

AGENDA
MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, APRIL 6, 2021 – 5:00 P.M.
ELECTRONIC VIDEO/TELECONFERENCE VIA ZOOM MEETING

Pursuant to State of Michigan's Public Health Order, this meeting will be held using remote participation via Zoom Meeting.

Meeting link for the Public is [here](#) Password is boc

Telephone access: 1-312-626-6799. Webinar ID: 842 8225 5790 Passcode: 796511

Public Comments may be submitted to the Board of Commissioners Deputy Clerk at lisa_sanders@monroemi.org until 3:00 p.m. on Tuesday, April 6, 2021 to be included as part of the public record for this meeting. Click [here](#) for the required format.

ASL Interpreters are available by request. Please click [here](#) to request an accommodation. Requests for accommodation must be submitted by 8:00 a.m. on Monday, April 5, 2021.

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
Led by Commissioner Moore
- IV. OPENING PRAYER
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF MINUTES (03/16/2021 Regular Meeting)
- VII. PUBLIC COMMENT
- VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION
 1. Resolution to Authorize Annual Setting of Surcharge Rate for Central Dispatch 9-1-1
 - a. Resolution to establish the 2021-2022 Surcharge Rate for Central Dispatch 9-1-1 at \$2.00 per line, per month.
 - b. Letter dated April 1, 2021 from Mr. Michael Bosanac, Administrator/Chief Financial Officer, recommending approval of the Resolution to establish the surcharge at \$2.00 per line, per month

IX. FINANCE MATTERS

1. Approval of the 04/06/2021 Accounts Payable Current Claims Report in the amount of \$1,160,969.13

X. CONSENT AGENDA

1. Approval of Non-Claims
 - a. Check Register dated 03/19/2021 in the amount of \$638,628.68
 - b. Check Register dated 03/26/2021 in the amount of \$157,960.60
 - c. Check Register dated 04/02/2021 in the amount of \$420,644.04
2. The Operations Committee recommends to the Full Board the following from the 02/08/2021 committee meeting:
 - A. Letter dated March 26, 2021 from Ms. Colleen Hinzmann, IT Director Health Officer/Director outlining 2021 reorganization plan for Information Technology Department. Reorganization eliminates the Programmer position and creates a Network and Systems Engineer position with funding included the 2021 Information Technology budget.
 - B. Letter dated March 29, 2021, from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting two (2) updated County policies for consideration and approval. Includes a summary matrix of the policies recommended and the suggested updates for each policy.
 - a. Policy 303-Credit Card Authorization
 - b. Policy 310-Equipment Leasing

XI. COMMUNICATIONS

Board Action:

1. Letter dated March 31, 2021 from Mr. Mark Hammond, Director, Monroe County Emergency Management requesting approval to accept the Stafford Act, Public Assistance funds and the allocation of \$31,001.62 additional funding for the for our on-going April 7, 2021 through September 30, 2021 Coronavirus operational period.
2. Letter dated March 29, 2021 from Mr. Jeff McBee, Community Planning & Engagement Director submitting a Summary of two (2) 2020 Farmland/Open Space review/recommendation for application to the Farmland and Open Space Preservation program (part 361 of the Natural Resources and Environmental Protection Act) in Exeter Township.
3. Letter dated March 31, 2021 from Ms. Aundrea Armstrong, Human Resources Director recommending approval of the tentative collective bargaining agreement between the County of Monroe, the Monroe County Sheriff and the Command Officers Association (COAM). The new collective bargaining agreement replaces

the former agreement that expired on December 31, 2020 and the new Agreement is for a period of four (4) years expiring December 31, 2024.

4. Reappointments and Appointments of Board/Commission members
 - A. Monroe County Emergency Medical Authority
 - i. Letter dated March 30, 2021 from Mr. David Brown, Chairman, Monroe County Emergency Medical Authority requesting the appointment of Ms. Sara Kandler to fill a vacant seat on the Monroe County Emergency Medical Authority with a term ending December 31, 2022
 - ii. Monroe County Emergency Medical Authority Roster

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS

1. Update on County Response to COVID-19 Pandemic Emergency
 - a. Public Health-Health Officer Kim Comerzan
 - b. Jail & Law Enforcement Operations-Jail Administrator, Captain Julie Massengill
 - c. County Operations-Administrator/CFO Michael Bosanac

XIV. NEW BUSINESS

1. Consideration of Extending Local State of Emergency
 - a. Letter dated March 30, 2021 from Mr. Mark Hammond, Director Emergency Management Division and Mr. Michael Bosanac, Administrator/Chief Financial Officer outlining recommendation of Local State of Emergency
 - b. Declaration of Local State of Emergency Dated March 31, 2021

XV. PUBLIC COMMENT

XVI. ANNOUNCEMENTS

XVII. MEMBERS TIME

XVIII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
MARCH 16, 2021

I. CALL TO ORDER

The Monroe County Board of Commissioners held a regular meeting on Tuesday, March 16, 2021 by electronic video/teleconference via Zoom Meeting pursuant to the Michigan Public Health Department's orders. Chairman Brant called the meeting to order at 5:00 p.m.

II. ROLL CALL

Roll call by Deputy Clerk, Lisa Sanders, as follows:

PRESENT		ABSENT
David Hoffman	Randy Richardville	Sharon Lemasters (Excused)
Mark Brant	David Swartout	
Dawn Asper	Greg Moore, Jr.	
George Jondro	Henry Lievens	

A quorum being present, the Board proceeded to conduct business.

III. PLEDGE OF ALLEGIANCE

Commissioner Moore led the Pledge of Allegiance.

IV. OPENING PRAYER

In lieu of the Opening Prayer, Chairman Brant asked for a moment of silence for Judge Weipert's wife, Joyce, who passed away on Sunday.

V. APPROVAL OF AGENDA

Motion by Commissioner Swartout, supported by Commissioner Hoffman to approve the March 16, 2021 agenda as presented.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Randy Richardville		Sharon Lemasters	
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			

Motion carried.

VI. APPROVAL OF MINUTES (03/02/2021 Regular Meeting Minutes)

Motion by Commissioner Lievens, supported by Commissioner Jondro to approve the minutes of the March 2, 2021 Regular Meeting as presented and waive the reading thereof.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Randy Richardville		Sharon Lemasters	
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			

Motion carried.

VII. PUBLIC COMMENT—None

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION

1. Presentation by Dr. Donald Spencer, Chairman, Citizens for Educational Technology regarding the Monroe County Regional Enhancement Millage.

Since 1997, the Monroe County Technology Enhancement Millage has afforded the school districts in Monroe County the ability to provide students with the most up-to-date educational technology. Tech + Equity = Prepared Students.

Benefits of the Monroe County Regional Enhancement Millage:

- Equity
- High Speed Internet Connectivity
- Prepared workforce
- Response to pandemic
- Includes the following:
 - Airport Community Schools, Bedford Public Schools, Dundee Community Schools, Ida Public Schools, Jefferson Schools, Mason Consolidated Schools, Monroe County ISD, Monroe Public Schools, New Bedford Academy, Summerfield Schools, Triumph Academy and Whiteford Agricultural Schools
- Options for Students:
 - AP courses
 - College courses
 - Interactive live courses
 - Robotics teams
 - Alternative Education
 - CTE Courses, software and hardware

Superintendents Carl Shultz (Bedford Public Schools), Kelli Tuller (Mason Consolidated Schools) and Julie Everly (Monroe Public Schools) also commented on the benefits of the

Monroe County Regional Enhancement Millage. Discussion commenced and questions were asked and answered.

- Letter dated March 9, 2021 from Mr. Greg Stewart, Chairman, Monroe County Road Commission approval for a Resolution of Consent to the Appointment of Secretary/Clerk and Assistant Secretary/Deputy Clerk for the Board of County Road Commissioners of the County of Monroe, Michigan.

Motion by Commissioner Hoffman, seconded by Commissioner Asper to accept the communication, place it on file and approve the Resolution of Consent to the Appointment of Secretary/Clerk and Assistant Secretary/Deputy Clerk for the Board of County Road Commissioners of the County of Monroe, Michigan.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Randy Richardville		Sharon Lemasters	
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			

Motion carried.

- Resolution Proclaiming April 28, 2021 as Workers Memorial Day in Monroe County

Resolution was offered by Commissioner Lievens and supported by Commissioner Lemasters.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Randy Richardville		Sharon Lemasters	
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			

Motion carried.

- Resolution Proclaiming April as Child Abuse Prevention Month.

Resolution offered by Commissioner Brant and supported by Commissioner Richardville.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Randy Richardville		Sharon Lemasters	
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			

Motion carried.

Mr. Mike Smith of the United Way Monroe/Lenawee Counties thanked the Board for the Resolutions.

IX. FINANCE MATTERS

1. Approval of the 03/17/2021 Accounts Payable Current Claims Report in the amount of \$625,540.91

Motion by Commissioner Moore, seconded by Commissioner Hoffman to accept the 03/17/2021 Accounts Payable Current Claims Report for \$625,540.91

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Randy Richardville		Sharon Lemasters	
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			

Motion carried.

X. CONSENT AGENDA

1. Approval of Non-Claims
 - a. Check Register dated 03/01/2021 in the amount of \$906.85
 - b. Check Register dated 03/05/2021 in the amount of \$518,088.03
 - c. Check Register dated 03/12/2021 in the amount of \$654,827.15

Motion by Commissioner Jondro, seconded by Commissioner Asper to approve the Consent Agenda as presented.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Randy Richardville		Sharon Lemasters	
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			

Motion carried.

XI. COMMUNICATIONS

Board Action:

1. Letter dated March 5, 2021 from Chief Deputy David Buchko, Monroe County Sheriff's Office, requesting approval to submit a grant application to the Marine Slow No Wake Enforcement program offered by the Michigan Department of Natural Resources in the amount of \$13,303. This will provide funding for marine wages and fuel for approximately 260 hours of patrol in slow no wake zones. No matching funds are required for this grant.

Chief Deputy Buchko explained the grant request.

Motion by Commissioner Lievens, seconded by Commissioner Swartout to accept the communication, place it on file and approve/not approve the Monroe County Sheriff's Office to submit a grant application to the Marine Slow No Wake Enforcement program offered by the Michigan Department of Natural Resources in the amount of \$13,303.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Randy Richardville		Sharon Lemasters	
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			

Motion carried.

2. Letter dated March 10, 2021 proposed to submit to the U.S. Office of Management and Budget concerning changes to the 2010 Standards for Delineating Metropolitan and Micropolitan Statistical Areas.

Chairman Brant explained the purpose of the letter.

Motion by Commissioner Moore, seconded by Commissioner Hoffman to accept the communication, place it on file and approve/not approve the letter be sent on behalf of Monroe County and signed by the Chairman.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Randy Richardville		Sharon Lemasters	
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			

George Jondro	Henry Lievens			
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Motion carried.

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS

1. Revisions and updates to the Monroe County Board of Commissioners By-Laws and Rules of Procedure.

Click [here](#) for tracked changes version.

Click [here](#) for a clean copy.

Motion by Commissioner Swartout, seconded by Commissioner Asper to approve the Monroe County Board of Commissioners By-Laws and Rules of Procedure as presented and adopt the accompanying Resolution.

Roll call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	Randy Richardville		Sharon Lemasters	
Mark Brant	David Swartout			
Dawn Asper	Greg Moore, Jr.			
George Jondro	Henry Lievens			

Motion carried.

2. Update on County Response to COVID-19 Pandemic Emergency
Public Health

Ms. Kim Comerzan, Public Health Director gave an overview of the Health Department's role and response to the COVID-19 Pandemic Emergency.

- Total cases: 9,008
- Average new cases= 34.5 cases per day
- Positivity rate is 6.2%.
- Vaccination efforts continue.

Jail & Law Enforcement Operations

Captain Julie Massengill, Jail Administrator, Monroe County Sheriff's Office discussed the Sheriff's Office's response to the Covid-19 Pandemic Emergency.

- Zero cases of Covid in the jail and zero officers with Covid
- Everything is going well

County Operations

Mr. Michael Bosanac, Administrator/Chief Financial Officer discussed County's response to the COVID-19 Pandemic.

- Things are going well with no problems to report with respect to the pandemic and its effect on Operations

XIV. NEW BUSINESS—None

XV. PUBLIC COMMENT—None

XVI. ANNOUNCEMENTS—None

XVII. MEMBERS TIME—

Commissioner Jondro—Pass

Commissioner Hoffman—Thanks to Dr. Spencer and his group on their presentation. I have heard that people without health issues are getting ahead of seniors with health issues for the vaccine and perhaps Kim could look into that.

Commissioner Lievens—Pass

Commissioner Moore—Pass

Commissioner Asper—Kudos to Julie. I'm happy to see there is a property protection alert from the County Clerk which alerts for potential fraud on our property. Perhaps we could let our constituents know.

Commissioner Swartout—Thank you to Kim. I'd like to congratulate Julie. You are doing a great job and are a great leader. Thank you to Dr. Spencer and his group. Thankfully, none of our students lost the last year of school like other school districts did.

Commissioner Richardville—Congratulations to Julie. That's a fantastic honor. I appreciated Dr. Spencer's presentation. I remember Monroe County being the first one in the state to have that technology millage.

Commissioner Brant—Pass.

Commissioner Lemasters—Excused

XVIII. ADJOURNMENT

With no further business to discuss, Chairman Brant adjourned the meeting at 6:12 p.m.

COUNTY OF MONROE

RESOLUTION TO ESTABLISH MONTHLY SURCHARGE RATE

CENTRAL DISPATCH 9-1-1 SYSTEM FUNDING

2021-2022

I. Statement in Support of Resolution

THE COUNTY BOARD OF COMMISSIONERS OF THE COUNTY OF MONROE, STATE OF MICHIGAN, STATES:

WHEREAS, the County Board of Commissioners of the County of Monroe, Michigan placed a 9-1-1 telephone surcharge proposal on the August 2018 primary election ballot for the citizens of the County of Monroe to vote on whether or not they would be in favor of authorizing an increase, to provide certain funding for enhancing 9-1-1 emergency services to the citizens of Monroe County; and

WHEREAS, the electorate approved, this surcharge to fund 9-1-1 operations pursuant to the Michigan Emergency Telephone Service Enabling Act and the Michigan Telecommunications Act; and

WHEREAS, the County of Monroe therefore authorized, beginning July 1, 2019 and continuing thereafter, to assess a monthly surcharge of an amount not to exceed \$2.00 per line, to be charged in monthly bills for all landline, wireless, and voice over internet protocol (VOIP) service providers within the geographic boundaries of Monroe County, and the revenue thus generated will be distributed exclusively for the financing of equipment, facilities and all other operational costs of the Monroe County 9-1-1 Emergency Telephone Answering and Dispatch System and certain operational communication equipment for Monroe County Emergency First Responders; and

WHEREAS, the County Board of Commissioners of the County of Monroe is required to establish the rate of the monthly surcharge to be assessed to all landline, wireless, and VOIP telephone service lines within the geographic boundaries of Monroe County each year, and to file the appropriate certification of the monthly rate by no later than May 15 of each year to the Michigan 9-1-1 Office for approval prior to any change in assessing the monthly rate; and

WHEREAS, the County Board of Commissioners of the County of Monroe has determined that it is necessary that an estimated revenue and expenditure report be prepared and presented to the Board upon which the Board will consider and act upon the recommendation to set the monthly surcharge, and from this recommendation to report to the Michigan 9-1-1 Office the intent to assess the monthly surcharge amount.

II. Resolution

NOW, THEREFORE, THE COUNTY BOARD OF COMMISSIONERS OF THE COUNTY OF MONROE, STATE OF MICHIGAN, HEREBY RESOLVES AS FOLLOWS:

RESOLVED, that the County Administrator/Chief Financial Officer, has provided to the Board of Commissioners (Exhibit A), the estimated revenues and expenditures from the monthly 9-1-1 surcharge for the landline, wireless, and VOIP telephone service lines, and a recommended monthly surcharge rate; and

RESOLVED, that the estimate referenced in the preceding paragraph has been prepared based upon a recommendation of the Monroe County 9-1-1 District Authority Board approved at a meeting of the 9-1-1 District Authority Board on March 23, 2021 and provided this recommendation to the County Administrator/Chief Financial Officer that includes the Authority's estimated annual revenues and planned expenditures together with the recommended monthly surcharge rate; and

RESOLVED, that the County Board of Commissioners of the County of Monroe will act, not later than May 15 of every year, beginning in May of 2019, and after reviewing the estimated revenues and expenditures for the 9-1-1 surcharge as submitted to the Board of Commissioners by the Monroe County Administrator/Chief Financial Officer, vote on the rate of monthly surcharge to be assessed to all landline, wireless, and VOIP telephone service lines within Monroe County, beginning with the July 1, 2019 billing, and said rate shall not exceed the voter approved amount of up to \$2.00 per line, and then shall cause the rate established to be filed with the Michigan 9-1-1 Office; and

RESOLVED, that the monthly telephone surcharge rate for the twelve month period beginning July 1, 2021 and ending June 30, 2022, is set at \$2.00 per line, and this rate shall be filed with the State of Michigan 9-1-1 Office no later than May 15, 2021; and

RESOLVED, that the Monroe County Board of Commissioner's Chairman, the Chairman of the Monroe County 9-1-1 District Authority Board, the Director of Monroe County Central Dispatch and the Monroe County Administrator shall otherwise perform any and all actions or matters as may be necessary or appropriate under the law to properly submit all reports and documents annually for the setting of the monthly 9-1-1 surcharge within the geographic boundaries of Monroe County, and to recommend, have the County Board of Commissioners approve, and then submit each ensuing year's surcharge rate to the Michigan 9-1-1 Office by not later than May 15.

This Resolution was adopted by the Monroe County Board of Commissioners at a regular meeting held electronically while the County operated under a local state of emergency allowing electronic meetings to be held thereby limiting in-person gatherings under Michigan Public Health Orders. Said meeting was therefore conducted in compliance with the Michigan Open Meetings Act on the 6th day of April, 2021 and by a vote of a majority of the membership of the County Board of Commissioners the action was approved.

Resolution offered by Commissioner _____, supported by
Commissioner _____.

A Roll Call Vote Was Taken As Follows:

YES:

NO:

ABSTAIN:

The Resolution Was Declared Adopted.

Mark Brant, Chairman
Monroe County Board of Commissioners

ATTEST:

Annamarie Osment
Monroe County Clerk



MONROE COUNTY

FINANCE DEPARTMENT

125 East Second Street · Monroe, Michigan 48161-2197

Telephone: (734) 240-7250 · Fax (734) 240-7266

April 1, 2021

Mr. Mark Brant, Chairman
Monroe County Board of Commissioners
125 East Second Street
Monroe, MI. 48161

Re: Recommendation to Establish 911 Surcharge Rate for 2021-2022

Dear Chairman Brant and Members of the Board:

Annually, the Board of Commissioners is required to establish a surcharge rate per month for each telephone line. The surcharge is effective for the period July 1 to June 30 covering all lines in the geographic area of Monroe County.

The date upon which the action to establish the rate and file the same with the State 911 Committee is May 15 each year. The action that leads to the Board's setting of a rate includes a recommendation from the Monroe County Central Dispatch Authority Board to the undersigned.

The recommendation from the Dispatch Authority Board has been reviewed and based on projected revenues and expenditures for the period July 1, 2021 through June 30, 2022, the recommendation is supported

Accordingly, my recommendation is for the Board to approve the enclosed Resolution and by your approval, establish the surcharge at \$2.00 per line per month.

If you have any questions or desire any further information with respect to this matter, please contact me.

Sincerely,

A handwritten signature in cursive script, reading "Michael G. Bosanac".

Michael G. Bosanac
Administrator/Chief Financial Officer

Enclosure



MONROE COUNTY CENTRAL DISPATCH

987 S. Raisinville Rd. • Monroe Michigan 48161-2164

(734) 243-7070 • Fax (734) 241-5820

9-1-1 • Police • Fire / Rescue • EMS

March 31, 2021

Mr. Michael G. Bosanac
Administrator/Chief Financial Officer
County of Monroe
125 E. Second Street
Monroe, MI 48161

Re: 2021-2022 Monroe County Local 911 Surcharge Rate

Dear Mr. Bosanac:

During the Monroe County Central Dispatch Authority Board Meeting held on Tuesday, March 23, 2021, upon recommendation, the Board unanimously approved continuing the local 911 surcharge rate at \$2.00 per line for 2021-2022. This is the same rate currently in effect and would apply and cover the period July 1, 2021 through June 30, 2022.

The determination of the surcharge recommended and approved was done after review of the estimated 911 revenues and expenditures (attached to this communication) and consultation of the same with the County Finance Office. What was not included was the fire paging financing and repayment schedule as it was not known at the time. However, the financial plan remains recommended.

Accordingly, the Central Dispatch Authority Board recommends to you the 911 local surcharge at the rate of \$2.00 per line per month.

Sincerely,

Donna L. Kuti, Director
Monroe County Central Dispatch

Attachment: Exhibit A – Projected revenues/expenditures

Copy: F/Lt. Gregory Morenko, Chairman

MISSION STATEMENT

“To coordinate Law-Enforcement, Fire, and EMS emergency service requests in Monroe County for the safety and protection of our citizens and public safety providers. Through our actions, we help save lives, protect property, assist the public in their time of need and proudly know that we made a difference.”

Monroe County Central Dispatch Estimate of Revenues Expenditures Supporting 911 Surcharge for 2021-2022 Time Period**Exhibit A****Monroe County Central
Dispatch 911****REVENUES:**

	2021 Amended Budget*	2022 Projected Budget
Intergovernmental Revenue	\$ 356,100	\$ 361,100
Surcharge Revenue	\$ 3,400,000	\$ 3,450,000
Total Fund Revenues	<u>\$ 3,756,100</u>	<u>\$ 3,811,100</u>

EXPENDITURES:

Personnel Costs	\$ 2,210,952	\$ 2,340,603
Operational Costs	\$ 525,215	\$ 523,472
State Training	\$ 20,000	\$ 25,000
Central Square CAD Payback	\$ 59,949	\$ 41,474
Furniture Purchase	\$ 25,000	\$ -
5 Year Radio Payback	\$ 917,125	\$ 935,600
Less Total Expenditures	<u>\$ 3,758,241</u>	<u>\$ 3,866,149</u>

Revenue Over/(Under) Expenditures \$ (2,141) \$ (55,049)

Surcharge collection July 1 - June 30 annually (Must be set by May 15 with State 911 Office)

Recommendation to Re-Establish Continued Monthly 911 Surcharge at \$2.00 per Month Effective July 1, 2021.



Michael G. Bosanac
Administrator/Chief Financial Officer

*Subject to amendment based on Wage Study Implementation and Collective Bargaining Agreements

RAP205]

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OPTIMUM PAYMENTS SUMMARY

RUN: 004792 PAYMENT DATE: 04/07/21 PAY-THROUGH DATE: 03/30/21

Vendor	Name	Amount	Count
000000010502	ACTION WALLPAPERING AND PAINTI	450.00	1
000000010706	ADVANCED CORRECTIONAL HEALTHCA	764.35	4
000000010740	AIRGAS GREAT LAKES	413.13	1
000000011522	AMERICAN HEART ASSOCIATION INC	385.50	1
000000012398	ARBOR INSPECTION SERVICES, LLC	225.00	1
000000012824	AUTO-CHLOR SYSTEM	168.22	1
000000020001	B & H PHOTO	253.94	4
000000020070	BOB BARKER COMPANY, INC.	17.86	1
000000020072	BAKER'S GAS & WELDING SUPPLIES	313.87	5
000000020180	BATTERY WHOLESALE	13.29	1
000000020405	BEDFORD TOWNSHIP SEWER O & M	156.48	2
000000021010	BOILERS, CONTROLS & EQUIPMENT	1332.94	1
000000021200	BRENT'S LOCKSMITH	69.60	2
000000021400	BUCK & KNOBBY	2913.00	1
000000030005	AUTO VALUE OF MONROE	185.94	3
000000030009	CDW GOVERNMENT INC.	7870.78	3
000000030310	CAPITAL TIRE INC	2595.00	1
000000030357	CARRIAGE CLEANERS	304.71	3
000000030451	CATHOLIC CHARITIES OF SOUTHEAS	1160.00	1
000000030526	CARTER LUMBER	170.70	1
000000030530	CENTER MASS	1198.00	2
000000030951	CLEVERBRIDGE AG	1470.00	1
000000031159	COMMUNICATION INFRASTRUCTURE R	1575.00	1
000000031357	CONCIERGE CORRECTIONS LLC	7736.50	2
000000031823	CASA	9102.36	1
000000031830	COUNTY AGENCY ADMINISTRATIVE	16414.79	10
000000031955	CUMMINS BRIDGEWAY, LLC	2173.84	2
000000032150	CXTEC INC	5040.51	1
000000040280	DES MOINES STAMP, MFG CO.	117.20	1
000000050310	D.R.EBEL	143.25	1
000000050517	ENGRAVED IMAGE	163.75	1
000000050590	EXCEL SYSTEMS GROUP INC	351.20	1
000000060151	FASTSIGNS OF MONROE, MI	1736.00	1
000000060205	FIDLAR TECHNOLOGIES	1645.20	1
000000060210	FIFTH THIRD BANK	294.11	1
000000060215	FIGUREGROUND PRODUCTIONS	1955.10	2
000000060790	FRAME'S PEST CONTROL, INC.	140.00	2
000000061065	FRIENDLY FORD INC	63.97	1
000000061073	FRIENDS OF POTTER CEMETERY	1500.00	1
000000062038	FIRE ALARM SERVICE TEAM, LLC	8720.00	1
000000070009	GALL'S INC.	8276.91	36
000000070044	GARCIA CLINICAL LABORATORY, IN	1262.34	13
000000070050	GEAL ELECTRIC COMPANY	4198.00	2
000000070200	GENERAL LINEN/UNIFORM SERVICE	30.00	2
000000070326	GLOBAL EQUIPMENT COMPANY	549.93	1
000000070430	GOV. FINANCE OFFICERS ASSOC.	130.00	2
000000070501	GRAINGER	461.10	1
000000080001	HABITEC SECURITY	156.00	1
000000080017	HABITAT FOR HUMANITY OF MONROE	1000.00	1

[RAP205]

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OPTIMUM PAYMENTS SUMMARY

RUN: 004792 PAYMENT DATE: 04/07/21 PAY-THROUGH DATE: 03/30/21

Vendor Name Amount Count

000000080094	HD SUPPLY FACILITIES MAINTENAN	255.96	1
000000080836	HOME DEPOT USA INC	400.00	1
000000080842	HOME-OFFICE CONNECTION	11701.90	4
000000080904	HOUSE ARREST SERVICES, INC.	15406.55	3
000000080922	HR STAFFING TEAM, LLC	14995.08	8
000000080980	THE HUNTINGTON NATIONAL BANK	76.76	1
000000090190	ISC	1775.00	2
000000090199	ICLE	138.50	1
000000090212	IDSI INTERNATIONAL	450.00	1
000000090416	INTERACTIVE SYSTEMS INC	19450.00	1
000000100050	JACK'S LAWN SERVICE	563.79	2
000000110290	KENT COMMUNICATIONS INC	1702.64	1
000000120340	LANGUAGE LINE SERVICES, INC.	2.10	1
000000120390	LANSING SANITARY SUPPLY, INC	21.17	1
000000120771	LEXISNEXIS RISK SOLUTIONS	50.00	1
000000120986	LOWE'S COMPANIES INC	49.68	2
000000121003	LOWERY CORP	2527.08	3
000000121029	LUCAS COUNTY SHERIFF	25.00	1
000000130180	MANPOWER, INC.	2242.80	3
000000130185	MANNIK & SMITH GROUP INC	3158.31	4
000000130450	McKESSON GENERAL MEDICAL CORP	1298.40	2
000000130700	MELLOCRAFT	1887.55	5
000000130902	PROMEDICA 360HEALTH	806.00	1
000000131005	MGT OF AMERICA CONSULTING, LLC	1948.00	1
000000131275	MICHIGAN EMERGENCY MANAGEMENT	50.00	1
000000131370	MICHIGAN MUSEUMS ASSOCIATION	250.00	1
000000131376	MICHIGAN SHERIFFS' ASSOCIATION	1196.32	2
000000131394	MICH MUNICIPAL RISK MGMT AUTH	400.00	1
000000131507	MICHIGAN STATE UNIVERSITY	54996.50	1
000000131710	MIDAS AUTO	19.99	1
000000131770	MIDWEST OPEN AIR MUSEUMS COORD	120.00	3
000000132159	SYMPHONY DIAGNOSTIC SERVICES N	839.50	7
000000132169	MONROE AUTO PARTS, INC	61.63	3
000000132400	MONROE CO.COMMUNITY COLLEGE	29.00	1
000000132619	MONROE COUNTY SALVATION ARMY	8460.00	5
000000132850	MONROE NEWS	73.00	1
000000133050	MONROE INDUSTRIAL SUPPLY CO.	1780.04	4
000000140405	NORDMANN ROOFING CO., INC.	1062.25	2
000000140480	NORTH AMERICAN RESCUE INC.	449.48	1
000000150243	ONCELL SYSTEMS, INC	199.00	1
000000160251	PEERLESS SUPPLY CO.	106.93	1
000000160490	PETROLEUM EQUIPMENT & SERVICES	100.00	1
000000160996	POINTCLICKCARE TECHNOLOGIES IN	453.30	1
000000170300	QUILL CORPORATION	4028.14	19
000000180000	R & S PHARMACEUTICALS	519.44	2
000000180250	RECYCLING SERIVCES, INC.	2472.05	2
000000180774	RESOLUTE INTERPRETING, LLC	980.00	4
000000180839	RIVER RAISIN INSTITUTE	1565.50	2
000000180866	ROBERTS SECURITY & INVESTIGATI	262.04	7

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OPTIMUM PAYMENTS SUMMARY

RUN: 004792 PAYMENT DATE: 04/07/21 PAY-THROUGH DATE: 03/30/21

Vendor Name Amount Count

000000181001	ROSE PEST SOLUTIONS	115.00	1
000000181030	ROTO ROOTER SEWER CLEANING	181.25	1
000000190110	SAFETY SYSTEMS, INC.	249.00	2
000000190405	ST. PIERRE ACE HARDWARE	373.65	11
000000190900	SCHINDLER ELEVATOR CORP.	11818.41	2
000000190935	SCHOOLCRAFT COLLEGE	27795.92	1
000000191336	SENTINEL TECHNOLOGIES INC	3110.65	2
000000191600	SIEB PLUMBING & HEATING	3247.20	7
000000192299	SOUTH COUNTY WATER SYSTEM	160.00	2
000000192421	STAPLES BUSINESS ADVANTAGE	781.42	11
000000192704	STATE OF MICHIGAN	290.00	1
000000192727	STATE OF MICHIGAN	130.00	1
000000192848	STERICYCLE	95.33	1
000000192892	STEVENS DISPOSAL	365.00	2
000000192920	STONECO OF MICHIGAN	151.92	1
000000193038	SUPERIOR BUSINESS FORMS, INC.	785.39	1
000000193070	SUPPLYDEN INC.	1021.48	1
000000200051	TM&G SERVICE & MAINTENANCE	1630.00	1
000000200421	THE TICKET DOCTOR	59.18	1
000000200880	PROMEDICA CPR TRAINING	51.00	1
000000201499	TRACTOR SUPPLY CREDIT PLAN	148.91	1
000000201611	TSI INCORPORATED	2795.00	1
000000201850	TYLER TECHNOLOGIES, INC.	46881.02	1
000000210001	US IMAGING	2794.66	1
000000220002	VWR SCIENTIFIC	66.23	1
000000230401	THOMSON REUTERS	611.23	1
000000230750	WINDER POLICE EQUIPMENT INC.	191.19	1
000000230868	WORLDWIDE INTERPRETERS INC	320.00	2
000000230887	WYANDOTTE ALARM	344.82	2
000000230891	WYANDOTTE ELECTRIC SUPPLY CO.	141.25	3
000000250015	YINGER PHARMACY SHOPPE	35.35	1
000000400150	CITY OF LUNA PIER	682.56	4
000000400161	CITY OF MILAN TREASURER	667.00	1
000000400170	CITY OF MONROE	5064.82	6
000000400220	ERIE TOWNSHIP TREASURER	330.88	2
000000400226	EXETER TOWNSHIP TREASURER	750.00	1
000000400349	VILLAGE OF BLISSFIELD	275.00	4
000000400370	VILLAGE OF SOUTH ROCKWOOD	390.00	2
000000500824	MONROE COUNTY HEALTH DEPT	10.00	1
000000501333	MONROE COMM.MENTAL HEALTH AUTH	4397.03	1
000000501851	MONROE COUNTY ROAD COMMISSION	197.43	1
000000509806	MELISSA STRONG	9.38	2
000000509850	JAMES RISINGER	46.02	1
000000509855	LAURA PAPENHAGEN	159.74	1
000000510855	TITLE CHECK, LLC	3846.16	1
000000700510	NICOLE LONG	270.25	1
000000700690	NICOLE L. LINDSAY	169.20	1
000000720001	ABC COUNTERTOPS	2623.00	1
000000720301	GLENN EDWARD CROSS	675.00	2

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OPTIMUM PAYMENTS SUMMARY

RUN: 004792 PAYMENT DATE: 04/07/21 PAY-THROUGH DATE: 03/30/21

Vendor Name Amount Count

000000720311	DEWOLF & ASSOCIATES	2385.00	1
000000720374	FLORAL CITY GLASS COMPANY	342.63	1
000000720766	KRISTY HENRY	2820.00	2
000000721247	LAWRENCE TECHNOLOGY SERVICES	1155.00	2
000000721423	ROBERTO S NEGRON	80.00	1
000000721644	QC PRINTING	1195.00	2
000000750021	JAMES BARTLETT	1610.00	1
000000750270	SUZAN GABBARA	750.00	1
000000750325	JOHN GONTA	127.50	1
000000750439	KASTL LAW, PLC	2250.00	1
000000750497	TIMOTHY LAITUR	2186.00	1
000000750507	LENNARD, GRAHAM & GOLDSMITH	1785.00	1
000000750530	JOHN LUCHANSKY	525.00	2
000000750703	JESSICA M. PALADINO	1850.00	1
000000750726	TRACIE ROBIN SCOTT	774.75	1
000000750819	H. MATTHEW VITITOE	425.00	1
000000820035	MARY ADAMS	119.84	1
000000821175	LACIE BRADEN	129.92	1
000000821255	LORI BROWN	27.44	1
000000821685	KATIE CASWELL	67.67	1
000000821894	KIMBERLY COMERZAN	31.00	1
000000822398	JAMIE DEAN	100.00	2
000000823087	NICOLE FLYNN	63.84	1
000000823362	CHARLES GALLOWAY	80.54	1
000000824365	BRIDGET HUSS	31.00	1
000000825742	MARNA MAVIGLIA	75.21	1
000000826125	JENNA MORSE	418.54	1
000000826330	WILLIAM P. NICHOLS	32.54	1
000000826372	ALLISON M ARNOLD	273.34	1
000000826625	JACOB PERRY	68.32	1
000000826919	DAWN RAFKO	219.00	1
000000827169	BRANDON ROOF	85.00	1
000000827215	MICHELLE WEISBECKER	116.40	1
000000828438	STACIE WEBB	124.32	1
000000828746	DEBORAH ZIMMERMAN	31.00	1
000000902119	THE BANK OF NEW YORK MELLON TR	717311.27	6
000000902699	HANCOR	4596.84	1
000000902802	IDA FARMERS CO-OPERATIVE	910.00	1
000000903006	KUHLMAN CORP.	715.87	2
000000903104	LAMBERTVILLE TRUE VALUE HARD.	25.32	1
000000903181	MENARDS	222.53	1
000000903213	STONECO, INC.	1331.75	1
000000903239	MONROE COUNTY ENTERPRISE FUND	4565.64	4
000000903518	PEERLESS SUPPLY CO.	186.90	1
000000903829	SPICER GROUP	18942.00	3
000000904002	USA BLUEBOOK	556.29	1
CTY HEALTH	Upper Peninsula Health Care	150.00	1
CTY HEALTH	CLIA Laboratory Program	240.00	1
DRAIN FUND	SNAP-ON INDUSTRIAL	151.64	1

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OPTIMUM PAYMENTS SUMMARY

RUN: 004792 PAYMENT DATE: 04/07/21 PAY-THROUGH DATE: 03/30/21

Vendor	Name	Amount	Count
FINANCE	EDGE ONE	399.00	1
SHERIFFADMIN	RADISSON HOTEL LANSING	727.60	1
VET BURIALS	KIM FULLER	300.00	1
VET BURIALS	PATRICIA JAMBOR	300.00	1
VET BURIALS	BEVERLY KUDERIK	300.00	1
VET BURIALS	HELEN POWELL	300.00	1
VET BURIALS	MARIAN TYRA	300.00	1
**** TOTALS:		1160969.13	427

NON-CLAIM RUN 03/19/21

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Company 01 County of Monroe

PAYMENT REGISTER -

03/18/21

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PARAMETERS FOR PAYMENT RUN NUMBER 004788

Company code 01
Office code 001
Discount type A
Run schedule A
Priorities 000 TO 000
Select type
Type codes
Bank code
Checks? Y
Transfers? Y
BACS? Y
Drafts? Y
Manuals? Y
Others? Y
Vendor

NON-CLAIM RUN 03/19/21

[RAP215]		PAYMENT REGISTER - Checks				03/18/21	PAGE	2
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004788	Payment Date 03/19/21	Pay-thru Date 03/17/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
AT & T	000000010000	73424228350 03012021	5225274 5225348	03/16/21 03/17/21	2227.00 221.51 2448.51	0.00 0.00 0.00	2227.00 221.51 2448.51	000000549713
AT&T MOBILITY	000000010026	X03142021 28727200464	5225347 5225373	03/17/21 03/17/21	4505.96 2171.65 6677.61	0.00 0.00 0.00	4505.96 2171.65 6677.61	000000549714
ALTURA COMMUNICATION	000000011040	355468 355509	5225371 5225372	03/17/21 03/17/21	3853.20 12024.00 15877.20	0.00 0.00 0.00	3853.20 12024.00 15877.20	000000549715
AT & T	000000012805	DUE04012021	5225349	03/17/21	96.99 96.99	0.00 0.00	96.99 96.99	000000549716
CHARTER COMMUNICATIO	000000030566	15803803012 26006030121 49230030121 28636030121 28976031021	5225350 5225351 5225352 5225353 5225354	03/17/21 03/17/21 03/17/21 03/17/21 03/17/21	214.98 127.43 124.21 291.60 225.54 983.76	0.00 0.00 0.00 0.00 0.00 0.00	214.98 127.43 124.21 291.60 225.54 983.76	000000549717
CONSUMERS ENERGY	000000031502	031621A 031621B 031621C 031621D 031621E 031621F 2/8-3/8/21 DUE03312021	5225267 5225268 5225269 5225270 5225271 5225272 5225275 5225355	03/16/21 03/16/21 03/16/21 03/16/21 03/16/21 03/16/21 03/16/21 03/17/21	74.80 51.92 29.03 30.90 33.32 169.49 8228.62 335.50 8953.58	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	74.80 51.92 29.03 30.90 33.32 169.49 8228.62 335.50 8953.58	000000549718
CONTINENTAL SERVICES	000000031545	RC06982	5225276	03/16/21	5256.31 5256.31	0.00 0.00	5256.31 5256.31	000000549719
DTE ENERGY	000000040603	DUE04052021 DUE03302021	5225356 5225357	03/17/21 03/17/21	367.75 15.44 383.19	0.00 0.00 0.00	367.75 15.44 383.19	000000549720
DUNDEE SENIOR CITIZE	000000042250	1031511150B	5225289	03/17/21	18180.00 18180.00	0.00 0.00	18180.00 18180.00	000000549721
GORNO FORD, INC.	000000070369	X9009	5225287	03/17/21	44196.00 44196.00	0.00 0.00	44196.00 44196.00	000000549722
HABITEC SECURITY	000000080001	A791952 I605025	5225284 5225285	03/16/21 03/16/21	225.00 27.96	0.00 0.00	225.00 27.96	

NON-CLAIM RUN 03/19/21

[RAP215]		PAYMENT REGISTER - Checks				03/18/21	PAGE	3
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004788	Payment Date 03/19/21	Pay-thru Date 03/17/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
HABITEC SECURITY	000000080001	A791105	5225346	03/17/21	165.36 418.32	0.00 0.00	165.36 418.32	000000549723
INMATE CALLING SOLUT	000000090396	070148	5225278	03/16/21	1395.15 1395.15	0.00 0.00	1395.15 1395.15	000000549724
MICH MUNICIPAL RISK	000000131392	D21021029	5225358	03/17/21	21977.47 21977.47	0.00 0.00	21977.47 21977.47	000000549725
SYSCO DETROIT LLC	000000131804	358766190	5225359	03/17/21	1249.28	0.00	1249.28	000000549726
		358766192	5225360	03/17/21	1047.47	0.00	1047.47	
		358766191	5225361	03/17/21	86.61	0.00	86.61	
		358770233	5225367	03/17/21	14.05	0.00	14.05	
		358772279	5225368	03/17/21	67.81 2465.22	0.00 0.00	67.81 2465.22	
MONROE COUNTY DENTAL	000000132420	031921 565	5225304	03/17/21	668.77	0.00	668.77	000000549727
		031921 554	5225305	03/17/21	34.98	0.00	34.98	
					703.75	0.00	703.75	
MONROE FAMILY YMCA	000000132435	031921 YMC	5225306	03/17/21	628.64	0.00	628.64	000000549728
					628.64	0.00	628.64	
MONROE CO.HEALTH INS	000000132450	031921 554M	5225307	03/17/21	622.40	0.00	622.40	000000549729
		031921 565M	5225308	03/17/21	11223.09	0.00	11223.09	
		032119 554V	5225309	03/17/21	4.61	0.00	4.61	
		031921 565V	5225310	03/17/21	81.22	0.00	81.22	
		03162021	5225369	03/17/21	1000.00 12931.32	0.00 0.00	1000.00 12931.32	
MONROE CO. OPPORTUNI	000000132600	10317014008	5225288	03/17/21	7024.00	0.00	7024.00	000000549730
					7024.00	0.00	7024.00	
PERFECTION BAKERIES,	000000160355	2103068101	5225362	03/17/21	44.00 44.00	0.00 0.00	44.00 44.00	000000549731
VARIPRO	000000161454	030421WRAP APRIL2021	5225363 5225364	03/17/21 03/17/21	402.50	0.00	402.50	000000549732
					212368.48	0.00	212368.48	
					212770.98	0.00	212770.98	
THE HARTFORD	000000200415	35071698943	5225365	03/17/21	757.21 757.21	0.00 0.00	757.21 757.21	000000549733
UNITED PARCEL SERVIC	000000210200	EY9780101	5225279	03/16/21	15.50	0.00	15.50	000000549734
					15.50	0.00	15.50	
VERIZON WIRELESS	000000220156	9875031454	5225286	03/16/21	254.40	0.00	254.40	

NON-CLAIM RUN 03/19/21

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks			03/18/21		PAGE	4
Office 001	Main	Bank	BNK001	National City Bank		Run	004788	Payment Date	03/19/21	Pay-thru Date	03/17/21	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date		Gross Amount	Deduction Amounts		Net Amount	Payment Number		
						254.40	0.00		254.40	000000549735		
VILLAGE OF CARLETON	000000400351	031621	5225263	03/16/21		27412.55	0.00		27412.55			
						27412.55	0.00		27412.55	000000549736		
ESTRAL BEACH VILLAGE	000000400361	031621	5225266	03/16/21		9296.84	0.00		9296.84			
						9296.84	0.00		9296.84	000000549737		
VILLAGE OF MAYBEE TR	000000400366	031621	5225277	03/16/21		2420.31	0.00		2420.31			
						2420.31	0.00		2420.31	000000549738		
VILLAGE OF SOUTH ROC	000000400370	31621	5225280	03/16/21		15983.99	0.00		15983.99			
						15983.99	0.00		15983.99	000000549739		
MONROE COUNTY	000000500002	031921 DPR	5225311	03/17/21		553.54	0.00		553.54			
		031921 MPR	5225312	03/17/21		27414.67	0.00		27414.67			
		031921 VPR	5225313	03/17/21		72.24	0.00		72.24			
						28040.45	0.00		28040.45	000000549740		
MONROE COUNTY	000000500003	031921 565	5225314	03/17/21		100.71	0.00		100.71			
		031921 554	5225315	03/17/21		3.65	0.00		3.65			
		APRIL2021	5225366	03/17/21		250.32	0.00		250.32			
						354.68	0.00		354.68	000000549741		
MONROE CO.FRIEND OF	000000500660	20-245997FH	5225261	03/16/21		12700.00	0.00		12700.00			
						12700.00	0.00		12700.00	000000549742		
MONROE COUNTY GENERA	000000501100	031921 554	5225316	03/17/21		32.70	0.00		32.70			
						32.70	0.00		32.70	000000549743		
DUNDEE VILLAGE	000000510401	031621	5225265	03/16/21		80554.04	0.00		80554.04			
						80554.04	0.00		80554.04	000000549744		
MONROE COUNTY	000000510725	031921 554	5225317	03/17/21		585.72	0.00		585.72			
						585.72	0.00		585.72	000000549745		
MONROE CO. EMP. RETI	000000550200	031921 565	5225318	03/17/21		22744.26	0.00		22744.26			
		031921 PST	5225319	03/17/21		180.81	0.00		180.81			
		031921 RCO	5225320	03/17/21		156.23	0.00		156.23			
		031921 RET	5225321	03/17/21		18130.39	0.00		18130.39			
		031921 RTC	5225322	03/17/21		1939.49	0.00		1939.49			
		031921 RTD	5225323	03/17/21		1636.62	0.00		1636.62			
		031921 RTS	5225324	03/17/21		9990.69	0.00		9990.69			
						54778.49	0.00		54778.49	000000549746		
AIG VALIC	000000550207	031921 AIG	5225325	03/17/21		75.00	0.00		75.00			
						75.00	0.00		75.00	000000549747		
ING, INVESTMENT SERV	000000550209	031921 PJL	5225326	03/17/21		333.82	0.00		333.82			

NON-CLAIM RUN 03/19/21

[RAP215]		PAYMENT REGISTER - Checks				03/18/21	PAGE	5
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004788	Payment Date 03/19/21	Pay-thru Date 03/17/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
ING, INVESTMENT SERV	000000550209	031921 RPJ	5225327	03/17/21	837.02 1170.84	0.00 0.00	837.02 1170.84	000000549748
UNITED WAY OF MONROE	000000550215	031921 UW	5225328	03/17/21	154.00 154.00	0.00 0.00	154.00 154.00	000000549749
GREAT-WEST LIFE & AN	000000550280	031921 GWE	5225329	03/17/21	6959.00 6959.00	0.00 0.00	6959.00 6959.00	000000549750
AXA EQUITABLE	000000550285	031921 EQU	5225330	03/17/21	875.00 875.00	0.00 0.00	875.00 875.00	000000549751
MONROE CO.UNEMPLOYME	000000550310	031921 554 031921 565	5225331 5225332	03/17/21 03/17/21	1.92 63.80 65.72	0.00 0.00 0.00	1.92 63.80 65.72	000000549752
MONROE COUNTY WORKER	000000550315	031921 554	5225333	03/17/21	1.06 1.06	0.00 0.00	1.06 1.06	000000549753
MONROE CO.LONG TERM	000000550320	031921 565 031921 554	5225334 5225335	03/17/21 03/17/21	519.98 17.63 537.61	0.00 0.00 0.00	519.98 17.63 537.61	000000549754
MONROE CO.RETIREE HE	000000550325	031921 CRH 031921 DRH 031921 RHC 031921 SRH	5225336 5225337 5225338 5225339	03/17/21 03/17/21 03/17/21 03/17/21	965.00 452.96 6869.85 4595.32 12883.13	0.00 0.00 0.00 0.00 0.00	965.00 452.96 6869.85 4595.32 12883.13	000000549755
JIM'S TOWING	000000730636	5795RST	5225290	03/17/21	10.00 10.00	0.00 0.00	10.00 10.00	000000549756
TODD AND LISA JONES	000000730705	5791RST 5798RST	5225291 5225292	03/17/21 03/17/21	50.00 25.00 75.00	0.00 0.00 0.00	50.00 25.00 75.00	000000549757
LAKE HURON MEDICAL C	000000730789	5797RST	5225293	03/17/21	20.00 20.00	0.00 0.00	20.00 20.00	000000549758
HUNTER LONSWAY	000000731133	5796RST	5225294	03/17/21	10.00 10.00	0.00 0.00	10.00 10.00	000000549759
MARY RAPAI	000000731812	5792RST	5225299	03/17/21	377.98 377.98	0.00 0.00	377.98 377.98	000000549760
JANICE ROBINSON	000000731851	5793RST	5225300	03/17/21	377.99 377.99	0.00 0.00	377.99 377.99	000000549761
STATE FARM INSURANCE	000000731964	5788RST	5225301	03/17/21	28.39	0.00	28.39	

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[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		03/18/21		PAGE	6
Office 001	Main	Bank	BNK001	National City Bank	Run 004788	Payment Date 03/19/21	Pay-thru Date 03/17/21				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					28.39	0.00	28.39	000000549762			
STATE FARM INSURANCE	000000731965	5789RST	5225302	03/17/21	25.00	0.00	25.00				
					25.00	0.00	25.00	000000549763			
PAMELA MILLER	000000731982	5786RST	5225295	03/17/21	5.00	0.00	5.00				
		5787RST	5225296	03/17/21	5.00	0.00	5.00				
		731982	5225297	03/17/21	10.00	0.00	10.00				
		5762RST	5225298	03/17/21	5.00	0.00	5.00				
					25.00	0.00	25.00	000000549764			
ALAN JAMES WALLACE	000000732295	5790RST	5225303	03/17/21	55.00	0.00	55.00				
					55.00	0.00	55.00	000000549765			
RONALD BRUCE	000000750077	20-1683M	5225340	03/17/21	184.00	0.00	184.00				
		20-1645M	5225341	03/17/21	104.00	0.00	104.00				
		21-0136M	5225342	03/17/21	168.00	0.00	168.00				
		21-0110M	5225343	03/17/21	336.00	0.00	336.00				
		21-0224M	5225344	03/17/21	80.00	0.00	80.00				
		21-0135M	5225345	03/17/21	176.00	0.00	176.00				
					1048.00	0.00	1048.00	000000549766			
SHELLY JOHNSON	000000824585	FEB. 2021	5225283	03/16/21	10.08	0.00	10.08				
					10.08	0.00	10.08	000000549767			
CHEVRETTE GRADALL SE	000000902208	031521	5225262	03/16/21	10000.00	0.00	10000.00				
					10000.00	0.00	10000.00	000000549768			
SCHUMAKER BROTHERS	000000903819	031621	5225264	03/16/21	7200.00	0.00	7200.00				
					7200.00	0.00	7200.00	000000549769			
ELENA SOTO	DCWITNESS	(A) 2/21	5225260	03/11/21	46.00	0.00	46.00				
					46.00	0.00	46.00	000000549770			
BANK BNK001 - TOTAL					638628.68	0.00	638628.68	*			
OFFICE 001 - TOTAL					638628.68	0.00	638628.68	**			

NON-CLAIM RUN 03/26/21

[RAP215]

Company 01 County of Monroe

PAYMENT REGISTER -

03/25/21

PAGE 1

PARAMETERS FOR PAYMENT RUN NUMBER 004790

Company code 01
Office code 001
Discount type A
Run schedule A
Priorities 000 TO 000
Select type
Type codes
Bank code
Checks? Y
Transfers? Y
BACS? Y
Drafts? Y
Manuals? Y
Others? Y
Vendor

NON-CLAIM RUN 03/26/21

[RAP215]		PAYMENT REGISTER - Checks				03/25/21	PAGE	2
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004790	Payment Date 03/26/21	Pay-thru Date 03/24/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
AT & T	000000010000	04012021A	5225454	03/24/21	96.94	0.00	96.94	000000549771
		04012021B	5225455	03/24/21	60.30	0.00	60.30	
		04012021C	5225456	03/24/21	221.30	0.00	221.30	
		04012021D	5225457	03/24/21	333.44	0.00	333.44	
					711.98	0.00	711.98	
AT&T MOBILITY	000000010026	03142021	5225375	03/19/21	218.70	0.00	218.70	000000549772
		MAR. 2021	5225415	03/24/21	137.82	0.00	137.82	
		X03192021	5225458	03/24/21	458.30	0.00	458.30	
					814.82	0.00	814.82	
AIRGAS GREAT LAKES	000000010740	9106610349	5225408	03/24/21	83.98	0.00	83.98	000000549773
					83.98	0.00	83.98	
ALZHEIMER'S & DEMENT	000000011076	10324025713	5225473	03/24/21	340.00	0.00	340.00	000000549774
		10324025512	5225474	03/24/21	204.00	0.00	204.00	
					544.00	0.00	544.00	
AUTOMATIC DATA PROCE	000000012850	576262724	5225471	03/24/21	133.00	0.00	133.00	000000549775
					133.00	0.00	133.00	
REPUBLIC SERVICE OF	000000020010	259-3058964	5225376	03/19/21	6704.42	0.00	6704.42	000000549776
					6704.42	0.00	6704.42	
CENTURY LINK	000000030539	DUE04122021	5225459	03/24/21	82.09	0.00	82.09	000000549777
					82.09	0.00	82.09	
CHARTER COMMUNICATIO	000000030566	11123031321	5225453	03/24/21	137.75	0.00	137.75	000000549778
					137.75	0.00	137.75	
COMCAST CABLEVISION	000000031085	4/1-4/30/21	5225409	03/24/21	363.55	0.00	363.55	000000549779
					363.55	0.00	363.55	
CONSUMERS ENERGY	000000031502	032321	5225385	03/23/21	28.73	0.00	28.73	000000549780
					28.73	0.00	28.73	
DELL MARKETING L.P.	000000040245	10456763609	5225413	03/24/21	35680.05	0.00	35680.05	000000549781
					35680.05	0.00	35680.05	
DTE ENERGY	000000040603	DUE04092021	5225446	03/24/21	117.73	0.00	117.73	000000549782
					117.73	0.00	117.73	
FIFTH THIRD BANK	000000060211	#0366	5225431	03/24/21	450.47	0.00	450.47	000000549783
					450.47	0.00	450.47	
FIRST MERCHANTS BANK	000000060252	0246MAR2021	5225382	03/22/21	7402.33	0.00	7402.33	
		2/6-3/5/21	5225412	03/24/21	1018.82	0.00	1018.82	

NON-CLAIM RUN 03/26/21

[RAP215]		PAYMENT REGISTER - Checks				03/25/21	PAGE	3
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004790	Payment Date 03/26/21	Pay-thru Date 03/24/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
FIRST MERCHANTS BANK	000000060252	0246MAR2021	5225478	03/24/21	313.85 8735.00	0.00 0.00	313.85 8735.00	000000549784
MICHIGAN GAS UTILITI	000000131350	032321 DUE04082021 04082021A 04082021B 04082021C 04082021D 3634572031	5225384 5225447 5225448 5225449 5225450 5225451 5225452	03/23/21 03/24/21 03/24/21 03/24/21 03/24/21 03/24/21 03/24/21	45.42 11.97 341.89 128.64 206.76 474.48 1278.88 2488.04	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	45.42 11.97 341.89 128.64 206.76 474.48 1278.88 2488.04	000000549785
MONROE CO. OPPORTUNI	000000132600	10324063120 10324063221 10324063324 10324063325 10324063327 10324065328	5225462 5225463 5225466 5225467 5225469 5225470	03/24/21 03/24/21 03/24/21 03/24/21 03/24/21 03/24/21	346.00 577.50 549.27 8760.90 9151.41 10506.00 29891.08	0.00 0.00 0.00 0.00 0.00 0.00 0.00	346.00 577.50 549.27 8760.90 9151.41 10506.00 29891.08	000000549786
MONROE SENIOR CITIZE	000000133450	1031901165B	5225475	03/24/21	40852.00 40852.00	0.00 0.00	40852.00 40852.00	000000549787
MONROE WATER DEPT.	000000133650	4/9/21 4696040921 4722040921 4697040921 8881040921 7204040921 4694040921 24826040921 5523040921 17485040921 6840040921 4255040921 4254040921	5225410 5225429 5225430 5225432 5225433 5225434 5225435 5225436 5225437 5225438 5225439 5225440 5225441	03/24/21 03/24/21 03/24/21 03/24/21 03/24/21 03/24/21 03/24/21 03/24/21 03/24/21 03/24/21 03/24/21 03/24/21 03/24/21	2339.65 537.91 51.34 99.54 291.49 329.57 7172.86 15.01 220.43 196.01 42.17 625.27 837.92 12759.17	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	2339.65 537.91 51.34 99.54 291.49 329.57 7172.86 15.01 220.43 196.01 42.17 625.27 837.92 12759.17	000000549788
PERFECTION BAKERIES,	000000160355	2103075081	5225461	03/24/21	15.32 15.32	0.00 0.00	15.32 15.32	000000549789
PRAIRIE FARMS DAIRY,	000000161170	9044130 9052701 9052702 9044131	5225442 5225443 5225464 5225465	03/24/21 03/24/21 03/24/21 03/24/21	22.38 62.21 41.58 41.58 167.75	0.00 0.00 0.00 0.00 0.00	22.38 62.21 41.58 41.58 167.75	000000549790
ROSE PEST SOLUTIONS	000000181001	90331021CR	5225445	03/24/21	63.00	0.00	63.00	

NON-CLAIM RUN 03/26/21

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		03/25/21		PAGE 4	
Office 001	Main	Bank	BNK001	National City Bank	Run 004790	Payment Date 03/26/21	Pay-thru Date 03/24/21				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					63.00	0.00	63.00	000000549791			
SELF AND FAMILY BEHA	000000191274	10324025310	5225472	03/24/21	980.00	0.00	980.00				
					980.00	0.00	980.00	000000549792			
TELNET WORLDWIDE, IN	000000200250	217612	5225460	03/24/21	634.95	0.00	634.95				
					634.95	0.00	634.95	000000549793			
UNITED PARCEL SERVIC	000000210200	EY9780111	5225411	03/24/21	11.54	0.00	11.54				
					11.54	0.00	11.54	000000549794			
U.S. FOODSERVICE INC	000000210260	0456126	5225468	03/24/21	562.03	0.00	562.03				
					562.03	0.00	562.03	000000549795			
VERIZON WIRELESS	000000220156	9875592602	5225407	03/23/21	519.48	0.00	519.48				
					519.48	0.00	519.48	000000549796			
CABELA'S	000000300320	07-35874-FH	5225386	03/23/21	154.98	0.00	154.98				
		12-39720-FH	5225387	03/23/21	0.31	0.00	0.31				
					155.29	0.00	155.29	000000549797			
JOHN DOLENCIC	000000300452	12-39843-FC	5225388	03/23/21	20.00	0.00	20.00				
					20.00	0.00	20.00	000000549798			
KOHL'S CORPORATE LOS	000000301053	07-35874-FH	5225389	03/23/21	386.00	0.00	386.00				
					386.00	0.00	386.00	000000549799			
KROGER	000000301072	17-243859FH	5225390	03/23/21	1320.00	0.00	1320.00				
		17-243430FH	5225391	03/23/21	115.95	0.00	115.95				
					1435.95	0.00	1435.95	000000549800			
MONROE BANK & TRUST	000000301270	08-36732-FC	5225392	03/23/21	1.47	0.00	1.47				
		08-36734-FC	5225393	03/23/21	1.47	0.00	1.47				
					2.94	0.00	2.94	000000549801			
MONROE CITY POLICE	000000301272	19-245539FH	5225394	03/23/21	110.00	0.00	110.00				
					110.00	0.00	110.00	000000549802			
MEIJER	000000301297	07-35874-FH	5225395	03/23/21	140.97	0.00	140.97				
					140.97	0.00	140.97	000000549803			
ONCE UPON A CHILD	000000301507	15-41728-FH	5225396	03/23/21	153.09	0.00	153.09				
					153.09	0.00	153.09	000000549804			
STATE FARM INSURANCE	000000301876	97-28414-FH	5225397	03/23/21	3.34	0.00	3.34				
					3.34	0.00	3.34	000000549805			
JANIS SMITH	000000301914	16-242711FH	5225398	03/23/21	60.93	0.00	60.93				

NON-CLAIM RUN 03/26/21

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		03/25/21		PAGE	5
Office 001	Main	Bank	BNK001	National City Bank	Run 004790	Payment Date 03/26/21	Pay-thru Date 03/24/21				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number			
					60.93	0.00	60.93	000000549806			
DUNDEE TOWNSHIP TREA	000000400216	PERSONALPRO	5225383	03/22/21	1083.73	0.00	1083.73	000000549807			
					1083.73	0.00	1083.73				
MONROE CO CLERK/REG	000000500175	21-246097FH	5225380	03/22/21	2000.00	0.00	2000.00	000000549808			
					2000.00	0.00	2000.00				
MONROE CO.FRIEND OF	000000500660	19-245399FH	5225379	03/22/21	3000.00	0.00	3000.00	000000549809			
					3000.00	0.00	3000.00				
COUNTY AGENCY ADMINI	000000510800	MAR & APR	5225377	03/19/21	3000.00	0.00	3000.00	000000549810			
					3000.00	0.00	3000.00				
SKYE GHESQUIRE	000000730443	5800RST	5225427	03/24/21	15.00	0.00	15.00	000000549811			
					15.00	0.00	15.00				
NICHOLAS JOHNSON	000000730684	5794RST	5225424	03/24/21	100.00	0.00	100.00	000000549812			
					100.00	0.00	100.00				
JASON SCHUON	000000731915	5801RST	5225425	03/24/21	20.00	0.00	20.00	000000549813			
					20.00	0.00	20.00				
JENNIFER SHANER	000000731931	5799RST	5225426	03/24/21	463.42	0.00	463.42	000000549814			
					463.42	0.00	463.42				
STEVEN TODD JEDINAK	000000750420	201525M	5225417	03/24/21	120.00	0.00	120.00				
		201525M2	5225418	03/24/21	189.00	0.00	189.00				
		201497M	5225419	03/24/21	315.00	0.00	315.00				
		201497M2	5225420	03/24/21	96.00	0.00	96.00				
		200987M2	5225421	03/24/21	88.00	0.00	88.00				
		200987M	5225422	03/24/21	308.00	0.00	308.00				
					1116.00	0.00	1116.00	000000549815			
FIRST MERCHANT'S BAN	000000902509	032221	5225378	03/22/21	37.13	0.00	37.13	000000549816			
					37.13	0.00	37.13				
KELLY JACKSON	CLERK/REGIST	04-33723-FC	5225404	03/23/21	73.66	0.00	73.66	000000549817			
					73.66	0.00	73.66				
BANK OF AMERICA	CLERK/REGIST	12-39471-FC	5225400	03/23/21	0.53	0.00	0.53	000000549818			
					0.53	0.00	0.53				
BANK OF AMERICA	CLERK/REGIST	12-39580-FC	5225399	03/23/21	21.25	0.00	21.25	000000549819			
					21.25	0.00	21.25				
JAMES KNERR	CLERK/REGIST	12-39856-FC	5225402	03/23/21	129.57	0.00	129.57				

NON-CLAIM RUN 03/26/21

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		03/25/21	PAGE 6
Office 001	Main	Bank	BNK001	National City Bank	Run 004790	Payment Date 03/26/21	Pay-thru Date 03/24/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number	
					129.57	0.00	129.57	000000549820	
JOHN JOSEPH ROWLOFF	CLERK/REGIST	15-41761-FH	5225403	03/23/21	19.00	0.00	19.00		
					19.00	0.00	19.00	000000549821	
MARIA JAIMES	CLERK/REGIST	16-242683FH	5225405	03/23/21	58.93	0.00	58.93		
					58.93	0.00	58.93	000000549822	
HUMANE SOCIETY OF MO	CLERK/REGIST	16-243057FH	5225401	03/23/21	40.00	0.00	40.00		
					40.00	0.00	40.00	000000549823	
MARJORIE DENNIS	CLERK/REGIST	99-30187-FH	5225406	03/23/21	680.00	0.00	680.00		
					680.00	0.00	680.00	000000549824	
ATA NATIONAL TITLE G	TREASURER	117911M	5225374	03/18/21	7.16	0.00	7.16		
					7.16	0.00	7.16	000000549825	
FIRST AMERICAN TITLE	TREASURER	118167M	5225423	03/24/21	4.58	0.00	4.58		
					4.58	0.00	4.58	000000549826	
AMROCK, LLC - CHASE	TREASURER	118179M	5225477	03/24/21	90.20	0.00	90.20		
					90.20	0.00	90.20	000000549827	
BANK BNK001 - TOTAL					157960.60	0.00	157960.60	*	
OFFICE 001 - TOTAL					157960.60	0.00	157960.60	**	

NON-CLAIM RUN 04/02/21

[RAP215]

Company 01 County of Monroe

PAYMENT REGISTER -

04/01/21

PAGE 1

PARAMETERS FOR PAYMENT RUN NUMBER 004795

Company code 01
Office code 001
Discount type A
Run schedule A
Priorities 000 TO 000
Select type
Type codes
Bank code
Checks? Y
Transfers? Y
BACS? Y
Drafts? Y
Manuals? Y
Others? Y
Vendor

NON-CLAIM RUN 04/02/21

[RAP215]		PAYMENT REGISTER - Checks				04/01/21	PAGE	2
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run	004795	Payment Date	04/02/21	Pay-thru Date 03/31/21
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
THE ASU GROUP	000000010200	MO0S005924	5225622	03/31/21	1780.00 1780.00	0.00 0.00	1780.00 1780.00	000000549828
REPUBLIC SERVICE OF	000000020010	BAL-DUE2020	5225521	03/31/21	115.50 115.50	0.00 0.00	115.50 115.50	000000549829
CHARTER COMMUNICATIO	000000030566	13408032221	5225590	03/31/21	230.95 230.95	0.00 0.00	230.95 230.95	000000549830
COMCAST CABLEVISION	000000031085	3/25 - 4/24	5225526	03/31/21	169.95 169.95	0.00 0.00	169.95 169.95	000000549831
COMCAST	000000031086	119233052	5225532	03/31/21	1541.00 1541.00	0.00 0.00	1541.00 1541.00	000000549832
CONTINENTAL SERVICES	000000031545	RC07044 RC07065	5225510 5225511	03/30/21 03/30/21	5256.31 5256.31 10512.62	0.00 0.00 0.00	5256.31 5256.31 10512.62	000000549833
DTE ENERGY	000000040603	92000480154 032521 032221 032421 032421 032321	5225508 5225533 5225534 5225535 5225536 5225537	03/30/21 03/31/21 03/31/21 03/31/21 03/31/21 03/31/21	193.99 111.34 107.97 21.09 26.22 12688.87 13149.48	0.00 0.00 0.00 0.00 0.00 0.00 0.00	193.99 111.34 107.97 21.09 26.22 12688.87 13149.48	000000549834
FRIENDLY FORD INC	000000061065	197556	5225525	03/31/21	82.88 82.88	0.00 0.00	82.88 82.88	000000549835
LAKE ERIE TRANSIT CO	000000120125	1032901071B	5225523	03/31/21	25000.08 25000.08	0.00 0.00	25000.08 25000.08	000000549836
MICHIGAN GAS UTILITI	000000131350	06157003 3641685278 3649179216 3642225611 3641122825 3641705507 1525 1531A 1531C 1531D 1529U#4	5225512 5225538 5225539 5225540 5225541 5225542 5225573 5225578 5225581 5225584 5225588	03/30/21 03/31/21 03/31/21 03/31/21 03/31/21 03/31/21 03/31/21 03/31/21 03/31/21 03/31/21 03/31/21	136.38 545.61 590.02 160.91 327.56 1740.83 39.82 167.86 65.86 168.60 88.50 4031.95	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	136.38 545.61 590.02 160.91 327.56 1740.83 39.82 167.86 65.86 168.60 88.50 4031.95	000000549837
SYSCO DETROIT LLC	000000131804	358787534	5225543	03/31/21	1870.85	0.00	1870.85	

NON-CLAIM RUN 04/02/21

[RAP215]		PAYMENT REGISTER - Checks				04/01/21	PAGE	3
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004795	Payment Date 04/02/21	Pay-thru Date 03/31/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
SYSCO DETROIT LLC	000000131804	358787533	5225544	03/31/21	112.65	0.00	112.65	000000549838
		358787535	5225545	03/31/21	26.94	0.00	26.94	
		358787532	5225546	03/31/21	1085.97	0.00	1085.97	
					3096.41	0.00	3096.41	
MONROE COUNTY DENTAL	000000132420	040221 554	5225556	03/31/21	34.98	0.00	34.98	000000549839
		040221 565	5225558	03/31/21	657.48	0.00	657.48	
					692.46	0.00	692.46	
MONROE FAMILY YMCA	000000132435	YMC 040221	5225559	03/31/21	628.64	0.00	628.64	000000549840
					628.64	0.00	628.64	
MONROE CO.HEALTH INS	000000132450	040221 565	5225560	03/31/21	79.74	0.00	79.74	000000549841
		040221 554	5225562	03/31/21	4.61	0.00	4.61	
		040221 565	5225563	03/31/21	11013.06	0.00	11013.06	
		040221 554	5225564	03/31/21	622.40	0.00	622.40	
					11719.81	0.00	11719.81	
MONROE CO. OPPORTUNI	000000132600	10330053708	5225524	03/31/21	5506.89	0.00	5506.89	000000549842
					5506.89	0.00	5506.89	
MONROE WATER DEPT.	000000133650	4277040921	5225513	03/30/21	291.49	0.00	291.49	000000549843
		031921	5225547	03/31/21	8.01	0.00	8.01	
		031921	5225548	03/31/21	110.97	0.00	110.97	
					410.47	0.00	410.47	
PERFECTION BAKERIES,	000000160355	2103082141	5225549	03/31/21	29.59	0.00	29.59	000000549844
					29.59	0.00	29.59	
PITNEY BOWES INC	000000160948	1017710701	5225550	03/31/21	126.00	0.00	126.00	000000549845
					126.00	0.00	126.00	
PRAIRIE FARMS DAIRY,	000000161170	9061339	5225551	03/31/21	12.98	0.00	12.98	000000549846
		9061338	5225552	03/31/21	46.54	0.00	46.54	
					59.52	0.00	59.52	
SERVICE EXPRESS INC.	000000191348	324016	5225561	03/31/21	216.00	0.00	216.00	000000549847
					216.00	0.00	216.00	
STAPLES CREDIT PLAN	000000192422	9829218865	5225528	03/31/21	279.96	0.00	279.96	000000549848
		2781498461	5225529	03/31/21	342.35	0.00	342.35	
					622.31	0.00	622.31	
SYMMETRY ENERGY SOLU	000000193220	9974224	5225553	03/31/21	12502.76	0.00	12502.76	000000549849
					12502.76	0.00	12502.76	
THE HARTFORD	000000200415	APRIL 2021	5225554	03/31/21	3314.99	0.00	3314.99	

NON-CLAIM RUN 04/02/21

[RAP215]		PAYMENT REGISTER - Checks				04/01/21	PAGE	4
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004795	Payment Date 04/02/21	Pay-thru Date 03/31/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
THE HARTFORD	000000200415	APRIL 2021	5225555	03/31/21	27768.61 31083.60	0.00 0.00	27768.61 31083.60	000000549850
TRIPLE A MANAGEMENT	000000201553	518	5225530	03/31/21	8588.33 8588.33	0.00 0.00	8588.33 8588.33	000000549851
UNITED PARCEL SERVIC	000000210200	EY9780121 5R74X1081	5225515 5225522	03/30/21 03/31/21	11.24 11.85 23.09	0.00 0.00 0.00	11.24 11.85 23.09	000000549852
MONROE COUNTY	000000500002	DPR 040221 MPR 040221 VPR 040221	5225565 5225567 5225568	03/31/21 03/31/21 03/31/21	532.56 26895.24 69.52 27497.32	0.00 0.00 0.00 0.00	532.56 26895.24 69.52 27497.32	000000549853
MONROE COUNTY	000000500003	040221 565 040221 554	5225569 5225570	03/31/21 03/31/21	97.06 3.65 100.71	0.00 0.00 0.00	97.06 3.65 100.71	000000549854
MONROE COUNTY FINANC	000000500251	3835	5225557	03/31/21	805.61 805.61	0.00 0.00	805.61 805.61	000000549855
MONROE COUNTY GENERA	000000501100	040221 554	5225571	03/31/21	32.70 32.70	0.00 0.00	32.70 32.70	000000549856
JOSHUA DOROW	000000509820	CHIT 22-27	5225514	03/30/21	850.24 850.24	0.00 0.00	850.24 850.24	000000549857
MONROE COUNTY	000000510725	040221 554	5225572	03/31/21	585.72 585.72	0.00 0.00	585.72 585.72	000000549858
MONROE CO. EMP. RETI	000000550200	040221 565 RTC 040221 RTD 040221 RET 040221 RCO 040221 PST 040221 RTS	5225574 5225575 5225576 5225577 5225579 5225580 5225582	03/31/21 03/31/21 03/31/21 03/31/21 03/31/21 03/31/21 03/31/21	21678.49 1855.31 1546.72 18014.38 156.23 180.81 9705.54 53137.48	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	21678.49 1855.31 1546.72 18014.38 156.23 180.81 9705.54 53137.48	000000549859
AIG VALIC	000000550207	AIG 040221	5225583	03/31/21	75.00 75.00	0.00 0.00	75.00 75.00	000000549860
ING, INVESTMENT SERV	000000550209	PJL 040221 RPJ 040221	5225585 5225586	03/31/21 03/31/21	333.82 837.02 1170.84	0.00 0.00 0.00	333.82 837.02 1170.84	000000549861
UNITED WAY OF MONROE	000000550215	UW 040221	5225587	03/31/21	151.00	0.00	151.00	

NON-CLAIM RUN 04/02/21

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks			04/01/21		PAGE	5
Office 001	Main	Bank	BNK001	National City Bank		Run 004795	Payment Date 04/02/21	Pay-thru Date 03/31/21				
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number				
					151.00	0.00	151.00	000000549862				
POLICE OFFICERS ASSN	000000550231	U18 040221	5225589	03/31/21	186.00	0.00	186.00					
		U17 040221	5225591	03/31/21	418.80	0.00	418.80					
		U01 040221	5225592	03/31/21	3053.84	0.00	3053.84					
		U16 040221	5225593	03/31/21	349.50	0.00	349.50					
		U14 040221	5225594	03/31/21	564.18	0.00	564.18					
		U12 040221	5225595	03/31/21	490.80	0.00	490.80					
		U10 040221	5225596	03/31/21	2386.94	0.00	2386.94					
		U09 040221	5225597	03/31/21	362.32	0.00	362.32					
		U08 040221	5225598	03/31/21	489.82	0.00	489.82					
		U07 040221	5225599	03/31/21	310.10	0.00	310.10					
					8612.30	0.00	8612.30	000000549863				
MONROE COUNTY COMMAN	000000550241	9A 040221	5225600	03/31/21	70.00	0.00	70.00					
					70.00	0.00	70.00	000000549864				
TPOAM	000000550243	U03 040221	5225601	03/31/21	200.00	0.00	200.00					
		U04 040221	5225602	03/31/21	2522.91	0.00	2522.91					
		U13 040221	5225603	03/31/21	124.00	0.00	124.00					
		U11 040221	5225604	03/31/21	186.00	0.00	186.00					
					3032.91	0.00	3032.91	000000549865				
MONROE CO DEPUTY SHE	000000550244	1A 040221	5225605	03/31/21	500.00	0.00	500.00					
					500.00	0.00	500.00	000000549866				
MO CO CORRECTION OFF	000000550248	10A 040221	5225606	03/31/21	533.47	0.00	533.47					
					533.47	0.00	533.47	000000549867				
LOCAL 517, UTILITY W	000000550250	U02 040221	5225607	03/31/21	690.00	0.00	690.00					
					690.00	0.00	690.00	000000549868				
MONROE CO CORRECTION	000000550252	17A 040221	5225608	03/31/21	106.25	0.00	106.25					
					106.25	0.00	106.25	000000549869				
UAW LOCAL 723	000000550270	U06 040221	5225609	03/31/21	426.94	0.00	426.94					
					426.94	0.00	426.94	000000549870				
MONROE COUNTY ASSIST	000000550274	14A 040221	5225610	03/31/21	150.00	0.00	150.00					
					150.00	0.00	150.00	000000549871				
GREAT-WEST LIFE & AN	000000550280	GWE 040221	5225611	03/31/21	7134.00	0.00	7134.00					
					7134.00	0.00	7134.00	000000549872				
AXA EQUITABLE	000000550285	EQU 040221	5225612	03/31/21	875.00	0.00	875.00					
					875.00	0.00	875.00	000000549873				
MONROE CO.UNEMPLOYME	000000550310	040221 554	5225613	03/31/21	1.92	0.00	1.92					

NON-CLAIM RUN 04/02/21

[RAP215]		PAYMENT REGISTER - Checks				04/01/21	PAGE	6
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004795	Payment Date 04/02/21	Pay-thru Date 03/31/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
MONROE CO.UNEMPLOYME	000000550310	040221 565	5225614	03/31/21	61.22 63.14	0.00 0.00	61.22 63.14	000000549874
MONROE COUNTY WORKER	000000550315	040221 554	5225615	03/31/21	1.06 1.06	0.00 0.00	1.06 1.06	000000549875
MONROE CO.LONG TERM	000000550320	040221 565 040221 554	5225616 5225617	03/31/21 03/31/21	509.74 17.63 527.37	0.00 0.00 0.00	509.74 17.63 527.37	000000549876
MONROE CO.RETIREE HE	000000550325	DRH 040221 CRH 040221 SRH 040221 RHC 040221	5225618 5225619 5225620 5225621	03/31/21 03/31/21 03/31/21 03/31/21	452.81 761.85 4583.08 6724.34 12522.08	0.00 0.00 0.00 0.00 0.00	452.81 761.85 4583.08 6724.34 12522.08	000000549877
JOSH LAROY	000000721131	2QTR-RENT	5225509	03/30/21	9000.00 9000.00	0.00 0.00	9000.00 9000.00	000000549878
Void Stub	*****	*****	*****	*****	*****	*****	*****	000000549879
STEVEN TODD JEDINAK	000000750420	21-0039M 20-1585M 21-0061M 21-0041M 21-0155M2 21-1027M2 20-1565M 20-1660M 20-1148M 19-2411M 20-1564M 20-1621M 21-0097M 20-1375M 20-1209M 21-0023M 21-0024M 21-0196M 20-1429M 20-0872M 20-1694M 20-12732M 20-1711M 20-0081M 21-0145M 21-0109M	5225479 5225480 5225481 5225482 5225483 5225484 5225485 5225486 5225487 5225488 5225489 5225490 5225491 5225492 5225493 5225494 5225495 5225496 5225497 5225498 5225499 5225500 5225501 5225502 5225503 5225504	03/26/21 03/26/21	80.00 312.00 128.00 80.00 144.00 64.00 80.00 352.00 56.00 56.00 64.00 80.00 40.00 48.00 40.00 176.00 392.00 48.00 40.00 1600.00 224.00 56.00 512.00 88.00 112.00 72.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	80.00 312.00 128.00 80.00 144.00 64.00 80.00 352.00 56.00 56.00 64.00 80.00 40.00 48.00 40.00 176.00 392.00 48.00 40.00 1600.00 224.00 56.00 512.00 88.00 112.00 72.00	

NON-CLAIM RUN 04/02/21

[RAP215] Company 01 County of Monroe PAYMENT REGISTER - Checks 04/01/21 PAGE 7

Office 001 Main Bank BNK001 National City Bank Run 004795 Payment Date 04/02/21 Pay-thru Date 03/31/21

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					4944.00	0.00	4944.00	000000549880
SHELLY JOHNSON	000000824585	MAR MILEAGE	5225531	03/31/21	20.16	0.00	20.16	000000549881
					20.16	0.00	20.16	
LASERSHOT	000000903121	1426	5225506	03/30/21	150000.00	0.00	150000.00	
					150000.00	0.00	150000.00	000000549882
SCHUMAKER BROTHERS	000000903819	032921	5225505	03/29/21	5000.00	0.00	5000.00	
					5000.00	0.00	5000.00	000000549883
LINDA DRYSDALE	ANIMAL CNTL	16087	5225516	03/30/21	25.00	0.00	25.00	
					25.00	0.00	25.00	000000549884
ALBERT LEWIS	TREASURER	118482M	5225520	03/30/21	45.02	0.00	45.02	
					45.02	0.00	45.02	000000549885
DEVON TITLE AGENCY	TREASURER	118484M	5225519	03/30/21	7.64	0.00	7.64	
					7.64	0.00	7.64	000000549886
LIBERTY TITLE, INC.	TREASURER	118488M	5225518	03/30/21	30.79	0.00	30.79	
					30.79	0.00	30.79	000000549887
BANK BNK001 - TOTAL					420644.04	0.00	420644.04	*
OFFICE 001 - TOTAL					420644.04	0.00	420644.04	**



Monroe County Information Systems Department

Courthouse • 125 East Second Street • Monroe, Michigan 48161-2197

Telephone: 734.240.7313 • Fax: 734.240.7324

Please visit the Monroe County Website: WWW.CO.MONROE.MI.US

March 26, 2021

Mr. Randy Richardville, Chairman
Monroe County Board of Commissioners Operations Committee
125 E. Second Street
Monroe, MI 48161

Re: Information Technology Office Reorganization Proposal

Dear Chairman Richardville and Committee Members:

Due to the retirement of the IT Department's Programmer, we propose to reorganize and through this change, better align our focus and skills to meet the evolving landscape in government technology operations.

To accomplish this we propose to eliminate the Programmer position and create a new Network and Systems Engineer position, as this will more accurately reflect the work we are performing and expect to continue.

Cyber threats have become a priority for every organization. The IT Department has been developing additional policies and procedures, implemented cyber training for all employees and added additional tools to help prevent major issues from occurring. This new position, Network and Systems Engineer, in addition to other duties, would focus more on our cyber posture to continue to harden our environment against cyber threats.

Attached to this communication are the following documents:

- The proposed organization chart
- Job description for the Network and Systems Engineer
- Point factoring for the new position
- Cost analysis sheet

The new Network and Systems Engineer will not only focus on the County's cybersecurity posture, but also provide backup to the Wide Area Network manager and Network Managers. This position will work closely with the IT Director for all audits – CJIS, IRS 1075, HIPAA, and any others that arise.

In summary, what is proposed better aligns the IT Department to meet the emerging threat landscape while continuing to implement technical solutions for all areas of county government. This plan is fully funded within the 2021 IT Department budget and no additional funds are required.

I respectfully request the Operations Committee approve the reorganization plan as submitted and forward to the full Board of Commissioners with a recommendation of approval.

Thank you,

A handwritten signature in cursive script that reads "Colleen Hinzmann".

Colleen Hinzmann
IT Director

HIRING REVIEW FORM

Department: Information Technology

Vacancy Job Title: 2021 Reorganization- New Classification: Network & Systems Engineer

Brief Job Description:

Designs and implements appropriate security controls to identify vulnerabilities and protect digital files & electronic infrastructures. Identifies, recommends & implements solutions on a county wide basis & investigate, identifies, recommends & corrects daily operational issues relating to the network & systems.

Budgeted Position:

☐ YES

If YES, are Funds Available?

☒ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

Due to the retirement our Programmer, we seek to reorganize the department by eliminating the Programmer position and creating a Network & Systems Engineer position. The new position in conjunction with the Network Managers will concentrate on cyber security, network security and other measures necessary to protect the network and systems.

Completed By: Colleen Hinzmann DATE: 03/26/2021

Human Resources/ Finance Use:

Conclusion:

Finance: No additional appropriation is needed. The cost of the reorganization is included in the IT 2021 budget.

Human Resources: Position will be filled in compliance with county policies.

Finance Reviewer: Sue Maier

DATE: 03/26/2021

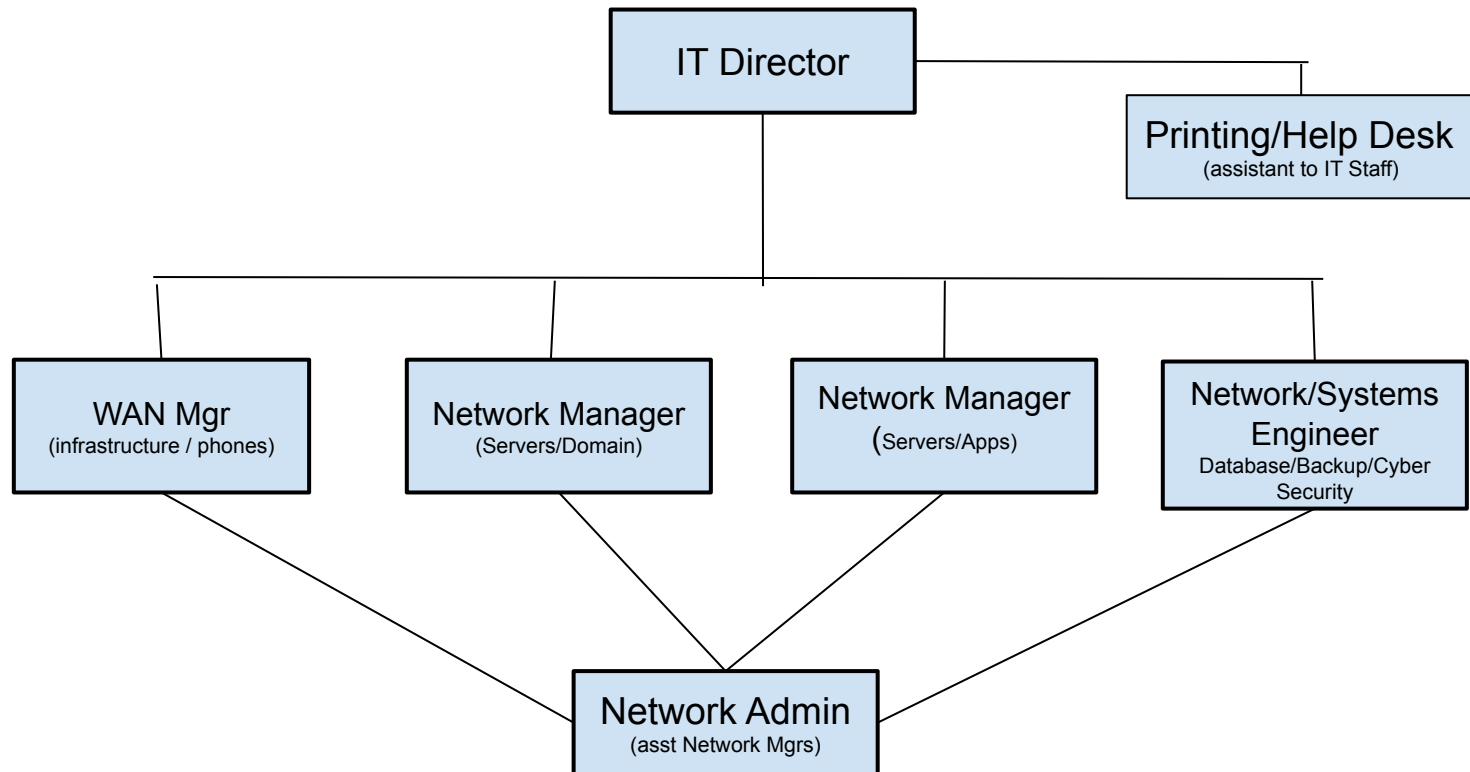
HR Reviewer: Aundrea Armstrong

DATE: 03/26/2021

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

IT Department 2021



NETWORK AND SYSTEMS ENGINEER

Department: Information Technology

Wage Grade: 15

FLSA Status: Exempt

Affiliation: Non-Union

GENERAL SUMMARY:

Under the supervision of the Director of Information Technology, is responsible for planning, implementing, managing, monitoring and ongoing support of the organization's network environment including infrastructure, computing, storage, disaster recovery, cyber security, databases and all users in the network throughout the County. Design and implement appropriate security controls to identify vulnerabilities and protect digital files and electronic infrastructures. Identifies, recommends, and implements solutions on a countywide basis and investigates, identifies, recommends, and corrects daily operational issues relating to the network and its systems.

ESSENTIAL JOB FUNCTIONS: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Responsible for planning, implementing, managing, monitoring and upgrading security measures for the protection of the County's data, systems, and networks.
- Develops cyber security policies, procedures and plans in correlation with the IT Director.
- Troubleshoots security and network problems.
- Responds to system and/or network security breaches.
- Ensures that the County's data and infrastructure is protected by enabling the appropriate security controls.
- Tests and identifies network and system vulnerabilities.
- Recommends information security enhancements to management.
- Reviews security assessments for computing environments or checks for compliance with cybersecurity standards and regulations.
- Implements corrective action plans (CAP) in accordance with CJIS, HIPAA, IRS 1075 and any other compliance requirements that may arise.
- Participates in mandated audits such as Criminal Justice Information Systems (CJIS), Health Insurance Portability and Accountability Act (HIPAA), and IRS 1075.
- Responsible for data security, including password access, file access, intruder access, and protection against viruses. Installs programs, administers and corrects errors for network security.
- Assists and provides backup to WAN Manager for configuration of switches, routers, and other network infrastructure hardware and software, primarily Cisco products.
- Plans and implements network configuration including servers, storage and other technology. Adds and removes users and equipment to networks. Installs computers, software on servers, and other equipment and lines as necessary.
- Acts as team leader for assigned projects, identifying project milestones, establishing project calendars and serving as technical resources for team members.
- Consults with users, management, vendors and technicians to assess computing needs and system requirements.

- Analyzes test results and develops solutions to remediate problems.
- Serves as security administrator for the network and assigned software applications, assigning and controlling appropriate levels of access to individual users.
- Coordinates application of vendor patches and fixes for servers, storage and other hardware devices throughout the environment.
- Meets with department heads, managers, supervisors, vendors and others to solicit cooperation and resolve problems.
- Evaluate data processing proposals to assess project feasibility and requirements.
- Stay abreast of advances in technology.
- Responds to Help Desk calls as assigned.
- Performs other functions as assigned.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS: *(The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

Education:

Bachelor's degree preferred from an accredited institution in business, computer science, information technology, or closely related field. Equivalent technical training/certifications is acceptable.

Experience:

Must have five or more years experience in computer networking, demonstrating increased levels of responsibility and technical ability. Experience working with various levels of management, end users, vendors and others in the technology industry.

Other Requirements:

Knowledge of:

- Good working knowledge of the business practices and requirements of end user departments.
- Excellent analytical skills and ability to deconstruct end user operating processes and procedures.
- Good program documentation skills.
- Good written, oral, and interpersonal communication skills.

Preference for knowledge of:

- Information Technology best practices and procedures.

Skills in:

- Logical thinking processes
- Interpersonal communications at all levels
- Prioritizing tasks and requirements on multiple projects

- Understanding and implementing project requirements
- Training others
- Prepare clear, concise and effective written materials
- Active Listening – giving full attention to what people are saying and taking time to understand points being made
- Talking to others, conveying information clearly and effectively

Ability to:

- Prioritize the workload and maintain project schedules
- Interact positively and objectively with department directors, elected officials, coworkers, end-users, user committees, vendors, regulatory and funding agency programming staff, and other clients from a wide range of cultural and socioeconomic backgrounds and with varying levels of technical knowledge and skills
- Exercise good judgment
- Recognize the needs and concerns of people and maintain constructive relationships in working with them
- Communicate effectively both orally and in writing with supervisors, peers and users
- Attend work regularly and work under stressful conditions
- Problem sensitivity – ability to tell when something is wrong and effectively communicate without derision or being demeaning
- Speak clearly, translate or explain what information means and how it can be used
- Work beyond the normal workday and to be on-call.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.):*

- Ability to access departmental files – in both hard copy and electronic format
- Ability to enter and retrieve information from a computer
- Ability to access all areas of County offices
- Ability to lift computer equipment and peripherals, not to exceed reasonable weight limits.
- Vision to read printed materials and a computer screen
- Hearing and speech sufficient to communicate in person or over the telephone
- May drive a County or personal vehicle in the course of the work

Working Conditions:

Works in office conditions but is required to travel to all County locations and some locations outside County for training and professional networking. Will be required to use email, telephone, cell phone, computers and other devices specifically related to the technical requirements of the position.

Point Factor Analysis

Job Title/ Factors	Education & Experience	Ed/ Ex #	Judgment & Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services & Operations	Document Concentration	Work Environment	Total Points	Grade	Grade Point Parameters
Network & Systems Engineer	360	d4	490	400	-	-	490	140	160	425	60	5	2530	15	2501-2650

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2021	22800	UNION_00	RYE12	9	PROGRAMMER	\$ 61,527	\$ 30,956	\$ 92,483
ANNUAL BUDGET	2021	22800	UNION_00A	RYE10	8	ASST NETWORK ADMIN/PRGMR	\$ 49,612	\$ 37,407	\$ 87,019
						TOTAL BUDGET	\$111,139	\$ 68,363	\$179,502
ACTUAL COST	THROUGH 3/12/21	22800	UNION_00	RYE12	9	PROGRAMMER	\$ 20,302	\$ 6,936	\$ 27,238
ACTUAL COST	THROUGH 4/6/21	22800	UNION_00A	RYE13	2	ASST NETWORK ADMIN/PRGMR	\$ 16,056	\$ 8,924	\$ 24,981
						TOTAL ACTUAL	\$ 36,358	\$ 15,861	\$ 52,218
						AVAILABLE BUDGET	\$ 74,781	\$ 52,502	\$127,284
PROPOSED	TRANSFER EFFECTIVE 4/7/21	22800	UNION_00	RYE15	1	NETWORK & SYSTEMS ENGINEER	\$ 47,495	\$ 20,557	\$ 68,052
PROPOSED	DOH: 4/12/21-STEP 1	22800	UNION_00	RYE13	1	ASST NETWORK ADMIN/PRGMR	\$ 39,450	\$ 13,585	\$ 53,034
						TOTAL PROPOSED-STEP 1	\$ 86,945	\$ 34,141	\$121,087
						TOTAL COST/(SAVINGS)-STEP 1	\$ 12,164	\$ (18,361)	\$ (6,197)
PROPOSED	TRANSFER EFFECTIVE 4/7/21	22800	UNION_00	RYE15	1	NETWORK & SYSTEMS ENGINEER	\$ 47,495	\$ 20,557	\$ 68,052
PROPOSED	DOH: 4/12/21-STEP 5	22800	UNION_00	RYE13	5	ASST NETWORK ADMIN/PRGMR	\$ 44,166	\$ 14,336	\$ 58,502
						TOTAL PROPOSED-STEP 5	\$ 91,661	\$ 34,893	\$126,554
						TOTAL COST/(SAVINGS)-STEP 5	\$ 16,880	\$ (17,609)	\$ (729)
						REMAINING EMPLOYER RETIREE HEALTH CARE CONTRIBUTION TO BE TRANSFERRED:	\$ 22,195		
FINANCE CONCLUSION:									
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF POSITIONS ARE INCLUDED IN BUDGET.									
ANNUAL PROPOSED	2021	22800	UNION_00	RYE15	1	NETWORK & SYSTEMS ENGINEER	\$ 64,755	\$ 27,793	\$ 92,549
ANNUAL PROPOSED	2021	22800	UNION_00	RYE13	1	ASST NETWORK ADMIN/PRGMR	\$ 54,812	\$ 23,469	\$ 78,282
ANNUAL PROPOSED	2021	22800	UNION_00	RYE13	5	ASST NETWORK ADMIN/PRGMR	\$ 61,365	\$ 24,530	\$ 85,895



MONROE COUNTY

FINANCE DEPARTMENT

125 East Second Street · Monroe, Michigan 48161-2197
Telephone: (734) 240-7250 · Fax (734) 240-7266

March 29, 2021

Mr. Randy Richardville, Chairman
Board of Commissioners Operations Committee
125 East Second Street
Monroe, MI 48161

Re: Recommended Policies for Update

Dear Chairman Richardville and Committee Members:

Enclosed are two (2) policies for consideration by the Committee and subsequently a recommendation to the full Board of Commissioners for approval. Both policies are existing ones and the proposed amendments reflect aligning operational improvements and more accurately describe how matters are being managed.

We again attach is a matrix of the policies that are included for this meeting providing a summary overview of each policy for consideration, the type or area of operation, its number, name, specific content that was reviewed and subsequently amended and any other supplemental comments for further understanding.

We will briefly review each policy with the committee, respond to questions and look for your support and approval.

Sincerely,

Michael Bosanac
Administrator/Chief Financial Officer

Enclosures

Section Name: Financial Management Effective Date:
Section Number: 300 Revision Date: March 23, 1999
Policy Number: 303
Page: 1 of 2

Subject: Credit Card Policy

1. Purpose: The purpose of this policy is to establish guidelines for the use of credit cards by the County of Monroe and to set the specific criteria for the use of credit cards by officials and employees of the County while conducting official business on behalf of the County in accordance with Public Act 266 of 1995.
2. Statement of Policy: On the effective date of this policy, all County Officials and employees of Monroe County, who are given authorization for the use of a County owned credit card shall do so in accordance with the following provisions of this policy.
 - a. A County owned credit card may only be used by an Official or employee of the County for the purchase of goods or services while conducting official business of the County.
 - b. The official or employee who is authorized the use of the County owned credit card must submit documentation detailing the goods or services purchased, the cost of the items or services purchased, the date of the purchase, and the official business being conducted on behalf of the County.
 - c. The official or employee of the County who has been issued a County owned credit card is responsible for its protection and custody and shall immediately notify the local unit if the card is lost or stolen.
 - d. County Officials or employees must return the card immediately upon the return from conducting the official business and the County owned credit card shall remain in the possession of the Administrator/Chief Financial Officer, at the County Office Building at all times when not being used for official business.
 - e. All invoices received by the County Administrator/Chief Financial Officer must be approved by the Board of Commissioners or their designated representative before invoices are paid.
 - f. All invoices received by the County for charges made on the County Owned credit card must be paid within sixty days of the receipt of the invoice.

- g. Employees who use the County for unauthorized expenditures shall be subject to discipline up to and including discharge from County employment and shall be subject to prosecution in accordance of law.
- h. The total combined authorized credit limit of all Countyowned credit cards shall not exceed five percent of the total County general fund budget for the current fiscal year.

3. Definitions: None.

4. Application: This policy applies to all departments and employees of the County who are authorized to conduct official business on behalf of the County and who have been given authorization for the use of credit card by official authority.

5. Responsibility: The County Administrator/Chief Financial Officer shall be responsible for administering this policy and to have responsibility for the issuance, accounting, monitoring, and retrieval and for overseeing compliance with this policy and to insure that persons given authority for the use of a County owned Credit Card use this privilege in accordance with this policy.

6. Administrative Procedures: None.

5. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated

Revised pursuant to action of the Monroe County Board of Commissioners,
dated March 23, 1999.

Section Name: Financial Management
 Section Number: 300
 Policy Number: 303
 Page: ~~1~~ of 2

Effective Date:
 Revision Date: **April 6, 2021**

Subject: Credit Card **Authorization** Policy

~~1.~~

Purpose:

The purpose of this policy is to establish guidelines for the use of credit cards by the County of Monroe and to set the specific criteria for the use of credit cards by officials and employees of the County while conducting official business on behalf of the County in accordance with Public Act 266 of 1995.

Scope:

This policy applies to all departments/**offices** and employees of the County who are authorized to conduct official business on behalf of the County and who have been given authorization for the use of credit card by official authority

Statement of Policy:

~~On the effective date of this policy, All~~ County Officials and employees of Monroe County, who are given authorization for the use of a County owned credit card shall do so in accordance with the following provisions of this policy.

- A. A County owned credit card may only be used by an Official or employee of the County for the purchase of goods or services **as a necessary public expenditure** while conducting official business of the County. **Only allowable expenditures of the County may be purchased through use of the County owned Credit Card.**
- B. The official or employee who is authorized ~~the~~ use of the County ~~owned~~ credit card must submit ~~documentation~~ a **pre-purchase request to incur expenditures against the credit card** detailing the goods or services **to be** purchased, the **estimated** cost of the items or services purchased, the date of the purchase, **the budget cost center line item to be charged** and the official business being conducted on behalf of the County. **Prior authorization for use of the credit card must be obtained from the Administrator / Chief Financial Officer or his/her designee.**
- C. The official or employee of the County who has been issued a County ~~owned~~ credit card is responsible for its protection and custody and shall immediately notify the ~~local unit~~ **Finance Department** if the card is lost or stolen **or suspects fraudulent use.**

- D. County Officials or employees must return the card immediately upon the return from conducting the official business and the County ~~owned~~ credit card shall remain in the possession of the Administrator/Chief Financial Officer, at the County Office Building at all times when not being used for official business. **The Administrator/Chief Financial Officer may authorize issuance of additional credit cards under the County's authority to individual or separate departments/offices. This is permitted when doing so would promote efficient operations while maintaining control/security of the additional cards issued.**
- E. All invoices received by the County Administrator/Chief Financial Officer must be approved by the Board of Commissioners or their designated representative before invoices are paid.
- F. All invoices received by the County for charges made on the County ~~Owned~~ credit card must be paid within ~~sixty~~ **thirty (30)** days of the receipt of the invoice **or so as to comply with the payment terms of the card issuer.**
- G. Employees who use the County **credit card** for unauthorized expenditures shall be subject to discipline up to and including discharge from County employment and shall be subject to prosecution in accordance of law **and include repayment of unauthorized expenditures. Department heads and elected officials shall adopt operational procedures to monitor and control the use of the County credit card to ensure prudent and authorized use.**
- H. The total combined authorized credit limit of all County owned credit cards shall not exceed ~~five percent~~ **one percent (1%)** of the total County general fund budget for the current fiscal year.

Definitions. None.

Application. **Moved to scope**

Policy Compliance:

A. Responsibility

1. County Administrator/Chief Financial Officer-The County Administrator/CFO shall be responsible for administering this policy and ~~to~~ have responsibility for the issuance, accounting, monitoring, and retrieval and for overseeing compliance with this policy and to insure that persons given authority for the use of a County ~~owned~~ Credit Card use this privilege in accordance with this policy.

Administrative Procedures:

A. Complete Credit Card Purchase Authorization/Tracking Form

1. **Follow steps included on form**
2. **Complete entire form**
3. **Obtain proper signatures**
4. **Provide required documentation to the Finance Department within 3 days of transaction.**

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999
and April 6, 2021.

Section Name: Financial Management
Section Number: 300
Policy Number: 303

Effective Date:
Revision Date: April 6, 2021

Subject: Credit Card Authorization

Purpose:

The purpose of this policy is to establish guidelines for the use of credit cards by the County of Monroe and to set the specific criteria for the use of credit cards by officials and employees of the County while conducting official business on behalf of the County in accordance with Public Act 266 of 1995.

Scope:

This policy applies to all departments/offices and employees of the County who are authorized to conduct official business on behalf of the County and who have been given authorization for the use of credit card by official authority

Statement of Policy:

County Officials and employees of Monroe County, who are given authorization for the use of a County owned credit card shall do so in accordance with the following provisions of this policy.

- A. A County owned credit card may only be used by an Official or employee of the County for the purchase of goods or services as a necessary public expenditure while conducting official business of the County. Only allowable expenditures of the County may be purchased through use of the County owned Credit Card.
- B. The official or employee who is authorized use of the County credit card must submit a pre-purchase request to incur expenditures against the credit card detailing the goods or services to be purchased, the estimated cost of the items or services purchased, the date of the purchase, the budget cost center line item to be charged and the official business being conducted on behalf of the County. Prior authorization for use of the credit card must be obtained from the Administrator / Chief Financial Officer or his/her designee.
- C. The official or employee of the County who has been issued a County credit card is responsible for its protection and custody and shall immediately notify the Finance Department if the card is lost or stolen or suspects fraudulent use.
- D. County Officials or employees must return the card immediately upon the return from conducting the official business and the County credit card shall remain in the possession of the Administrator/Chief Financial Officer, at the County Office Building at all times when not being used for official business. The Administrator/Chief Financial Officer may authorize issuance of additional credit cards under the County's authority to individual or separate departments/offices.

This is permitted when doing so would promote efficient operations while maintaining control/security of the additional cards issued.

- E. All invoices received by the County Administrator/Chief Financial Officer must be approved by the Board of Commissioners or their designated representative before invoices are paid.
- F. All invoices received by the County for charges made on the County owned credit card must be paid within thirty (30) days of the receipt of the invoice or so as to comply with the payment terms of the card issuer.
- G. Employees who use the County credit card for unauthorized expenditures shall be subject to discipline up to and including discharge from County employment and shall be subject to prosecution in accordance of law and include repayment of unauthorized expenditures. Department heads and elected officials shall adopt operational procedures to monitor and control the use of the County credit card to ensure prudent and authorized use.
- H. The total combined authorized credit limit of all County owned credit cards shall not exceed one percent (1%) of the total County general fund budget for the current fiscal year.

Definitions. None.

Policy Compliance:

A. Responsibility

- 1. County Administrator/Chief Financial Officer-The County Administrator/CFO shall be responsible for administering this policy and have responsibility for the issuance, accounting, monitoring, and retrieval and for overseeing compliance with this policy and to insure that persons given authority for the use of a County Credit Card use this privilege in accordance with this policy.

Administrative Procedures:

A. Complete Credit Card Purchase Authorization/Tracking Form

- 1. Follow steps included on form
- 2. Complete entire form
- 3. Obtain proper signatures
- 4. Provide required documentation to the Finance Department within 3 days of transaction.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999
and April 6, 2021.

**MONROE COUNTY CREDIT CARD PURCHASE
AUTHORIZATION/TRACKING FORM**

PRIOR TO PURCHASE

STEP 1: INFORMATION REGARDING PURCHASE

DATE OF PURCHASE _____

VENDOR NAME _____

ITEMS TO BE PURCHASED	EXPENSE ACCOUNT NUMBER	ESTIMATED COST
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_____	_____	_____
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_____	_____	_____
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STEP 2: EMPLOYEE AUTHORIZATION

_____ is authorized to use the Monroe County credit card for official business and shall provide the required documentation including the **Invoice, Sales Slip or Internet Printout** for expenses charged to the credit card. This information will be provided to the Finance Department within three (3) days of the transaction.

DEPARTMENT AUTHORIZATION:

SIGNATURE _____ DATE: _____

PRINT NAME _____

STEP 3: COUNTY ADMINISTRATOR/CFO OR FINANCE DIRECTOR AUTHORIZATION

SIGNATURE _____ DATE: _____

AFTER PURCHASE:

Confirm account number(s) and actual cost below. Attach the required documentation to this form (from Step 2) and return to Finance within three (3) days of transaction.

EXPENSE ACCOUNT NUMBER	ACTUAL COST
------------------------	-------------

_____	_____
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_____	_____
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Section Name: Financial Management
Section Number: 300
Policy Number: 310
Page: 1 of 3

Subject: Equipment Leasing

1. Purpose. The purpose of this policy is to establish a system to acquire capital equipment for use by county departments; to provide a fund for the purchase of capital equipment and to provide a process to lease equipment to county departments and to provide for the replacement of large cost capital items.
2. Statement of Policy:
 - 2.1 By action of the Board of Commissioners there is hereby created a Fund entitled the "Equipment Leasing Fund". This fund shall be established with an advance of \$150,000 from the General Fund and is to be used to make initial purchases of approved Capital Equipment to be used by the various offices of the County of Monroe. All purchases of Capital Equipment made from this fund shall be approved by the Director of Purchasing and Facilities Management and funding for the purchase of Capital Equipment shall be approved in the annual county budget.
 - 2.2 The Director of Purchasing and Facilities Management shall be responsible for approving all specifications for all Capital Equipment purchased for the County from the Equipment Leasing Fund. All Capital Equipment shall be purchased in accordance with the County purchasing policy.
 - 2.3 All Capital Equipment purchased from the Equipment Leasing Fund shall be leased back to the requesting department at costs covering the payment schedule developed for each piece of equipment. Money budgeted in the departmental budget for the equipment shall be transferred to the Equipment Leasing Fund annually to reimburse the Equipment Leasing Fund for the purchase cost of the equipment plus any additional costs including interest and fees that the County would have typically paid a leasing company. The Finance Department will determine the interest rate charged at the time of purchase for each machine and adjust the rate annually. The annual lease cost shall be charged to the user department until such time as the equipment is no longer serviceable and is replaced. Any unexpended funds in the department line item will be retained in the General Fund at the end of the lease payment schedule.
 - 2.4 All Capital Equipment that has reached obsolescence and is no longer serviceable shall be replaced with funds in the Equipment Leasing Fund.
 - 2.5 Department Heads shall be responsible for maintaining all Capital Equipment assigned to their department. Each Department Head shall maintain detailed

maintenance and repair records for each piece of equipment purchased from the Equipment Leasing Fund and submit summary reports of those records, including the information listed in section 2.6 to the County Administrator/Chief Financial Officer before March 1st of each calendar year for replacement consideration during the annual budget development process.

2.6 The County Administrator/Chief Financial Officer shall replace Capital Equipment from the Equipment leasing fund based on the following criteria:

- a. Maintenance history of the Equipment
- b. Current age of the equipment.
- c. Current use of the equipment.
- d. Estimated current trade-in value of the Equipment.
- e. Estimated repair and maintenance expenses necessary to keep the Equipment in service for the next period.
- f. Availability of funds for equipment replacement
- g. General Condition of the Equipment.

2.7 All obsolete equipment shall be disposed of in accordance with the County policy on equipment disposition. All proceeds from the sales of equipment shall be receipted by the Finance Department as the sale of Capital Equipment and deposited into the Equipment Leasing Fund.

2.8 Where applicable the Administrator/Chief Financial Officer may approve the transfer of equipment from one department to another to best serve the needs of the effected departments. This transfer may be based on changing needs among the departments and ability to finance the purchase of capital equipment.

3. Definitions:

3.1 Capital Equipment: Equipment with an expected useful life of three years or more and cost exceeding \$5,000.

4. Application: This policy applies to all departments of the County of Monroe.

5. Responsibility: The County Administrator/Chief Financial Officer will have the responsibility for overseeing and implementing this policy.

5.1 Department Heads shall be responsible for: Reporting requirements and the maintenance of capital equipment. Additionally, the department head will be responsible for the timely request of replacement equipment.

5.2 The Director of Purchasing and Facilities Management shall be responsible for procuring all equipment for all departments in accordance with this policy.

6. Administrative Procedures: None

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 13, 2001.

Revised pursuant to action of the Monroe County Board of Commissioners, dated _____, 2001.

Section Name: Financial Management

Effective Date: November 13, 2001

Section Number: 300

Revised Date: April 6, 2021

Policy Number: 310

Page: 1 of 3

Subject: Equipment Leasing

Purpose.

The purpose of this policy is to establish, **operate and maintain** a system to acquire capital equipment for use by county departments; to provide a fund **including provisions of self and sustaining features** for the purchase of capital equipment and to provide a process to lease equipment to county departments and to provide for the replacement of ~~large-cost~~ capital **equipment. items.**

Scope:

This policy applies to all departments/offices of the County of Monroe.

Statement of Policy:

- A. By action of the Board of Commissioners there is hereby created a Fund entitled the "Equipment Leasing Fund". This fund ~~shall be established with an advance of \$150,000 from the General Fund and~~ is to be used to make ~~initial~~ purchases of ~~approved~~ Capital Equipment to be used by the various offices of the County of Monroe. All purchases of Capital Equipment made from this fund shall be approved by the **Administrator/Chief Financial Officer** ~~Director of Purchasing and Facilities Management~~ and **repayment** funding for the purchase of Capital Equipment shall be **appropriated** ~~approved~~ in the annual county budget.
- B. The **Operations Coordinator and/or Administrator/Chief Financial Officer** ~~Director of Purchasing and Facilities Management~~ shall be responsible for approving all specifications for all Capital Equipment purchased for the County from the Equipment Leasing Fund. All Capital Equipment shall be purchased in accordance with the County purchasing policy.
- C. All Capital Equipment purchased from the Equipment Leasing Fund shall be leased back to the requesting department at costs covering the payment schedule developed for each piece of equipment. Money budgeted in the departmental budget for the equipment shall be transferred to the Equipment Leasing Fund ~~annually~~ **quarterly** to reimburse the Equipment Leasing Fund for the purchase cost of the equipment plus any additional costs including interest and fees. ~~that the County would have typically paid a leasing company.~~ The Finance Department will determine the interest rate charged at the time of purchase for each ~~machine~~ **capital equipment item**, and **may** adjust the rate annually. The annual lease cost shall be charged to the user department until

such time as the equipment is **fully paid for with payments to the Equipment Leasing Fund.** ~~no longer serviceable and is replaced.~~ Any unexpended funds in the department line item will be retained in the General Fund at the end of the lease payment schedule.

- D. ~~All~~ Capital Equipment that has reached obsolescence and is no longer serviceable ~~shall~~ **may** be replaced with funds in the Equipment Leasing Fund.
- E. **Elected Officials/Judges/**Department Heads shall be responsible for maintaining all Capital Equipment assigned to their department. Each **Elected Official/Judge/**Department Head shall maintain detailed maintenance and repair records for each piece of equipment purchased from the Equipment Leasing Fund and submit summary reports of those records, including the information listed in section ~~F 2-6~~ to the County Administrator/Chief Financial Officer **as part of a request for capital equipment before March 1st of each calendar year** for replacement ~~consideration~~ during the annual budget development process, **or as necessary due to need.**
- F. The County Administrator/Chief Financial Officer shall replace Capital Equipment from the Equipment leasing fund based on the following criteria:
 - 1. Maintenance history of the Equipment
 - 2. Current age of the equipment.
 - 3. Current use of the equipment.
 - 4. Estimated current trade-in value of the Equipment.
 - 5. Estimated repair and maintenance expenses necessary to keep the Equipment in service for the next period.
 - 6. Availability of funds for equipment replacement
 - 7. General Condition of the Equipment.
 - 8. **ROI of new equipment vs. cost of maintaining existing**
- G. All obsolete equipment shall be disposed of in accordance with the County policy on equipment disposition **including destruction of hard drives and other media sources that could have County information.** All proceeds from the sales of equipment shall be receipted by the Finance Department as the sale of Capital Equipment and deposited into the Equipment Leasing Fund.
- H. Where applicable the Administrator/Chief Financial Officer may approve the transfer of equipment from one department to another to best serve the needs of the effected departments. This transfer may be based on changing needs among the departments and ability to finance the purchase of capital equipment.

Definitions:

- A. Capital Equipment- Equipment with an expected useful life of three years or

more and cost exceeding \$5,000.

Application: This policy applies to all departments of the County of Monroe. **Move to Scope Policy Compliance:**

A. Responsibility:

1. **Elected Officials/Judge/Department Heads-** Each shall be responsible for reporting requirements and the maintenance of capital equipment. Additionally, ~~each the department head~~ will be responsible for the timely request of replacement equipment, **and requesting the annual appropriation to their budget to fund the annual payments to the Equipment Leasing Fund to repay the equipment purchase and financing costs.**
2. ~~The Director of Purchasing and Facilities Management~~ **Operations Coordinator** shall be responsible for procuring all equipment for all departments in accordance with this policy.
3. ~~The County Administrator/Chief Financial Officer- The County Administrator / CFO will~~ **shall be responsible have the responsibility for developing the loan financing schedule and agreement with the requesting department/office. overseeing and implementing this policy.**

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 13, 2001.

Revised pursuant to action of the Monroe County Board of Commissioners, dated April 6, 2021.

Section Name: Financial Management
Section Number: 300
Policy Number: 310

Effective Date: November 13, 2001
Revised Date: April 6, 2021

Subject: Equipment Leasing

Purpose.

The purpose of this policy is to establish, operate and maintain a system to acquire capital equipment for use by county departments; to provide a fund including provisions of self and sustaining features for the purchase of capital equipment and to provide a process to lease equipment to county departments and to provide for the replacement of capital equipment.

Scope:

This policy applies to all departments/offices of the County of Monroe.

Statement of Policy:

- A. By action of the Board of Commissioners there is hereby created a Fund entitled the "Equipment Leasing Fund". This fund is to be used to make purchases of Capital Equipment to be used by the various offices of the County of Monroe. All purchases of Capital Equipment made from this fund shall be approved by the Administrator/Chief Financial Officer and repayment for the purchase of Capital Equipment shall be appropriated in the annual county budget.
- B. The Operations Coordinator and/or Administrator/Chief Financial Officer shall be responsible for approving all specifications for all Capital Equipment purchased for the County from the Equipment Leasing Fund. All Capital Equipment shall be purchased in accordance with the County purchasing policy.
- C. All Capital Equipment purchased from the Equipment Leasing Fund shall be leased back to the requesting department at costs covering the payment schedule developed for each piece of equipment. Money budgeted in the departmental budget for the equipment shall be transferred to the Equipment Leasing Fund quarterly to reimburse the Equipment Leasing Fund for the purchase cost of the equipment plus any additional costs including interest and fees. The Finance Department will determine the interest rate charged at the time of purchase for each capital equipment item, and may adjust the rate annually. The annual lease cost shall be charged to the user department until such time as the equipment is fully paid for with payments to the Equipment Leasing Fund. Any unexpended funds in the department line item will be retained in the General Fund at the end of the lease payment schedule.
- D. Capital Equipment that has reached obsolescence and is no longer serviceable may be replaced with funds in the Equipment Leasing Fund.

- E. Elected Officials/Judges/Department Heads shall be responsible for maintaining all Capital Equipment assigned to their department. Each Elected Official/Judge/Department Head shall maintain detailed maintenance and repair records for each piece of equipment purchased from the Equipment Leasing Fund and submit summary reports of those records, including the information listed in Section F to the County Administrator/Chief Financial Officer as part of a request for capital equipment for replacement during the annual budget development process, or as necessary due to need.
- F. The County Administrator/Chief Financial Officer shall replace Capital Equipment from the Equipment leasing fund based on the following criteria:
 - 1. Maintenance history of the Equipment
 - 2. Current age of the equipment.
 - 3. Current use of the equipment.
 - 4. Estimated current trade-in value of the Equipment.
 - 5. Estimated repair and maintenance expenses necessary to keep the Equipment in service for the next period.
 - 6. Availability of funds for equipment replacement
 - 7. General Condition of the Equipment.
 - 8. ROI of new equipment vs. cost of maintaining existing
- G. All obsolete equipment shall be disposed of in accordance with the County policy on equipment disposition including destruction of hard drives and other media sources that could have County information. All proceeds from the sales of equipment shall be receipted by the Finance Department as the sale of Capital Equipment and deposited into the Equipment Leasing Fund.
- H. Where applicable the Administrator/Chief Financial Officer may approve the transfer of equipment from one department to another to best serve the needs of the effected departments. This transfer may be based on changing needs among the departments and ability to finance the purchase of capital equipment.

Definitions:

- A. Capital Equipment- Equipment with an expected useful life of three years or more and cost exceeding \$5,000.

Policy Compliance:

A. Responsibility:

- 1. Elected Officials/Judge/Department Heads- Each shall be responsible for reporting requirements and the maintenance of capital equipment. Additionally, each will be responsible for the timely request of replacement

equipment, and requesting the annual appropriation to their budget to fund the annual payments to the Equipment Leasing Fund to repay the equipment purchase and financing costs.

2. The Operations Coordinator shall be responsible for procuring all equipment for all departments in accordance with this policy.
3. County Administrator/Chief Financial Officer- The County Administrator / CFO shall be responsible for developing the loan financing schedule and agreement with the requesting department/office.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 13, 2001.

Revised pursuant to action of the Monroe County Board of Commissioners, dated April 6, 2021.

COUNTY OF MONROE
PROGRESS TRACKING OF UPDATED POLICIES
POLICY ORGANIZATION AND GOVERNANCE-2021
OPERATIONS COMMITTEE MEETING APRIL 1, 2021

Section	Old Policy #	New Policy #	Policy Name	Content Review	Supplemental Comments
Financial Management	303	303	Credit Card Policy changed to Credit Card Authorization	Name change of policy Strenghtens authorized use description for policy, aligns policy with card authorization at department level, updates payment terms & requires deparment level operational control procedures to be in place. Edits/revisions with current updates	Updates the authorization form and clarifies the procedures to be followed for prior use authorization and post purchase documentation requirements.
Financial Management	310	310	Equipment Leasing	Edits/revisions to select areas of the policy more reflective of operations. Strengthens criteria for use of internal service fund resources and updates existing equipment disposal steps to be taken.	Updates titles of officials who are involved with administration of the program remove legacy provisions from when the policy and fund was created.



Monroe County

Emergency Management Division

987 S. Raisinville Road • Monroe, Michigan 48161-9700
Telephone: 734.240.3135 • Fax: 734.241.7136

Mark Brant, Chairman, Monroe County Board of Commissioners
125 E. Second Street
Monroe, Michigan 48161

March 31, 2021

Dear Chairman Brant,

The Emergency Management Division is continuing to actively participate in Coronavirus response activities. To that end additional logistical support has been necessary to warehouse and distribute Personal Protective Equipment and the distribution of vaccine to clinics along with Public Health and Promedica Monroe Hospital.

Congress has made available Robert P. Stafford Act funds that provides specific categories to reimburse local governments for support of Pandemic operations including our County-wide Logistical operation.

In December 2020, when we initially requested your acceptance of the Stafford Act and with your approval reimbursement applications were submitted however that performance period expires March 31, 2021. The Stafford Act initially requires a 25% local cost-share, However, FEMA has now made this **assistance match-free until September 30, 2021.**

We have estimated continued 2021 Coronavirus expenditures starting April 7, 2021 until September 30, 2021 of \$31,001.62 with the expected reimbursement from Stafford Act (PA) of the full amount.

I respectfully request your approval and acceptance of the Stafford Act, Public Assistance funds and the allocation of \$31,001.62 additional funding for the for our on-going April 7, 2021 through September 30, 2021 Coronavirus operational period.

Thank you for your consideration, any questions feel free to contact me anytime.

Sincerely,

Mark A. Hammond, Director, Monroe County Emergency Management

BRIEFING ROOM

Memorandum to Extend Federal Support to Governors' Use of the National Guard to Respond to COVID-19 and to Increase Reimbursement and Other Assistance Provided to States

JANUARY 21, 2021 • PRESIDENTIAL ACTIONS

MEMORANDUM FOR THE SECRETARY OF DEFENSE THE SECRETARY OF HOMELAND SECURITY

SUBJECT: Memorandum to Extend Federal Support to Governors' Use of the National Guard to Respond to COVID-19 and to Increase Reimbursement and Other Assistance Provided to States

By the authority vested in me as President by the Constitution and the laws of the United States of America, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121–5207 (the “Stafford Act”), and section 502 of title 32, United States Code, I hereby order as follows:

Section 1. Policy. Consistent with the nationwide emergency declaration concerning the coronavirus disease 2019 (COVID-19) pandemic on March 13, 2020, it is the policy of my Administration to combat and respond to COVID-19 with the full capacity and capability of the Federal Government to protect and support our families, schools, and businesses, and to assist State, local, Tribal, and territorial governments to do the same, to the extent authorized by law.

Sec. 2. Support of Operations or Missions to Prevent and Respond to the Spread of COVID-19.

(a) The Secretary of Defense shall, to the maximum extent feasible and consistent with mission requirements (including geographic proximity), request pursuant to 32 U.S.C. 502(f) that all State and territorial governors order National Guard forces to perform duty to fulfill mission assignments, on a fully reimbursable basis, that the Federal Emergency Management Agency (FEMA) issues to the Department of Defense for the purpose of supporting State, local, Tribal, and territorial emergency assistance efforts under the Stafford Act.

(b) FEMA shall fund 100 percent of the cost of activities associated with all mission assignments for the use of the National Guard under 32 U.S.C. 502(f) to respond to COVID-19, as authorized by sections 403 (42 U.S.C. 5170b), 502 (42 U.S.C. 5192), and 503 (42 U.S.C. 5193) of the Stafford Act.

(c) This section supersedes prior Presidential Memoranda requesting the use of the National Guard to respond to the COVID-19 emergency to the extent they are inconsistent with this memorandum.

Sec. 3. Assistance for Category B Emergency Protective Measures. (a) In accordance with sections 403 (42 U.S.C. 5170b) and 502 (42 U.S.C. 5192) of the Stafford Act, FEMA shall, as appropriate and consistent with applicable law, make available under Category B of the Public Assistance program such assistance as may be required by States (including territories and the District of Columbia), local governments, and Tribal governments to provide for the safe opening and operation of eligible schools, child-care facilities, healthcare facilities, non-congregate shelters, domestic violence shelters, transit systems, and other eligible applicants. Such assistance may include funding for the provision of personal protective equipment and disinfecting services and supplies.

(b) FEMA shall make assistance under this section available at a 100 percent Federal cost share until September 30, 2021.

Sec. 4. Advanced Reimbursement. To make reimbursements for approved work under the Stafford Act to respond to COVID-19 available more quickly, FEMA shall expedite reimbursement for eligible emergency work projects and, as appropriate and consistent with applicable law, provide an advance of the Federal share on a percentage of the expected reimbursement from FEMA-approved projects.

Sec. 5. One-Hundred Percent Cost Share Termination. The 100 percent Federal cost share for use of National Guard forces authorized by section 2(b) of this memorandum shall extend to, and shall be available for, orders of any length authorizing duty through September 30, 2021.

Sec. 6. General Provisions. (a) Nothing in this memorandum shall be construed to impair or otherwise affect:

- (i) the authority granted by law to an executive department or agency, or the head thereof; or
- (ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This memorandum shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This memorandum is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) The Secretary of Defense is authorized and directed to publish this memorandum in the *Federal Register*.

JOSEPH R. BIDEN JR.



Monroe County Community Planning & Engagement Department
Planning Division

125 East Second Street, Monroe, Michigan 48161

Telephone: 734-240-7375 • Fax: 734-240-7385 • www.co.monroe.mi.us/planning

March 29, 2021

Mr. Mark Brant, Chairman
Monroe County Board of Commissioners
125 E. Second Street
Monroe, MI 48161

RE: Farmland and Open Space Preservation Application Reviews

Dear Chairman Brant and Members of the Board:

Please find the attached reviews/recommendations from our County Planner for two applications to the Farmland and Open Space Preservation program (Part 361 of the Natural Resources and Environmental Protection Act). The Act calls for allowing local governing bodies receiving notice of these applications the opportunity to "review, comment, and make recommendations." We ask that the Board approve the recommendations if it is in agreement.

Sincerely,

Jeff McBee
Community Planning & Engagement Director

2021

FARMLAND / OPEN SPACE REVIEW

Monroe County, Michigan

MEMORANDUM**DATE:** April 6, 2021**TO:** Monroe County Board of Commissioners**FROM:** Staff**SUBJECT:** Case #200.4-4-21-2**TOWNSHIP:** Exeter**OWNER:** Bruck, D.**SECTION/P.C.:** 3**TOWN/RANGE:** T5S R8E**AERIAL PHOTO:** #2020

LOCATION OF PROPERTY

The property consists of a parcel totaling approximately 5.83 acres in size. It is located on the north side of Newburg Road between Sumpter Road and Martinsville Road.

RELATIONSHIP TO PUBLIC PLANS

The property does not have access to public water service or to public sewer service. The Monroe County Comprehensive Plan designates the property as Agricultural Preservation. The Exeter Township Master Plan designates the property as Agricultural/Rural Residential. The property is not located in the 100-year flood zone.

EXISTING CHARACTERISTICS

Of the 5.83 acres of the property, 4 acres are in cultivation. As the farm is between 5 and 40 acres in size, it needs to earn an average income of at least \$200 per acre in order to be eligible for the Farmland Preservation Program. As the property earns \$1,978.44 per acre, it is eligible for the Program.

PLANNING ANALYSIS

The primary soils on this farm are Selfridge and Pewamo soils that are capable of producing between 107 and 125 bushels of corn per acre. The applicant is requesting a 50-year agreement for the property. Staff believes that this property should be included in the Farmland Preservation Program, as it is designated as Agricultural Preservation in the Monroe County Comprehensive Plan.

RECOMMENDATION

Staff recommends that the Monroe County Board of Commissioners approve this application for inclusion in the Farmland and Open Space Preservation Program because it is consistent with the intentions of Part 361 of Public Act 451 of 1994 (more commonly known as PA 116), and for the other reasons stated above.

RS



Farmland & Open Space Agreement

Monroe County Planning Commission

CASE#: 200.4-4-21-2
TOWNSHIP: Exeter

DATE: 4/6/2021
OWNER: Bruck, D.

2021

FARMLAND / OPEN SPACE REVIEW

Monroe County, Michigan

MEMORANDUM**DATE:** April 6, 2021**TO:** Monroe County Board of Commissioners**FROM:** Staff**SUBJECT:** Case #200.4-4-21-3**TOWNSHIP:** Exeter**OWNER:** E. Mark & Lisa M. Lange
Revocable Trust**SECTION/P.C.:** 33**TOWN/RANGE:** T5S R8E**AERIAL PHOTO:** #2020

LOCATION OF PROPERTY

The property consists of a parcel totaling approximately 35.29 acres in size. It is located along Blue Bush Road between Sumpter Road and Doty Road.

RELATIONSHIP TO PUBLIC PLANS

The property does not have access to public water service or to public sewer service. The Monroe County Comprehensive Plan designates the property as Agricultural Preservation. The Exeter Township Master Plan designates the property as Agricultural/Rural Residential. The property is not located in the 100-year flood zone.

EXISTING CHARACTERISTICS

Of the 35.29 acres of the property, all 35.29 acres are in cultivation. As the farm is between 5 and 40 acres in size, it needs to earn an average income of at least \$200 per acre in order to be eligible for the Farmland Preservation Program. As the property earns \$800 per acre, it is eligible for the Program.

PLANNING ANALYSIS

The primary soils on this farm are Selfridge and Pewamo soils that are capable of producing between 107 and 125 bushels of corn per acre. The applicant is requesting a 90-year agreement for the property. Staff believes that this property should be included in the Farmland Preservation Program, as it is designated as Agricultural Preservation in the Monroe County Comprehensive Plan.

RECOMMENDATION

Staff recommends that the Monroe County Board of Commissioners approve this application for inclusion in the Farmland and Open Space Preservation Program because it is consistent with the intentions of Part 361 of Public Act 451 of 1994 (more commonly known as PA 116), and for the other reasons stated above.

RS



Farmland & Open Space Agreement

Monroe County Planning Commission

CASE#: 200.4-4-21-3
TOWNSHIP: Exeter

DATE: 4/6/2021
OWNER: E. Mark Lange & Lisa M. Lange Trust



MONROE COUNTY

HUMAN RESOURCES DEPARTMENT

125 East Second Street · Monroe, Michigan 48161- 2197

Telephone (734) 240-7295 · Fax (734) 240-7266 · Toll Free (888) 354-5500 Ext 7295

Aundrea L. Armstrong
Human Resources Director
Telephone (734) 240-7298
Confidential Fax
(734) 240-7299

Juliette K. Hegyi
Human Resources Coordinator
Telephone (734) 240-7253
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(734) 240-7276

Andrea Binz
Human Resources Assistant
Telephone (734) 240-7301
Confidential Fax
(734) 240-7302

March 31, 2021

Mr Mark Brant, Chairman
Monroe County Board of Commissioners
125 East Second Street
Monroe, MI 48161

Re: Ratification of the COAM- Command Officers Collective Bargaining Agreement

Dear Chairman Brant and Board Members:

Attached you will find a summary outlining the highlights of contractual changes negotiated into the Command Officers Collective Bargaining Agreement. The Agreement is between the County of Monroe, the Monroe County Sheriff and the Command Officers Association (COAM).

This new collective bargaining agreement replaces the former agreement that expired on December 31, 2020. The new agreement is for a period of four (4) years, expiring December 31, 2024. The negotiating team recommends to the Board of Commissioners to approve the Tentative Agreement.

Sincerely,

Aundrea Armstrong
Human Resources Director

**County of Monroe, the Monroe County Sheriff and the
Command Officers Association of Michigan (COAM)
Command Officers**

Highlights of Contractual Changes

Duration of Contract: 4 Year Agreement – through December 31, 2024

Compensation:

- Base Wages
 - January 1, 2021-1.5% BWA + Year 1 of 4-year phase in of Compensation Study
 - January 1, 2022- 2% BWA + Year 2 of 4-year phase in of Compensation Study
 - January 1, 2023- 2% BWA + Year 3 of 4-year phase in of Compensation Study
 - January 1, 2024-1.5% BWA+ Year 4 of 4-year phase in of Compensation Study
- Lump-sum Payments-Removed
- Hazardous Duty Payments
 - Hazardous Duty Payments (not added to base salary) to the Sergeants classification in the amount of \$1,000 in December of 2021, 2022, 2023 and 2024. Payment mirrors Deputies.
- The American Rescue Plan Act (ARPA) - Letter of Understanding stating if the Deputy Sheriff bargaining group receives any additional pay or compensation from funding through the ARPA, negotiations would be opened for the members of the Command bargaining unit.

Retirement Benefits:

- DB Plan-2.75% Multiplier
 - 2021-Mandatory contribution 5.53%
 - 2022-Mandatory contribution 6.53%
- DB Plan-2.5% & 1.5%Multipliers
 - 2021-Mandatory contribution 4%
 - 2022-Mandatory contribution 5%
- Opt-out Election for DB Members to DC Plan
 - DC Plan
 - 2021-Mandatory 4% Contribution with County Match up to 6%
 - 2022-Mandatory 5% Contribution with County Match up to 6%
 - Immediate Vesting

Retiree Health Care Benefits:

- Health Care Savings Program for employees not covered under the Retiree Health Care Plan
 - Mandatory 2% Contribution with County Match 2%
 - Immediate Vesting

Leave Time:

- Combined personal and sick hours into personal leave time (no change hours)

Health Care Benefits:

- Maintained current benefits and cost-sharing

Operational Changes: Operational changes were made throughout the CBA with the objective of increased efficiency.



Monroe County
Emergency Medical Authority

Monroe County Courthouse

125 East Second Street Monroe, Michigan 48161-2197

Telephone: 734.240.7003 – Fax: 734.240.7004

David L. Brown, Chairman – Michael Demski, Vice-Chairman

Lisa Sanders, Deputy Clerk

March 30, 2021

Mr. Mark Brant, Chairman
Monroe County Board of Commissioners
125 East Second Street
Monroe, MI 48161

Dear Chairman Brant and Members:

At the March 24, 2021 meeting of the Monroe County Emergency Medical Authority, the members unanimously approved the application of Ms. Sara Kandler for appointment to the Monroe County Emergency Medical Authority. The term would begin immediately and end December 31, 2022.

Please accept this correspondence as a request for approval to appoint Ms. Sara Kandler to the Monroe County Emergency Medical Authority to fill a vacant seat with a term ending December 31, 2022.

Thank you for your consideration.

Sincerely,

David L. Brown

David L. Brown, Chairman
Monroe County Emergency Medical Authority

/ls

Monroe County Emergency Medical Authority Current Roster

Emergency Medical Authority	Citizen At Large	David Brown	12/31/2022
9 Members/ 2 Year Terms	Citizen At Large	Michael Demski	12/31/2022
	Citizen At Large	Vacant	12/31/2022
	Citizen At Large	Robin Miller	12/31/2021
	Citizen At Large	James Neorr	12/31/2021
	Business/Industry	James Bennett	12/31/2021
	Citizen At Large	Douglas Steinman	12/31/2021
	Citizen At Large	R. J. Schall	12/31/2021
	Medical/Healthcare	Keith Masserant	12/31/2022



Monroe County Emergency Management Division

987 S. Raisinville Road • Monroe, Michigan 48161-9700
Telephone: 734.240.3135 • Fax: 734.241.7136

March 30, 2021

Mr. Mark Brant, Chairman
Monroe County Board of Commissioners
125 E. Second Street
Monroe, Michigan 48161

Re: Local Emergency Declaration Recommendation

Dear Chairman Brant:

Monroe County continues to be adversely affected by the Coronavirus Pandemic. The health and safety of our community remains our primary concern. Despite our ongoing efforts the level and trend of new Coronavirus cases currently reported by Public Health brings concern of returning to in-person meetings throughout our Communities.

Concerning Board of Commissioner meetings and by extension, all local units of government and their public meetings, there are two key dates in play about these meetings:

1. March 31, 2021 – This is the last day that public boards can hold virtual sessions for “any reason” under provisions of the October and December 2020 changes to the state’s Open Meetings Act (OMA).
2. Dec. 31, 2021 – This is the last day that public boards can hold virtual sessions IF they have adopted a State of Emergency (SOE) resolution.

Further, under the existing DHHS order dated March 2, 2021 Gatherings and Face Mask Order, indoor meetings are limited in attendance to twenty five (25) persons. If we proceed with in person meetings and post the meeting for the time/location and more than 25 persons in total arrive to attend, the County would be in violation of the order unless we have in place arrangements for overflow with two-way communications. With minimum number of Commissioners and staff of 12, we have additional capacity of 13. The minimum only includes the Deputy Clerk, Legal and Administrator/CFO. So, the margin for other key staff and public would be very small.

We could utilize the adjoining Committee Room to act as an overflow as the ceiling speakers provide audio from the Board Chambers. During public comment, if someone wished to speak, they could either do so by indicating they wished to speak (we would have someone there to recognize their request) and then walk into the Board Chambers, keeping capacity at 25 or less, and speak from the podium. The Committee Room would have to comply with the six (6) feet social distance requirement. Our capacity in that room would be 18 persons.

March 30, 2021

Alternatively, the County may declare a Local State of Emergency and by enacting said declaration, it would allow the Board and all other local unit boards to continue to meet virtually. It doesn't mean meetings have to take place this way, it just provides the option to continue for the County and all public entities in Monroe County after the current OMA provision ends March 31, 2021.

In considering the outcomes of the Board over the time meetings have been held virtually, we can point to the outcomes of the Board meeting its obligations and nothing has been delayed or otherwise not acted upon due to a virtual meeting. While we would recognize the value of meeting in person, we defer to the health and well being of Commissioners, staff and the public as the overriding consideration of declaring a Local State of Emergency for Monroe County and allowing the option to continue to meet virtually as best determined by each local unit of government including the Board of Commissioners.

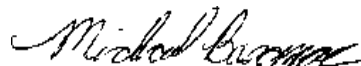
If you decide on an emergency declaration, you may do so under authority granted to you under PA 390 of 1976, the Emergency Management Act. This shall be in effect for a period of not more than seven (7) days without the consent of the governing body of the County. So, at the April 6, 2021 Board of Commissioners meeting, the Board would need to act on the continuation or allow the Emergency Declaration to expire. We would recommend the emergency declaration extend through year-end 2021 understanding it could be rescinded at any time.

The undersigned along with Mr. Graham, Legal Counsel are available to consult with and provide any additional information to your or the Board of Commissioners as may be needed.

Sincerely,



Mark A. Hammond, Director
Monroe County Emergency Management



Michael Bosanac
Administrator/Chief Financial Officer



Chairman
Mark Brant

Monroe County Board of Commissioners

Monroe County Courthouse
125 East Second Street Monroe, Michigan 48161-2197
Telephone: 734.240.7003 – Fax: 734.240.7266

TO: Commanding Officer (LEIN code: ELES), Emergency
Management Division, Department of State Police

Special Operations Division (LEIN code: ELOP)
Department of State Police

District Coordinator (LEIN code: NORD)
District 2-S, Emergency Management Division, Michigan State
Police

FROM: Mark Brant, Chief Elected Official, Monroe County

DATE: March 31, 2021

RE: Local State of Emergency-County of Monroe, Michigan

On March 31, 2021, the jurisdiction of Monroe County, Michigan is sustaining an ongoing potential for widespread injury, loss of life or a major Public Health threat caused by the Coronavirus Pandemic.

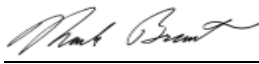
Data through March 27, 2021 reports Monroe County is on an upward trend over the prior four (4) week time period related to the positivity rate of COVID 19 cases. Monroe County is currently at a 13% positivity rate among our population. The County is averaging 71.2 new cases per day over the previous 7 day period.

The local community hospital admission rate is also trending higher with a one day admission total of 21 positive cases and 16 emergency department visits on Tuesday, March 30, 2021.

As a result, the following conditions exist:

The potential for great harm to the residents, visitors and public in Monroe County from Coronavirus exposure. The Michigan Department of Health and Human Services restrictions on gatherings of no more than twenty-five (25) persons in non-residential gathering further prevents our ability to conduct in-person meetings of the governing body and local governments in a safe manner.

Therefore, as Chief Elected Official of Monroe County, Michigan, in accordance with Section 10 of Act 390, P.A. 1976, as amended, I hereby declare that a State of Emergency exists therein, that the response and recovery aspects of the emergency operations plan have been activated, and that local resources are being utilized to the fullest extent practicable.

Authorized by: 

Printed Name: Mark Brant

Chief Elected Official, County of Monroe County