service with the Safety Committee.</p> <p><b>Next Quarterly Meeting:</b> November 2025, first Wednesday if possible, location to be determined.</p> <p>Meeting adjourned at 9:20 am.</p>	

**Bay Arenac Behavioral Health  
Lease Cost Schedule Update  
FY 2021**

	<u>Fiscal Year 2021</u>	<u>Fiscal Year 2020</u>	<u>Percent Increase (Decrease)</u>	
Principal and interest as defined in lease agreement	<b>No Debt Service After 3/31/03 per Lease Agr.</b>	<b>No Debt Service After 3/31/03 per Lease Agr.</b>		
Utilities - Gas, Electric & Water	123,804	121,372	2.0%	2% increase in Utilities
Elevator Maintenance	9,434	9,434	0.0%	Five Year Contract - Otis Elevators Through 12/31/2023
Security & Parking Lot Upkeep	25,376	25,009	1.5%	Purchase Security Teachout Security Solutions
Fire alarm, chillers & boilers	4,163	4,163	0.0%	Annual Contract Costs Estimated per McLaren Corporate Services
Maintenance, materials and labor	11,708 *	11,654	0.5%	Wage increase of 2% plus allocation of repair costs from 2020*
Insurance - Gen. Liability and Bldgs.	3,826	3,826	0.0%	No change
Custodian services	21,028	20,928	0.5%	Housekeeping Supplies >2%
<b>Total Annual Lease Costs</b>	<b><u>\$ 199,339</u></b>	<b><u>\$ 196,385</u></b>	<b><u>1.5%</u></b>	
<b>Monthly Lease Payment</b>	<b><u>\$ 16,612</u></b>	<b><u>\$ 16,365</u></b>	<b><u>1.5%</u></b>	
Square Feet Leased	24,323	24,323		
<b>Cost Per Square Foot</b>	<b>\$ 8.20</b>	<b>\$ 8.07</b>	<b>1.5%</b>	

**Note:** \*Building/Maintenance repair costs in FY 2020 include Grainger, Reimer Plumbing, Applied Industrial Tech, Standard Electric and Home Depot

**Bay-Arenac Behavioral Health  
Facility Costs FY 24**

	<u>Arenac</u>	<u>Mulholland</u>	<u>Madison</u>	<u>North Bay</u>
Space Lease/Rent		199,344		
Repair & Maintenance - Building	6,993	774	17,545	22,164
Repair & Maintenance - Grounds	5,239		9,735	6,502
Janitorial Services	21,693	12,517	20,568	11,608
Janitorial Supplies	118	193	255	2,315
Utilities	11,573	1,835	28,090	23,315
Building Expenses	45,615	214,663	76,193	65,904
Depreciation - Building	9,757		38,649	2,225
Depreciation - Building Improvements	22,154		9,442	9,217
Depreciation - Leashold Improvements		4,348		
Interest Expense	8,172			
<b>Total Facilities Cost</b>	<b>85,699</b>	<b>219,011</b>	<b>124,284</b>	<b>77,346</b>
Square Feet	7,371	24,323	12,143	15,775
<b>Cost per square foot</b>	<b>11.63</b>	<b>9.00</b>	<b>10.23</b>	<b>4.90</b>

Own/Lease	Own	Lease	Own	Own
Current Lease		3/1/23-2/28/2028		
Last Lease Option		3/1/28-2/28/2033		





PLACE FILL & BLEND TO MATCH EX. GRADE

BLEND TO MATCH AT ELEV. 622.0

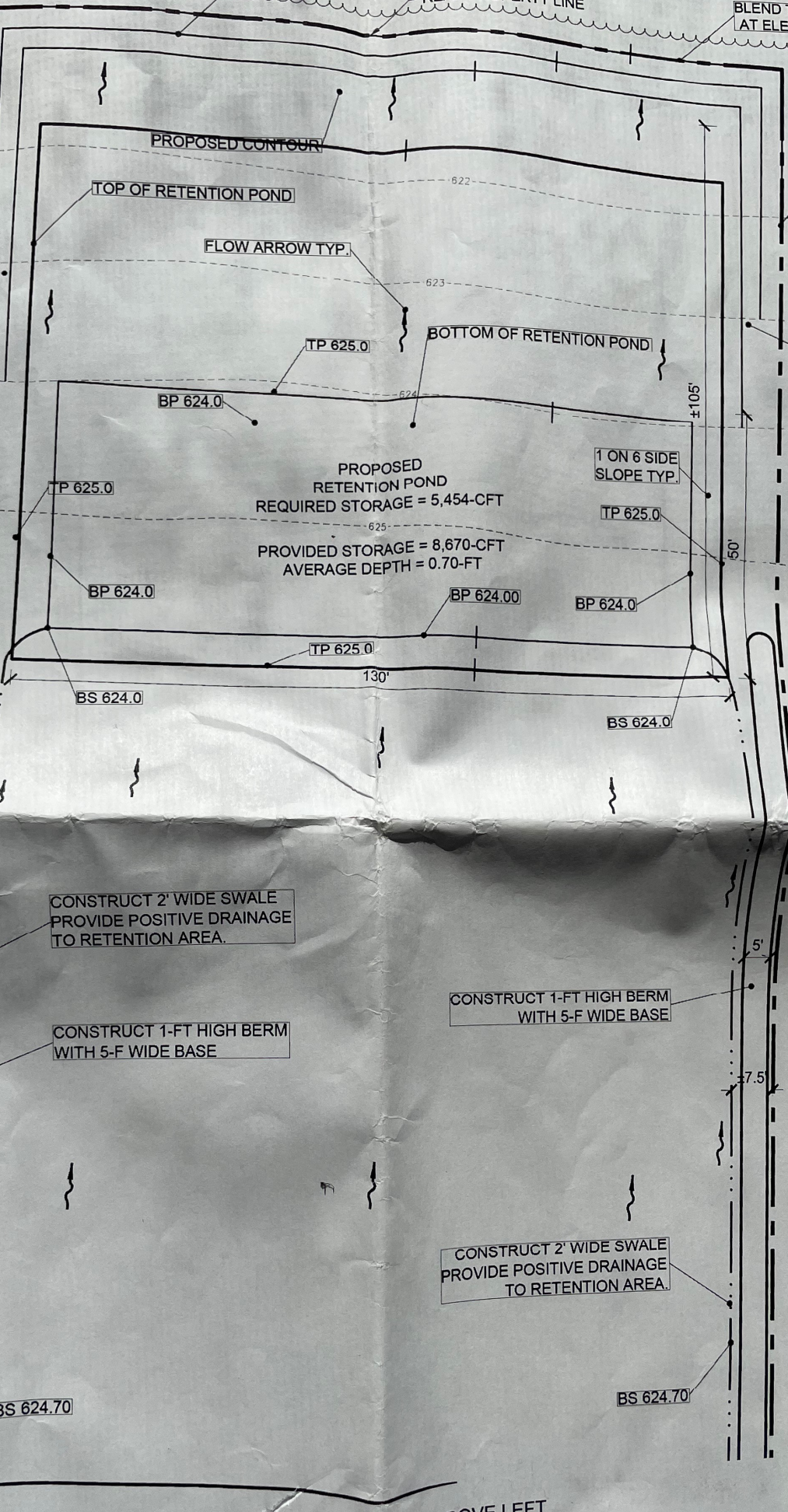
PLACE FILL & BLEND TO MATCH EX. GRADE

1 ON 4 SIDE SLOPE TYP.

1 ON 4 SIDE SLOPE TYP.

PARKING PROPERTY CURRENT

1 ON 6 SIDE SLOPE TYP.



PROPOSED CONTOUR

TOP OF RETENTION POND

FLOW ARROW TYP.

TP 625.0

BOTTOM OF RETENTION POND

BP 624.0

PROPOSED RETENTION POND  
REQUIRED STORAGE = 5,454-CFT

PROVIDED STORAGE = 8,670-CFT  
AVERAGE DEPTH = 0.70-FT

TP 625.0

TP 625.0

BP 624.0

BP 624.00

BP 624.0

TP 625.0

BS 624.0

130'

BS 624.0

CONSTRUCT 2' WIDE SWALE  
PROVIDE POSITIVE DRAINAGE  
TO RETENTION AREA.

CONSTRUCT 1-FT HIGH BERM  
WITH 5-F WIDE BASE

CONSTRUCT 1-FT HIGH BERM  
WITH 5-F WIDE BASE

CONSTRUCT 2' WIDE SWALE  
PROVIDE POSITIVE DRAINAGE  
TO RETENTION AREA.

TOWNSHIP  
STANDISH

BS 624.70

BS 624.70

SEE THIS SHEET ABOVE LEFT

### Consignor Info

Eric Strode  
Bay Arenac Behavioral  
health Authorities  
201 Mulholland ST  
Bay City, Michigan 48708

July 7th (Monday) M-46  
Online Consignment  
Statement #: 6865-78739-1  
Consignor: 78739  
Date: 7/7/2025

Lot #	Title	Bid Amount:	Commission:	\$3 Listing Fee:	Line Total:
6903	2005 Ford Focus, (104,830 Actual Miles), check engine light is on, engine is louder than normal, working heat and AC, possible issue with the exhaust, rust on the body, some stains to the interior, chipped/peeling paint, runs OK/fair, clean and clera title, NOTE: See Questionnaire Pictures (Filled...	\$675.00	\$67.50	\$3.00	\$604.50
6904	2007 Chevy Cobalt, (90,102 Actual Miles), engine is louder than normal, working heat and AC, rust on the body, driver's side window does not work, manual locks, some stains to the interior, runs OK/fair, clean and clear title, NOTE: See Questionnaire Pictures (Filled Out by Seller) for More...	\$951.00	\$95.10	\$3.00	\$852.90
6905	2007 Chevy Cobalt, (90,280 Actual Miles), working heat and AC, manual locks and windows, runs excellent, clean and clear title, NOTE: See Questionnaire Pictures (Filled Out by Seller) for More Information	\$2,575.00	\$128.75	\$3.00	\$2,443.25
6906	2009 Chevy Impala, (150,472 Actual Miles), damage to front driver's side, transmission rebuilt in 2021, runs rough, does not stay running, working heat and AC, rust on the body, damage to the frame, some stains to the interior, ABS and traction control service lights are on, pulls to the left when...	\$781.00	\$78.10	\$3.00	\$699.90
6907	2010 Dodge Caravan, (201,805 Actual miles), has engine issues, working heat and AC, rust on the body, door handle missing on sliding door, tears/holes throughout vehicle interior, tire pressure light is on, runs poorly, clean and clear title, NOTE: See Questionnaire Pictures (Filled Out by Seller)...	\$312.00	\$46.80	\$3.00	\$262.20
6908	2010 Ford Fusion, (114,950 Actual Miles), working heat and AC, rust on the body, tires leak/don't stay inflated, need replaced, tire sensor light is on, runs excellent, clean and clear title, NOTE: See Questionnaire Pictures (Filled Out by Seller) for More Information	\$1,751.00	\$87.55	\$3.00	\$1,660.45
6909	2010 Ford Fusion (141,615 Actual Miles), working heat and AC, rust on the body, some stains to the interior, tire sensor light is on, runs OK/fair, clean and clear title, NOTE: See Questionnaire Pictures (Filled Out by Seller) for More Information	\$1,011.00	\$50.55	\$3.00	\$957.45
6910	2011 Chevy Express Van, (171,132 Actual Miles), working heat and AC but knobs are damaged, rust on the body, some holes/stains to the interior, service air bag light is on, dents throughout the body, runs OK/fair, clean and clear title, NOTE: See Questionnaire Pictures (Filled Out by Seller) for...	\$2,551.00	\$127.55	\$3.00	\$2,420.45
6911	2011 Ford Fusion, (189,600 Actual Miles), working heat and AC, has electrical/computer issues, possible issues with the exhaust as it is loud, rust on the body, some stains to the interior, air bag and tire sensor lights are on, various dents and scratches throughout, runs OK/fair, clean and clear...	\$460.00	\$69.00	\$3.00	\$388.00

Lot #	Title	
6912	2011 Jeep Patriot, (81,293 Actual Miles), check engine light is on, working heat and AC, rust on the body, some stains to the interior, oil change needed, runs OK/fair, clean and clear title, NOTE: See Questionnaire Pictures (Filled Out by Seller) for More Information	<b>Bid Amount:</b> \$2,076.00 <b>Commission:</b> \$103.80 <b>\$3 Listing Fee:</b> \$3.00 <b>Line Total:</b> \$1,969.20
6914	2008 Chevy Uplander, (107,591 Actual Miles), will not shift into gear, battery is dead and needs replaced, working heat and AC, rust on the body, some stains to the interior, check engine light is on, does not run, clean and clear title, NOTE: See Questionnaire Pictures (Filled Out by Seller) for...	<b>Bid Amount:</b> \$410.00 <b>Commission:</b> \$61.50 <b>\$3 Listing Fee:</b> \$3.00 <b>Line Total:</b> \$345.50

**Commission:** \$0 Comm. for No-Bids (\$2 Min.)

Bids:	\$13,553.00
Commissions:	\$916.20
Expenses:	\$0.00
Listing Fees:	\$33.00
<b>Statement Total:</b>	<b>\$12,603.80</b>
Payments:	\$0.00
Balance:	\$12,603.80

Thank you for your business.

Settlement Checks will be mailed THURSDAY, JULY 17th! If you would like to pick up your check, you may pick it up at our **M-15 Location** on Thursday, 7/17/25 between 9:00am-5:30pm.

**ZONING BOARD OF APPEALS  
CHARTER TOWNSHIP OF HAMPTON**

TO: PROPERTY OWNERS AND RESIDENTS OF THE CHARTER TOWNSHIP OF  
HAMPTON:

PLEASE TAKE NOTICE that the Hampton Charter Township Zoning Board of Appeals will conduct a public hearing on Thursday, August 21, 2025, at 7:00 p.m., in the meeting room of the Hampton Township Hall, located at 801 W. Center Road, Essexville, Michigan 48732, for the purpose of considering a request for variance filed by the owner of the below described property, ~~Bay County, to permit them to install a gravel overflow parking area to the east of the existing paved parking area. Said overflow parking area to be approximately 85' x 75'.~~

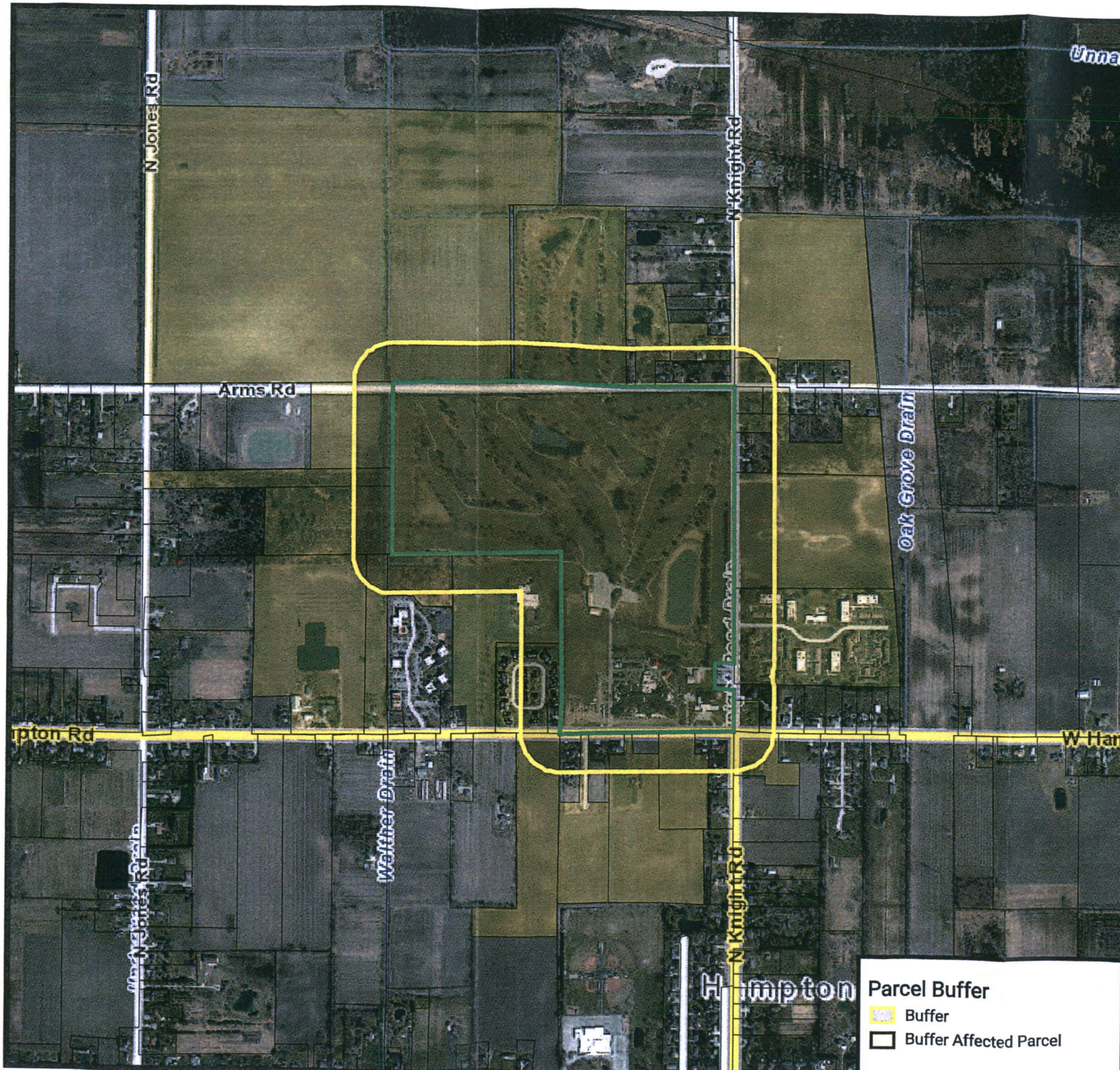
The property address is 584 W. Hampton Road, Essexville, Michigan 48732 with a parcel number of 070-048-200-005-00.

The variance is required because the ordinance, being Zoning Ordinance 36A of ordinances of the Charter Township of Hampton, pursuant to Section 15.04, requires that all parking areas other than single family residential and agricultural, shall be provided with a pavement surface consisting of bituminous concrete or asphalt. Therefore, gravel parking in this scenario is not permitted since it is a commercial establishment and it is located in an R-7 zone, which is a high-density residential and recreational district.

You are welcome to attend, have others attend on your behalf and express your views. You may also provide written comments to the Zoning Board of Appeals and inspect the documents at the offices of the Township Clerk between the hours of 9:00 a.m. and 2:30 p.m., Monday through Thursday excluding holidays.

Pursuant to the ADA, individuals with disabilities may request aid/services within a reasonable time period to participate in the hearing. The Charter Township of Hampton will provide necessary reasonable auxiliary aids and services, such as, signers for the hearing impaired and readers for printed materials being considered at the hearing, to individuals with disabilities who are present at the hearing, upon ten days' notice. Individuals requiring auxiliary aids or services should contact the township by writing or calling Amanda DeWyse, Township Clerk, Charter Township of Hampton, 801 W Center Road, Essexville, Michigan 48732, Telephone: (989) 893-7541.

Ruth Noble  
Chairperson, Zoning Board of Appeals



## Bay Area GIS



Map Publication:  
07/22/2025 9:27 AM



powered by  
**FetchGIS** 

Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Bay City/County expresses no warranty for the information displayed on this map document.

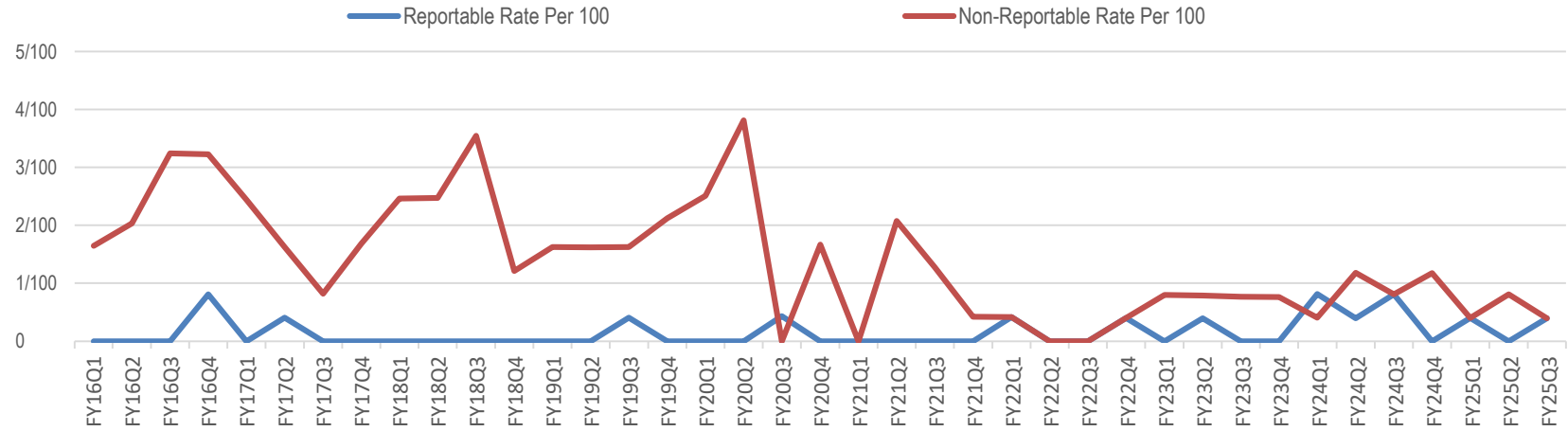
- Parcel Buffer**
-  Buffer
  -  Buffer Affected Parcel

### Indicators for Facilities and Safety Committee

#### Employee Accidents/Illnesses/Injuries Per 100 Employees; By Reporting Status; Per Quarter

Updated 8/26/2025

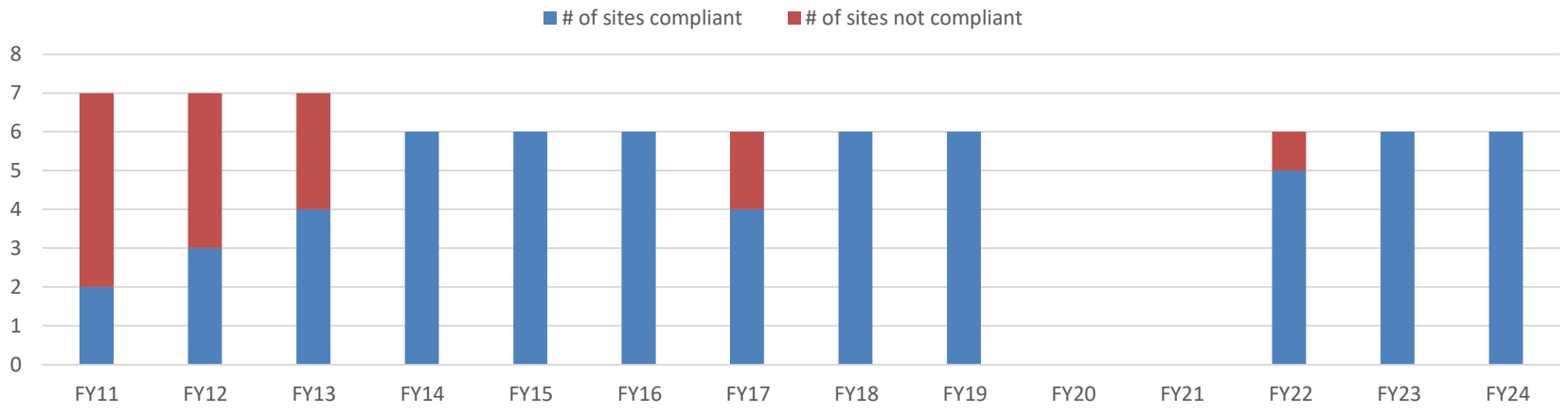
Through FY25Q3



### Facility Site Review Compliance

Updated 11/12/2024

Through FY24



**Notes:**

FY 20 was not completed due to COVID and for FY21 MMRMA only conducted an insurance appraisal of BABHA properties.  
 FY14 eliminated one site.