

AMENDED AGENDA
MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, OCTOBER 19, 2021 – 6:00 P.M.
125 EAST SECOND STREET
MONROE, MI 48161
(734) 240-7003

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
Led by Commissioner Lievens
- IV. OPENING PRAYER
- V. APPROVAL OF *AMENDED* AGENDA
- VI. APPROVAL OF MINUTES (10/05/2021 Regular Meeting)
- VII. PUBLIC COMMENT
- VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION
 - 1. Presentation by Ms. Florence Buchanan, Chairperson, Bicycle and Pedestrian Advisory Council on the Monroe County Trail and Bicycle Plan with Resolution of Support.

Click [here](#) for presentation and click [here](#) for plan.
 - 2. Presentation by Mr. John Hartig, Ph.D. on “The Great Lakes Way”.
 - 3. Resolution in Support of HB 5026 to ensure continued operation and funding of 9-1-1 service.
 - a. Letter dated October 7, 2021 from Ms. Donna Kuti, Director, Central Dispatch presenting the resolution in support of HB 5026.
- IX. FINANCE MATTERS
 - 1. Approval of the 10/20/2021 Accounts Payable Current Claims Report in the amount of \$605,765.13
- X. CONSENT AGENDA
 - 1. Approval of Non-Claims
 - a. Check Register dated 10/08/2021 in the amount of \$375,303.18
 - b. Check Register dated 10/15/2021 in the amount of \$587,174.75

2. The Operations Committee recommends to the Full Board the following from the 10/19/2021 committee meeting held at 5:00 p.m.:

A. Letter dated September 22, 2021 from Sheriff Troy Goodnough, Monroe County Sheriff's Office, requesting the addition of one (1) full-time cook position and the elimination of two (2) part-time cook positions for the County Jail. No additional appropriation is necessary as funds are available in the 2021 Sheriff's Office budget.

B. Letter dated September 22, 2021 from Ms. Laura Papenhagen, Fairview Superintendent, requesting to add one (1) additional full-time Relief Resident Care Worker position (Grade 4) and eliminate full-time equivalent hours from the part-time pool. No General Fund appropriation is required. Fund 291 has sufficient revenues to absorb the projected cost of the staffing proposal.

C. Letter dated October 19, 2021 from Mr. Michael Bosanac, County Administrator/Chief Financial Officer, requesting to add one (1) additional full-time Accountant position and eliminate a full-time Maintenance Worker position in the Central Office. There is no additional appropriation necessary, as the cost of the position is included in the 2021 budget.

D. Letter dated October 19, 2021, from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting one (1) new policy, six (6) updated policies and two (2) policies recommended to delete, for consideration and approval:

- a. Policy #301, Fund Balance Policy-GASB 54 (Updated)
- b. Policy #306, Investment Policy (Updated)
- c. Policy #312, Debt Management Policy (New policy)
- d. Policy #421, Retiree Life Insurance Benefit (Updated)
- e. Policy #439, Electronic Communication (Recommend deleting- Combined with Policy #801))
- f. Policy #446, Employee Service Awards (Recommend deleting)
- g. Policy #700, Courthouse Security (Updated)
- h. Policy #705, Smoke and Vape Free Workplace (Updated)
- i. Policy #801, Acceptable Use (Updated)

XI. COMMUNICATIONS

Board Action:

- 1. Letter dated October 15, 2021 from Captain Julie Massengill, Jail Administrator, Monroe County Sheriff's Office requesting approval to apply for and accept a predetermined grant allocation from the Michigan Department of Health and Human Services in an amount of \$40,156. The funds will be utilized for COVID-19 related expenses in the jail. There are no matching funds required for this grant.
- 2. Letter dated October 13, 2021 from Mr. Brandon Roof, Monroe County Mental Health Recovery Court Coordinator, requesting approval to accept a grant award in

the amount of \$177,492 from the State Court Administrative Office for the grant period October 1, 2021 through September 30, 2022 with a requested total general fund contribution of \$18,104 to cover overtime wages and fringes for a probation officer assigned to the MCMHRC, random drug testing and electronic monitoring. Requesting an additional appropriation of \$3,115 in the 2021 budget and \$14,989 to be included in the 2022 budget.

3. Letter dated October 14, 2021 from Hon. Michael Brown, Presiding Judge, Monroe County Veterans Treatment Court, requesting approval to accept a grant award in the amount of \$36,000 from the State Court Administrative Office for the grant period October 1, 2021 through September 30, 2022 with a requested total general fund contribution of \$10,705 to cover overtime wages and fringes for one probation officer assigned to the Veterans Treatment Court. Requesting an additional appropriation of \$2,832 in the 2021 budget and \$7,873 to be included in the 2022 budget.
4. Letter dated October 13, 2021 from Ms. Holly Flint, Community Corrections Coordinator requesting approval to accept a grant award and approve the contract from the State of Michigan Department of Corrections in the amount of \$304,625 for the Monroe County Community Corrections for the FY2022. This grant requires a County match of \$122,815 which will be included in the 2022 budget.
5. Letter dated October 6, 2021 from Chief Charles F. McCormick IV, Vice Chairman, Monroe County 9-1-1 District Board requesting approval of the Amended 9-1-1 Service Plan and Amended 9-1-1 Board Bylaws.
6. Letter dated October 12, 2021 from Mr. Jeff McBee, Community Planning & Engagement Director submitting a Summary of three (3) 2021 Farmland/Open Space reviews/recommendations for application to the Farmland and Open Space Preservation program (part 361 of the Natural Resources and Environmental Protection Act) in London Township.
7. Letter dated October 13, 2021 from Mr. Michael Woolford, Monroe County Equalization Director, along with County Apportionment Report presenting the Grand Levy for 2021 in the amount of \$242,166,903.61 and recommending the Board accept and adopt the report.
8. Reappointments of Board/Commission members.
 - A. Board of Canvassers
 - i. Letter dated October 12, 2021 from Ms. Annamarie Osment, Monroe County Clerk/Register of Deeds, recommending the reappointment of Ms. Vicki Kipf as the Republican Party representative on the Board of Canvassers and Ms. Christine Chickeral as the Democratic Party representative. The term will commence on October 31, 2021 and expire on October 31, 2025.
 - ii. Board of Canvassers Roster

B. Monroe Community Mental Health Authority

- i. Letter dated September 23, 2021 from Ms. Susan Fortney, Vice-Chairperson, Monroe Community Mental Health Authority, requesting the appointment of Mr. LaMar Frederick to fill an unexpired term which will end on March 31, 2024, the appointment of Ms. Chantele Steffens to fill an unexpired term which will end on March 31, 2024 and the appointment of Ms. Catherine Bernhold to fill an unexpired term which will end on March 31, 2022.
- ii. Monroe Community Mental Health Authority Roster

9. Update on preliminary 2022 Budget-Mr. Michael Bosanac, Administrator/Chief Financial Officer.

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. PUBLIC COMMENT

XVI. ANNOUNCEMENTS

XVII. MEMBERS TIME

XVIII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
OCTOBER 5, 2021

I. CALL TO ORDER

The Monroe County Board of Commissioners held a regular meeting in the Board Chambers in the City of Monroe on Tuesday, October 5, 2021. Chairman Brant called the meeting to order at 6:03 p.m.

II. ROLL CALL

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

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

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

III. PLEDGE OF ALLEGIANCE

Commissioner Moore led the Pledge of Allegiance.

IV. OPENING PRAYER

Deputy Clerk, Lisa Sanders led the Opening Prayer.

V. APPROVAL OF AGENDA

Motion by Commissioner Asper, supported by Commissioner Moore to amend the agenda to add Resolution Against Vaccine Passports or Certificates within the Boundaries of Monroe County.

Roll call by Clerk as follows:

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

Motion failed.

Motion by Commissioner Hoffman, seconded by Commissioner Hill to approve the October 5, 2021 agenda as presented.

Voice vote taken. 7 AYES; 1 NAY. Motion carried.

VI. APPROVAL OF MINUTES (09/21/2021 Regular Meeting Minutes)

Motion by Commissioner Jondro, supported by Commissioner Swartout to approve the minutes of the September 21, 2021 Regular Meeting as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VII. PUBLIC COMMENT

1. Anthony Panza-Monroe County-Spoke against a vaccine passport
2. Erika Brodie-Bluebush Road-Spoke about the vaccine and how she has an EMF machine that she takes around the County to measure readings of people who have been vaccinated as well as other measurements. Elaborated on a NASA study.
3. Amy—Bedford Township—Support the blocking of the passports. Principal of Bedford Schools is suggesting taking a picture of their vaccine record card
4. Debra Clough--Frenchtown Township-Need to research things. ICC Court about crimes against humanity and that no medical procedure should be forced. Need to protect our community.
5. Fawn-Raisinville Township--Is a nurse who said her job is being threatened if she doesn't receive the vaccine and she is fighting for her job.
6. Mary-Erie Township-She is a former pre-school teacher. Intervention for the parent who had the right not to vaccinate their child. Wants her rights to be protected. We are against these mandates and we are in favor of protecting our constitution.
7. Mandy-Monroe-is against vaccine passports
8. Danielle Cousino-Bedford Twp.-There is discrimination against school kids who are not vaccinated and exclusion against those same kids. Kids have to show proof of vaccine if needed.
9. Jeff Nidifer-Monroe-Need to research more and not listen to the news. Supports Commissioner Asper's Resolution.

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION

1. Presentation from Amy O'Leary, Executive Director and Kevin Vettraino, Planning Director on SEMCOG's recent activities.

IX. FINANCE MATTERS

1. Approval of the 10/06/2021 Accounts Payable Current Claims Report in the amount of \$460,133.77

Motion by Commissioner Hill, seconded by Commissioner Hoffman to accept the 10/06/2021 Accounts Payable Current Claims Report for \$460,133.77.

Roll call by Clerk as follows:

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

Motion carried.

X. CONSENT AGENDA

1. Approval of Non-Claims
 - a. Check Register dated 09/24/2021 in the amount of \$1,173,560.86
 - b. Check Register dated 10/01/2021 in the amount of \$389,757.47

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

Roll call by Clerk as follows:

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

Motion carried.

XI. COMMUNICATIONS

Board Action:

1. Letter dated September 29, 2021 from Mr. David Thompson, Monroe County Drain Commissioner, requesting approval of the 2021 Annual Report for Special Drainage Assessments in the amount of \$2,975,099.51 and placement on the Grand Levy for spreading of assessments.

Drain Commissioner Thompson explained the Report to the Board of Commissioners.

Motion by Commissioner Swartout, seconded by Commissioner Hoffman to approve the 2021 Annual Report for Special Drainage Assessments by moving the model resolution be adopted.

Roll call by Clerk as follows:

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

Motion carried.

Motion by Commissioner Moore, seconded by Commissioner Swartout to approve the apportionment of 50% of the County of Monroe's at large assessment for special drainage assessments of \$139,872.28 to the Monroe County Board of Road Commissioners by moving the model resolution be adopted.

Roll call by Clerk as follows:

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

Motion Carried.

2. Reappointments of Board/Commission members.

A. Monroe County Library System Board of Trustees

- i. Letter dated September 15, 2021 from Ms. Nancy Bellaire, Director, Monroe County Library System requesting the reappointment of Mr. Rob Peven to a five-year term on the Monroe County Library System Board of Trustees which will end on December 31, 2026.
- ii. Monroe County Library System Board of Trustees Roster

Motion by Commissioner Jondro, seconded by Commissioner Hill to accept the communication, place it on file and approve the reappointment of Mr. Rob Peven to a five-year term on the Monroe County Library System Board of Trustees which will commence on January 1, 2022 and end on December 31, 2026.

Voice vote taken. Motion carried.

B. Monroe Community Mental Health Authority

- i. Letter dated September 23, 2021 from Ms. Susan Fortney, Vice-Chairperson, Monroe Community Mental Health Authority requesting the appointment of Mr. LaMar Frederick to fill an unexpired term which will end on March 31, 2024, the appointment of Ms. Chantele Steffens to fill an unexpired term which will end on March 31, 2024 and the appointment of Ms. Catherine

- Bernhold to fill an unexpired term which will end on March 31, 2022. Mr. Charles Londo, Ms. Kandie Collier and Mr. David Stephens have all resigned.
- ii. Monroe Community Mental Health Authority Roster

Motion by Commissioner Richardville, seconded by Commissioner Swartout to table this item until the October 19, 2021 regular Board of Commissioners Meeting.

Discussion commenced.

Voice vote taken. 6 AYES; 2 NAYS. Motion carried.

C. Monroe County Economic Development Corporation

- i. Letter dated September 29, 2021 from Mr. Tracy Oberleiter, Chairman, Monroe County Economic Development Corporation requesting the reappointment of Ms. Kim Comerzan and Ms. Stacey Goans, each for a six (6) year term commencing January 1, 2022 and ending December 31, 2027.
- ii. Monroe County Economic Development Corporation Roster

Motion by Commissioner Hoffman, seconded by Commissioner Asper to accept the communication, place it on file and approve the recommendation to reappoint reappointment of Ms. Kim Comerzan and Ms. Stacey Goans, each for a six (6) year term commencing January 1, 2022 and ending December 31, 2027.

Voice vote taken. Motion carried.

D. Monroe County Parks & Recreation Commission

- i. Letter dated September 20, 2021 from Mr. Joshua Thomas, Operations Coordinator recommending the reappointment of Mr. Larry VanWasshenova and Ms. Connie Velliquette for terms commencing on January 1, 2022 and ending December 31, 2024 to the Monroe County Parks & Recreation Commission.
- ii. Monroe County Parks & Recreation Commission Roster

Motion by Commissioner Hoffman, seconded by Commissioner Hill to accept the communication, place it on file and approve the recommendation to reappoint Mr. Larry VanWasshenova and Ms. Connie Velliquette for terms commencing on January 1, 2022 and ending December 31, 2024 to the Monroe County Parks & Recreation Commission.

Voice vote taken. Motion carried.

E. Monroe County Emergency Medical Authority

- i. Letter dated September 29, 2021 from Mr. David Brown, Chairman, Monroe County Emergency Medical Authority requesting the reappointment of Mr. Jim Neorr, Mr. Jim Bennett, Mr. Doug Steinman, Mr. R.J. Schall and Ms.

- Robin Miller for terms beginning January 1, 2022 and ending December 31, 2023 to the Monroe County Emergency Medical Authority.
- ii. Monroe County Emergency Medical Authority Roster

Motion by Commissioner Hill, seconded by Commissioner Moore to accept the communication, place it on file and approve the recommendation to reappoint reappointment of Mr. Jim Neorr, Mr. Jim Bennett, Mr. Doug Steinman, Mr. R.J. Schall and Ms. Robin Miller for terms beginning January 1, 2022 and ending December 31, 2023 to the Monroe County Emergency Medical Authority.

Voice vote taken. Motion carried.

- F. Monroe County Environmental Health Sanitary Code Board of Appeals
 - i. Letter dated September 29, 2021 from Mr. Chris Westover, Environmental Health Director, Monroe County Health Department requesting the reappointment of Mr. Mario DeFelice, Ms. Audra Hodge, Mr. Don Link, and Mr. Dan Wagner for terms commencing January 1, 2022 and ending December 31, 2023.
 - ii. Monroe County Environmental Health Sanitary Code Board of Appeals Roster

Motion by Commissioner Jondro, seconded by Commissioner Asper to accept the communication, place it on file and approve the recommendation to reappoint Mr. Mario DeFelice, Ms. Audra Hodge, Mr. Don Link, and Mr. Dan Wagner to the Monroe County Environmental Health Sanitary Code Board of Appeals for terms commencing January 1, 2022 and ending December 31, 2023.

Voice vote taken. Motion carried.

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS—None

XIV. NEW BUSINESS—None

XV. PUBLIC COMMENT—

- 1. Anthony Panza-Encourages people to look deeper into what is going on in the schools.
- 2. Erika Brodie—Wants to add 3 more items--Cashless society in the end of the Bible and trans-humans, 11-17 year olds can get vaccinated without a parent and Lupus treatment with hydroxychloroquine.

XVI. ANNOUNCEMENTS—

- 1. Mr. Bosanac and Ms. Aundrea Armstrong, Human Resources Director discussed new provider, Humana, for Retiree Health Care.

XVII. MEMBERS TIME

Commissioner Asper—Read her proposed Resolution Against Vaccine Passports or Certificates within the Boundaries of Monroe County.

Commissioner Swartout—Big challenge here is how employers deal with employees based on what OSHA is doing. That's completely out of our control. Out of 74 worker deaths, they are listing 39 as being Covid related. We've never had that with the flu, pneumonia or anything else. It's putting the employers in a very awkward place to try and protect their employees.

Commissioner Jondro—I believe in choice and that people have the right to choose whether or not to get vaccinated. However, we have no control what the schools (and employers) do and not do.

Commissioner Moore—Thank you to everyone who spoke at Public Comment. Apathy is one of the greatest ways that laws that we don't want get passed. I agree with much of what Commissioner Asper said and I am disappointed and frustrated that we couldn't even get it (Resolution) on the agenda to vote on it.

Commissioner Hoffman—I felt that I didn't understand the whole thing (Resolution) because she (Commissioner Asper) changed it several times and I may have missed this last version. I didn't get my shot and I did get Covid and it's mean and thank Heaven I had some oxygen because without that I wouldn't be here speaking to you. I don't think we as a Board are ready for this Resolution to say yay or nay. We have to live together. The virus is mean and you want to protect yourself.

Commissioner Hill—Pass.

Commissioner Richardville—Thanks to all of you for coming to share your thoughts. Some of you know that I've had a very similar thought process and belief system since before my children were born. I don't think many of us disagreed with much of this Resolution, but we did get it late this afternoon (around 3:00 p.m.) and I didn't get a chance to read it. We don't have any authority or accountability to do anything with this Resolution. If it were a Business Resolution addressing a specific piece of legislation I could be supportive. As for my motion regarding the Community Mental Health appointments, I want to explain that there have been a lot of issues at CMH in the last year. There are 3 board openings and all I want to do is have 2 weeks to do my due diligence regarding the board openings and candidates.

Commissioner Asper and Commissioner Moore commented on Commissioner Richardville's comments.

Commissioner Lievens—Excused

Chairman Brant—I am personally opposed to vaccine mandate and passport laws. I've had my vaccine, but I am opposed to spending Monroe County taxpayer dollars to promote a national political statement. If something at the local level were to transpire such as the

Monroe County Health Department promoting mandates or passports, I would put that on the agenda. It (Resolution) means nothing except glad handing to the people of Monroe County. It costs taxpayer dollars to do resolutions. There is no State or National call for vaccine passports. My opposition is to wasting tax payer dollars to prepare resolutions, have the attorney review the resolution, present the resolution, print it out and have the staff scurrying to make revisions. This all costs tax payer dollars. If it were happening in Monroe County, I would be more concerned about it then possibly direct some tax payer dollars in Monroe County to be used for it.

XVIII. ADJOURNMENT

With no further business to discuss, Chairman Brant adjourned the meeting at 7:56 p.m.

MONROE COUNTY BOARD OF COMMISSIONERS
RESOLUTION OF SUPPORT FOR THE ADOPTION OF THE
MONROE COUNTY TRAIL AND BICYCLE PLAN

WHEREAS, the Monroe County Bicycle and Pedestrian Advisory Panel was established by the Monroe County Board of Commissioners on September 3, 2019 as a Monroe County outgrowth of the Southeast Michigan Council of Governments (SEMCOG) Bicycle and Pedestrian Task Force which was formed to assist in the development of the 2020 Southeast Michigan Bicycle and Pedestrian Mobility Plan; and

WHEREAS, the Monroe County Bicycle and Pedestrian Advisory Panel's responsibilities involve to make recommendations on the implementation, prioritization, phasing, modification, and/or development of a County-wide non-motorized trail system; and

WHEREAS, the *Monroe County Trail and Bicycle Plan* was prepared by the Monroe County Bicycle and Pedestrian Advisory Panel along with a collaboration of regional partners, public officials, community stakeholders, and interested citizens dedicated to the vision of a network of non-motorized routes linking Monroe County communities; and

WHEREAS, the Monroe County Bicycle and Pedestrian Advisory Panel was awarded a 2020 SEMCOG Transportation Equity Planning Assistance grant to survey the County's underserved and underrepresented *equity* population as well as to develop a wayfinding and signage plan for the Monroe County Cornerstone bicycle route; and

WHEREAS, the *Monroe County Trail and Bicycle Plan* incorporates both these planning efforts, was approved by the Bicycle and Pedestrian Advisory Panel on August 17, 2021, and recommended for approval by the Monroe County Parks and Recreation Commission; and

WHEREAS, the Monroe County Parks and Recreation Commission, at their meeting of September 14, 2021 approved the *Monroe County Trail and Bicycle Plan* and recommended that the Plan be forwarded to the Monroe County Board of Commissioners for their adoption;

NOW, THEREFORE BE IT RESOLVED, that the Monroe County Board of Commissioners adopts the *Monroe County Trail and Bicycle Plan* as a guide for the development of countywide trail and bicycle accommodations throughout the County.

Adopted by the Monroe County Board of Commissioners at Regular Meeting by a vote of the majority of the membership of the Board on the 19th day of October 2021.

A Roll Call vote was taken as follows:

YES:

NO:

ABSTAIN:

Mark Brant, Chairman
Monroe County Board of Commissioners



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

October 7, 2021

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

**Re: Board Resolution regarding 911 Network Public Safety Infrastructure Reauthorization,
HB 5026**

Dear Chairman Brant and Board Members:

In 1986, 9-1-1 service was deployed utilizing landline phones with a traditional copper network. Over time, the network evolved to accept newer forms of communication. Approximately 10 years ago, the State began a migration to Next Generation 911 (NG911), which uses an IP-based fiber network. To operate the network today, fees are statutorily assessed to the user by way of Act 32 of 1986 and its amendments.

On December 31, 2021, the current 9-1-1 Act will sunset and there will be no authorization for 9-1-1 to operate in Michigan. House Bill 5026 was introduced to extend the sunset to December 31, 2027. Additionally, it addresses shortfalls in the current revenues and the resulting depletion of the State 9-1-1 fund by 2023. A 3rd draft HB 5026 and key point summary document are attached for your reference.

Central Dispatch is currently funded through local surcharge fees that are approved by way of the Act. Central Dispatch is also a recipient of monies collected by the State of Michigan and distributed to each respective county as outlined in the Act. A failure to renew the Act will have a tremendous impact on our 2022 budget.

With the support of the 9-1-1 District Board, I respectfully request you consider approving/adopting the attached Resolution.

Respectfully,

A handwritten signature in cursive script that reads "Donna L. Kuti".

Donna L. Kuti
Director

Enclosures: 3

Copy: Sheriff Troy Goodnough, 9-1-1 District Board 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

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

(734) 243-7070 • Fax (734) 241-5820

9-1-1 • Police • Fire / Rescue • EMS

Michael G. Bosanac, County Administrator/Chief Financial Officer

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.”

COUNTY OF MONROE
RESOLUTION IN SUPPORT OF HB 5026

I. Statement in Support of Resolution

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

WHEREAS, the Emergency 9-1-1 Service Enabling Act, Michigan Public Act 32 of 1986, MCL §484.1101 et seq., as amended (“Act”), sunsets on December 31, 2021; and

WHEREAS, without an extension of the Act, Monroe County has no authority to provide 9-1-1 service or to determine the technical, operational, managerial, or fiscal aspects of 9-1-1 service within the Monroe County 9-1-1 Service District; and

WHEREAS, the cost of the 9-1-1 Emergency Service IP Network has been historically funded by user fees on communication devices; and

WHEREAS, user fee revenue has fallen short of expectations, which will result in a deficit in the State fund that pays for 9-1-1 network costs by 2023; and

WHEREAS, HB 5026 increases the State prepaid device user fee from 5% of the sale to 6% of the sale; and

WHEREAS, this small increase in the prepaid user fee, along with a \$16 million appropriation in SB 82, will provide only the amount necessary to fund the Emergency Services IP Network; and

II. Resolution

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

RESOLVED, that the Monroe County Board of Commissioners supports enactment of HB 5026 to ensure continued operation and funding of 9-1-1 service.

RESOLVED, that copies of this resolution will be forwarded to all members of the Michigan legislature representing Monroe County.

This resolution was adopted by the Monroe County Board of Commissioners at a regular meeting held at the Monroe County Board Chambers, Monroe County Courthouse, Monroe

County, Michigan, by vote of a majority of the membership of the County Board of Commissioners, on the 19th day of October, 2021.

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

[RAP205]

OPTIMUM PAYMENTS SUMMARY

PAGE 1
OFFICE: 001

RUN: 004905 PAYMENT DATE: 10/20/21 PAY-THROUGH DATE: 10/12/21

Vendor Name Amount Count

000000010335	ACCESS & ALARM INC	382.97	1
000000010502	ACTION WALLPAPERING AND PAINTI	400.00	1
000000010706	ADVANCED CORRECTIONAL HEALTHCA	81316.74	6
000000012366	J C ANDRUS & ASSOCIATES, INC	7795.00	2
000000012398	ARBOR INSPECTION SERVICES, LLC	4365.00	9
000000012824	AUTO-CHLOR SYSTEM	125.56	1
000000012950	AVENTIS PASTEUR	17996.59	2
000000020004	B & L OFFICE MACHINES	276.95	3
000000020039	BANAS BUILDING CENTER	21.99	1
000000020072	BAKER'S GAS & WELDING SUPPLIES	826.40	15
000000020075	BARKER BUILT CONSTRUCTION LLC	46568.94	1
000000020190	BAY CORRUGATED CONTAINER, INC.	267.54	1
000000020405	BEDFORD TOWNSHIP SEWER O & M	455.35	3
000000020600	RELX INC. DBA LEXIS NEXIS	375.00	1
000000020877	BIZSTREAM	1680.00	1
000000021010	BOILERS, CONTROLS & EQUIPMENT	2102.81	2
000000021200	BRENT'S LOCKSMITH	49.50	1
000000030009	CDW GOVERNMENT INC.	1660.78	2
000000030310	CAPITAL TIRE INC	453.68	1
000000030451	CATHOLIC CHARITIES OF SOUTHEAS	1400.00	1
000000030526	CARTER LUMBER	99.98	1
000000031179	COMPASSIONATE COMPANIONS, INC.	17916.67	1
000000031830	COUNTY AGENCY ADMINISTRATIVE	26199.58	34
000000031844	CORRECTIONAL HEALTHCARE COMPAN	6101.48	1
000000040007	DMC TECHNOLOGY GROUP, INC	200.00	1
000000040245	DELL MARKETING L.P.	272.09	1
000000041752	D.J. CONLEY ASSOCIATES, INC.	3685.85	4
000000050006	EASTERN ENGINEERING SUPPLY	277.84	1
000000050031	ECOLAB	510.49	1
000000050590	EXCEL SYSTEMS GROUP INC	258.10	1
000000060009	FAMILY COUNSELING SERVICE	2700.00	1
000000060151	FASTSIGNS OF MONROE, MI	1771.99	1
000000060205	FIDLAR TECHNOLOGIES	1936.80	1
000000060435	FLINT CLINICAL PATHOLOGISTS, P	60.00	1
000000060761	4 SEASONS LAWN CARE AND LANDSC	2560.00	8
000000060790	FRAME'S PEST CONTROL, INC.	127.00	2
000000070009	GALL'S INC.	1021.04	4
000000070200	GENERAL LINEN/UNIFORM SERVICE	15.00	1
000000070326	GLOBAL EQUIPMENT COMPANY	560.59	1
000000070345	GOODWILL INDUSTRIES OF SOUTHEA	19.47	1
000000070501	GRAINGER	828.54	2
000000070920	GROULX AUTOMOTIVE, INC.	2198.65	3
000000080001	HABITEC SECURITY	162.24	1
000000080350	HERKIMER RADIO SERVICE	2572.54	3
000000080904	HOUSE ARREST SERVICES, INC.	538.90	1
000000080924	HUMANE OHIO	270.00	1
000000090215	IBEX INSURANCE AGENCY	4987.00	1
000000100157	JAS. TOWNSEND & SON INC.	160.00	1
000000110450	KIESLER POLICE SUPPLY INC	4725.20	1

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OPTIMUM PAYMENTS SUMMARY

RUN: 004905 PAYMENT DATE: 10/20/21 PAY-THROUGH DATE: 10/12/21

Vendor Name Amount Count

000000120004	L-TRON CORPORATION	204.95	1
000000120771	LEXISNEXIS RISK SOLUTIONS	50.00	1
000000120986	LOWE'S COMPANIES INC	346.96	4
000000121003	LOWERY CORP	1613.39	1
000000130425	MCLAREN MEDICAL CENTER-MACOMB	160.00	2
000000130700	MELLOCRAFT	2674.30	4
000000130902	PROMEDICA 360HEALTH	969.00	1
000000131049	MI ASSN CO ADMINISTRATIVE OFF.	380.00	2
000000131085	MICHIGAN ASSOCIATION OF PLANNI	210.00	1
000000131360	MICHIGAN JUVENILE DET. ASSOCIA	275.00	1
000000131788	MIDWEST VETERINARY SUPPLY, INC	198.88	1
000000132050	MILLCRAFT PAPER COMPANY	2541.90	1
000000132159	SYMPHONY DIAGNOSTIC SERVICES N	180.00	1
000000132169	MONROE AUTO PARTS, INC	151.08	3
000000132237	MONROE COMMUNITY MENTAL HEALTH	150.00	1
000000132350	MONROE CO. CHAMBER OF COMMERCE	360.00	1
000000132400	MONROE CO.COMMUNITY COLLEGE	310.00	1
000000132437	MONROE FEEDS	259.90	2
000000132619	MONROE COUNTY SALVATION ARMY	13261.76	5
000000133600	MONROE VETERINARY CLINIC	2879.92	12
000000133890	MOTOROLA SOLUTIONS, INC.	2040.00	2
000000140095	NYE UNIFORM COMPANY	118.50	1
000000140311	NATIONAL REGISTRY OF FOOD SAFE	348.00	1
000000140390	NOEL LAWN SERVICE	3835.20	3
000000140499	NORTHERN CONCRETE PIPE, INC.	10363.50	2
000000160012	PSYBUS P.C.	585.00	1
000000160143	PANCONI'S SERVICE CENTER	75.38	2
000000160199	THE PAWS CLINIC	399.00	1
000000160203	PEARSON	175.50	1
000000160251	PEERLESS SUPPLY CO.	348.14	3
000000161075	POSITIVE PROMOTIONS	1416.71	1
000000161700	PROFESSIONAL VILLAGE PHARM.	34.75	1
000000170300	QUILL CORPORATION	255.58	9
000000180766	RESCUEGEAR, INC.	1188.00	1
000000180812	RICHARDSON BUSINESS SOLUTIONS	369.48	1
000000180860	RNA OF ANN ARBOR	14070.00	3
000000180866	ROBERTS SECURITY & INVESTIGATI	27.74	1
000000181001	ROSE PEST SOLUTIONS	63.00	1
000000190405	ST. PIERRE ACE HARDWARE	90.46	4
000000191336	SENTINEL TECHNOLOGIES INC	4350.00	3
000000191600	SIEB PLUMBING & HEATING	5204.56	8
000000192421	STAPLES BUSINESS ADVANTAGE	1077.56	8
000000192422	STAPLES CREDIT PLAN	462.38	1
000000192609	STATE OF MICHIGAN	5000.00	2
000000192708	STATE OF MICHIGAN	2357.00	1
000000192848	STERICYCLE	95.33	1
000000192892	STEVENS DISPOSAL	3004.60	1
000000192984	SUBURBAN ANIMAL CLINIC OF MONR	19.20	1
000000193038	SUPERIOR BUSINESS FORMS, INC.	572.85	1

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OPTIMUM PAYMENTS SUMMARY

RUN: 004905 PAYMENT DATE: 10/20/21 PAY-THROUGH DATE: 10/12/21

Vendor Name Amount Count

000000210006	ULINE	75.44	1
000000220006	VIRTRU CORPORATION	6779.00	1
000000221200	VOSS LIGHTING	2647.57	2
000000229901	WADE TRIM ASSOCIATES INC	2080.00	1
000000230110	WASHTENAW COMMUNITY COLLEGE	5994.00	1
000000230401	THOMSON REUTERS	4000.41	5
000000230860	CHARLES FRANK GEKLE	800.00	1
000000230891	WYANDOTTE ELECTRIC SUPPLY CO.	390.63	1
000000250015	YINGER PHARMACY SHOPPE	195.14	1
000000400170	CITY OF MONROE	5049.37	4
000000400220	ERIE TOWNSHIP TREASURER	744.48	1
000000400349	VILLAGE OF BLISSFIELD	25.00	1
000000501333	MONROE COMM.MENTAL HEALTH AUTH	4014.68	1
000000509850	JAMES RISINGER	37.22	1
000000509855	LAURA PAPENHAGEN	105.33	1
000000700020	CAMMIE O. ANDERSON	93.00	2
000000700100	GERMAYN GORMAN	46.15	1
000000700521	MODERN COURT REPORTING & VIDEO	100.00	1
000000700690	NICOLE L. LINDSAY	519.35	3
000000700713	BRIANNA M MILLER	323.95	1
000000720104	JOHN ARATZA	300.00	1
000000720125	AVERTEST, LLC	1605.75	1
000000720311	DEWOLF & ASSOCIATES	1590.00	1
000000720374	FLORAL CITY GLASS COMPANY	153.00	1
000000720766	KRISTY HENRY	6471.00	1
000000720795	DAVID CLARENCE HENRY	1000.00	1
000000721092	K'S HOME AND LAWN MAINTENANCE	600.00	2
000000721126	SANDRA KURTANSKY	2700.00	1
000000721257	LAW ENFORCEMENT SEMINARS, LLC	385.00	1
000000721258	JAMES L KOCHAN	707.72	2
000000721296	MICHAEL PATRICK MCARAN	89.00	1
000000721644	QC PRINTING	1420.00	2
000000721903	MARGARET ANN SCHILLING	1045.50	1
000000721951	SPARTAN AGRICULTURAL CONSULTIN	2750.00	1
000000721963	TARA ANN ST. AUBIN	260.00	1
000000722231	US SIGNAL COMPANY, LLC	57.41	1
000000731914	BARBARA SEGUR	19.04	1
000000750000	CHRISTOPHER ALEXANDER	480.00	3
000000750021	JAMES BARTLETT	4772.00	24
000000750028	RONALD J BENORE, JR	2528.00	37
000000750034	THE BOORA LAW GROUP, P.L.C.	133.33	1
000000750036	ARIEL MICHELLE BERGER	1544.00	13
000000750089	LESLIE CARR	1200.00	12
000000750098	ALEC JOHN CHABALOWSKI	732.00	2
000000750250	PETER K. FALES	330.00	2
000000750269	MARY GANTZOS	2820.00	13
000000750325	JOHN GONTA	10881.37	49
000000750335	DAVID GRENN	10882.00	23
000000750368	CHRISTINA D HILLS	948.00	7

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OPTIMUM PAYMENTS SUMMARY

RUN: 004905 PAYMENT DATE: 10/20/21 PAY-THROUGH DATE: 10/12/21

Vendor	Name	Amount	Count
000000750420	STEVEN TODD JEDINAK	6101.68	29
000000750422	BILLY R. JEFFERS	1512.00	9
000000750439	RURKA LAW, PLC	4341.00	11
000000750442	JASON KACZMAREK	1638.00	12
000000750446	KERSHAW, VITITOE & JEDINAK, PL	1433.33	10
000000750497	TIMOTHY LAITUR	9735.22	35
000000750507	LENNARD, GRAHAM & GOLDSMITH	8770.00	2
000000750591	TINA MARIE MULLINS	337.00	3
000000750645	BRETT C PERELMAN	5872.00	10
000000750703	JESSICA M. PALADINO	125.00	1
000000750714	THOMAS RICHARD RUDDY	648.00	5
000000750724	MICHAEL A. ROTH	5134.99	16
000000750742	ISAAC ANTHONY SKAGGS	2040.00	17
000000750749	MICHAEL A SMITH	13768.00	44
000000750835	LINO ALESSANDRO TAORMINA	2622.00	16
000000821145	LESLIE CLANTON	22.00	1
000000821551	ANTOINETTE CARDER	132.72	1
000000821767	JASON CHILDRESS	28.00	1
000000822367	STEVE DUNHAM	51.24	1
000000822396	BONNIE DEAN	40.88	1
000000822630	CAROLEE GOODNOUGH	26.99	1
000000822673	JEFFREY DUSSEAU	363.50	1
000000823935	MARJORY POPE	10.64	1
000000824195	WENDY HOEVE MEYER	75.77	2
000000824248	ALANA HORKEY	40.32	1
000000824275	DONNA HUDKINS	61.04	1
000000824300	ERICA HUERTA	40.66	1
000000824365	BRIDGET HUSS	125.00	1
000000825068	DONNA KUTI	22.00	1
000000825381	KRISTI LIECHTY	77.28	1
000000825638	BROOKE FENDER	67.76	1
000000825796	MITCHELL A. McFADDEN	157.25	1
000000826625	JACOB PERRY	102.48	1
000000826883	JEFFREY PRZEWOZNIAK	18.77	1
000000826919	DAWN RAFKO	49.28	1
000000827102	BRIAN A ROCHOWAIK	94.08	1
000000827115	DANIEL ROCK	24.62	1
000000827399	MACKENZIE SHIELDS	20.38	1
000000827455	KAREN ANN SIMMONS	87.36	2
000000828528	KIRRA WERSTEIN	78.90	2
000000828559	AUSTIN WICKENHEISER	259.84	1
000000828680	CEILIA WODARSKI	109.66	1
000000828716	MICHAEL WOOLFORD	356.16	1
000000902119	THE BANK OF NEW YORK MELLON TR	97108.77	6
000000902802	IDA FARMERS CO-OPERATIVE	724.00	1
000000903006	KUHLMAN CORP.	460.50	1
000000903011	KENNEDY INDUSTRIES	9850.00	1
000000903135	LOWE'S COMPANIES, INC.	2.09	1
000000903181	MENARDS	231.56	2

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OPTIMUM PAYMENTS SUMMARY

RUN: 004905 PAYMENT DATE: 10/20/21 PAY-THROUGH DATE: 10/12/21

Vendor	Name	Amount	Count
000000903213	STONECO, INC.	404.64	1
000000903239	MONROE COUNTY ENTERPRISE FUND	140.00	2
000000903811	START'S AUTO PARTS	114.86	2
000000903829	SPICER GROUP	270.00	1
ANIMAL CNTL	MONROE CATS TNR	195.00	1
CTY HEALTH	WILLIAM CREGO	30.00	1
CTY HEALTH	ELLEN JACKSON	165.00	1
SHERIFFADMIN	MICHIGAN ASSOC OF MED EXAMINER	130.00	1
SHERIFFADMIN	MICHIGAN ASSOC OF MED EXAMINER	130.00	1
SHERIFFADMIN	MICHIGAN ASSOC OF MED EXAMINER	130.00	1
SHERIFFADMIN	MICHIGAN ASSOC OF MED EXAMINER	130.00	1
VET BUREAU	MICHIGAN GAS UTILITIES	118.77	1
**** TOTALS:		605765.13	762

NON-CLAIM RUN 10/08/21

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Company 01 County of Monroe

PAYMENT REGISTER -

10/07/21

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PARAMETERS FOR PAYMENT RUN NUMBER 004903

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 10/08/21

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PAYMENT REGISTER - Checks

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Company 01 County of Monroe								
Office 001	Main	Bank	BNK001	National City Bank	Run 004903	Payment Date 10/08/21	Pay-thru Date 10/06/21	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
THE ASU GROUP	000000010200	09302021	5229189	10/06/21	2670.13 2670.13	0.00 0.00	2670.13 2670.13	000000554579
THE ASU GROUP	000000010200	MO0S006118	5229161	10/06/21	9890.00 9890.00	0.00 0.00	9890.00 9890.00	000000554580
FIRST ADVANTAGE BACK	000000010345	5524902109	5229164	10/06/21	368.29 368.29	0.00 0.00	368.29 368.29	000000554581
AREA AGENCY ON AGING	000000012654	10930091807	5229178	10/06/21	993.83 993.83	0.00 0.00	993.83 993.83	000000554582
ASH SENIOR CITIZEN C	000000012750	1093002550B	5229186	10/06/21	1895.22 1895.22	0.00 0.00	1895.22 1895.22	000000554583
AVENTIS PASTEUR	000000012950	917237256	5229137	10/05/21	2606.80 2606.80	0.00 0.00	2606.80 2606.80	000000554584
REPUBLIC SERVICE OF	000000020010	0259-003180	5229135	10/05/21	8373.50 8373.50	0.00 0.00	8373.50 8373.50	000000554585
BERLIN SENIOR CITIZE	000000020750	10929024708	5229187	10/06/21	1395.76 1395.76	0.00 0.00	1395.76 1395.76	000000554586
CHARTER COMMUNICATIO	000000030566	13408092221	5229115	10/04/21	132.95 132.95	0.00 0.00	132.95 132.95	000000554587
CONSUMERS ENERGY	000000031502	09/29/21	5229127	10/04/21	302.77 302.77	0.00 0.00	302.77 302.77	000000554588
D & P CABLE INC	000000040009	10119021	5229116	10/04/21	129.90 129.90	0.00 0.00	129.90 129.90	000000554589
DTE ENERGY	000000040603	092421 09/24/21 092421 09/23/21 092421 09/30/21	5229128 5229129 5229130 5229131 5229132 5229165	10/04/21 10/04/21 10/04/21 10/04/21 10/04/21 10/06/21	24.93 22.67 23.42 68.84 19.07 91.80 250.73	0.00 0.00 0.00 0.00 0.00 0.00 0.00	24.93 22.67 23.42 68.84 19.07 91.80 250.73	000000554590
FRENCHTOWN SENIOR CI	000000061050	1100609080B 1100609070B	5229179 5229180	10/06/21 10/06/21	24711.02 6116.50 30827.52	0.00 0.00 0.00	24711.02 6116.50 30827.52	000000554591
HABITEC SECURITY	000000080001	A812307	5229166	10/06/21	195.96 195.96	0.00 0.00	195.96 195.96	000000554592
LAFONTAINE CHRYSLER	000000120080	DEAL#18812	5229163	10/06/21	22018.00	0.00	22018.00	

NON-CLAIM RUN 10/08/21

[RAP215]		PAYMENT REGISTER - Checks				10/07/21	PAGE	3
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004903	Payment Date 10/08/21	Pay-thru Date 10/06/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					22018.00	0.00	22018.00	000000554593
MICHIGAN GAS UTILITI	000000131350	09/27/21 10142021	5229133 5229153	10/04/21 10/06/21	100.58 43.65 144.23	0.00 0.00 0.00	100.58 43.65 144.23	000000554594
SYSCO DETROIT LLC	000000131804	458128276 458128277	5229172 5229173	10/06/21 10/06/21	512.91 182.17 695.08	0.00 0.00 0.00	512.91 182.17 695.08	000000554595
MONROE FAMILY YMCA	000000132435	11006113813	5229183	10/06/21	2966.32 2966.32	0.00 0.00	2966.32 2966.32	000000554596
MONROE COUNTY BUSINE	000000132500	OCT-DEC2021 OCT.DEC2021	5229156 5229158	10/06/21 10/06/21	7446.00 21250.00 28696.00	0.00 0.00 0.00	7446.00 21250.00 28696.00	000000554597
MONROE COUNTY LEGAL	000000132550	1100610101B	5229181	10/06/21	23261.30 23261.30	0.00 0.00	23261.30 23261.30	000000554598
MONROE WATER DEPT.	000000133650	4277100821	5229117	10/04/21	429.73 429.73	0.00 0.00	429.73 429.73	000000554599
POSTMASTER	000000161100	20202721515	5229184	10/06/21	291.02 291.02	0.00 0.00	291.02 291.02	000000554600
PRAIRIE FARMS DAIRY,	000000161170	9084923 9084922 9094286	5229159 5229176 5229177	10/06/21 10/06/21 10/06/21	43.65 54.55 41.95 140.15	0.00 0.00 0.00 0.00	43.65 54.55 41.95 140.15	000000554601
STAPLES CREDIT PLAN	000000192422	9835807967 9835796405 9905564980 9835999164 9836300574 9386562027	5229119 5229120 5229121 5229122 5229124 5229125	10/04/21 10/04/21 10/04/21 10/04/21 10/04/21 10/04/21	332.02 8.98 22.99 51.99 170.37 35.96 622.31	0.00 0.00 0.00 0.00 0.00 0.00 0.00	332.02 8.98 22.99 51.99 170.37 35.96 622.31	000000554602
STATE OF MICHIGAN	000000192705	SEPT 2021	5229190	10/06/21	34804.56 34804.56	0.00 0.00	34804.56 34804.56	000000554603
MICHIGAN DEPARTMENT	000000192709	10/6/21	5229169	10/06/21	760.00 760.00	0.00 0.00	760.00 760.00	000000554604
U.S. BANCORP EQUIPME	000000209970	453374035	5229154	10/06/21	300.26 300.26	0.00 0.00	300.26 300.26	000000554605
UNITED PARCEL SERVIC	000000210200	5R74X1381	5229136	10/05/21	15.96	0.00	15.96	

NON-CLAIM RUN 10/08/21

[RAP215]		PAYMENT REGISTER - Checks				10/07/21	PAGE	4
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004903	Payment Date 10/08/21	Pay-thru Date 10/06/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
UNITED PARCEL SERVIC	000000210200	X8119391	5229188	10/06/21	17.09 33.05	0.00 0.00	17.09 33.05	000000554606
U.S. FOODSERVICE INC	000000210260	0777071	5229155	10/06/21	480.70 480.70	0.00 0.00	480.70 480.70	000000554607
VERIZON WIRELESS	000000220156	9889120939	5229134	10/04/21	72.06 72.06	0.00 0.00	72.06 72.06	000000554608
WEX BANK	000000230425	74740589	5229118	10/04/21	15166.49 15166.49	0.00 0.00	15166.49 15166.49	000000554609
WEX BANK	000000230425	74692716	5229168	10/06/21	868.45 868.45	0.00 0.00	868.45 868.45	000000554610
CITY OF LUNA PIER TR	000000400151	SEPT 2021	5229194	10/06/21	668.25 668.25	0.00 0.00	668.25 668.25	000000554611
BEDFORD PUBLIC SCHOO	000000450250	1100512394B	5229185	10/06/21	5464.80 5464.80	0.00 0.00	5464.80 5464.80	000000554612
MONROE CO.MENTAL HEA	000000501330	OCT2021	5229157	10/06/21	83150.25 83150.25	0.00 0.00	83150.25 83150.25	000000554613
BEDFORD TOWNSHIP	000000510201	SEPT 2021	5229195	10/06/21	1376.10 1376.10	0.00 0.00	1376.10 1376.10	000000554614
ERIE TOWNSHIP	000000510204	SEPT 2021	5229196	10/06/21	4144.45 4144.45	0.00 0.00	4144.45 4144.45	000000554615
FRENCHTOWN TOWNSHIP	000000510206	SEPT 2021	5229197	10/06/21	585.75 585.75	0.00 0.00	585.75 585.75	000000554616
SUMMERFIELD TOWNSHIP	000000510213	SEPT 2021	5229198	10/06/21	89.10 89.10	0.00 0.00	89.10 89.10	000000554617
WHITEFORD TOWNSHIP	000000510214	SEPT 2021	5229200	10/06/21	33.00 33.00	0.00 0.00	33.00 33.00	000000554618
MONROE CITY	000000510302	SEPT 2021	5229193	10/06/21	2363.15 2363.15	0.00 0.00	2363.15 2363.15	000000554619
CARLETON VILLAGE	000000510400	SEPT 2021	5229201	10/06/21	377.85 377.85	0.00 0.00	377.85 377.85	000000554620
DUNDEE VILLAGE	000000510401	SEPT 2021	5229202	10/06/21	11667.50 11667.50	0.00 0.00	11667.50 11667.50	000000554621
SO. ROCKWOOD VILLAGE	000000510404	SEPT 2021	5229203	10/06/21	5820.72	0.00	5820.72	

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Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run	004903	Payment Date 10/08/21	Pay-thru Date 10/06/21	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					5820.72	0.00	5820.72	000000554622
HEALTH EQUITY, INC.	000000550234	OCTOBER2021	5229162	10/06/21	27.65	0.00	27.65	000000554623
					27.65	0.00	27.65	
STATE OF MICHIGAN	000000601403	OCT2021	5229113	10/04/21	1381.67	0.00	1381.67	000000554624
					1381.67	0.00	1381.67	
STATE OF MICHIGAN	000000601950	SEPT 2021	5229191	10/06/21	34.00	0.00	34.00	000000554625
					34.00	0.00	34.00	
STATE OF MICHIGAN	000000602057	SEPT 2021	5229192	10/06/21	30570.46	0.00	30570.46	000000554626
					30570.46	0.00	30570.46	
JOSH LAROY	000000721131	4QT-2021	5229167	10/06/21	9000.00	0.00	9000.00	000000554627
					9000.00	0.00	9000.00	
TODD AND LISA JONES	000000730705	5862RST	5229138	10/05/21	25.00	0.00	25.00	000000554628
					25.00	0.00	25.00	
HUNTER LONSWAY	000000731133	5737RST-RI	5229139	10/05/21	105.85	0.00	105.85	000000554629
		5766RST-RI	5229140	10/05/21	10.00	0.00	10.00	
					115.85	0.00	115.85	
SGROI LAW FIRM	000000731933	10/6/21	5229170	10/06/21	8000.00	0.00	8000.00	000000554630
					8000.00	0.00	8000.00	
JOSEPH A. COSTELLO,	000000822025	10052021	5229160	10/06/21	302.76	0.00	302.76	000000554631
					302.76	0.00	302.76	
THE BANK OF NEW YORK	000000902116	252-2412302	5229126	10/04/21	100.00	0.00	100.00	000000554632
					100.00	0.00	100.00	
SCHUMAKER BROTHERS	000000903819	100521	5229151	10/06/21	18000.00	0.00	18000.00	000000554633
					18000.00	0.00	18000.00	
DANIELLE DIAS	ANIMAL CNTL	16609	5229174	10/06/21	25.00	0.00	25.00	000000554634
					25.00	0.00	25.00	
KATHLEEN SPENCER	ANIMAL CNTL	16694	5229175	10/06/21	25.00	0.00	25.00	000000554635
					25.00	0.00	25.00	
JENNIFER BRINK	DCWITNESS	(A) 9/21	5229142	10/05/21	11.40	0.00	11.40	000000554636
					11.40	0.00	11.40	
ANDREW BRYANT	DCWITNESS	(B) 9/21	5229143	10/05/21	13.20	0.00	13.20	000000554637
					13.20	0.00	13.20	
MICHAEL FLOSS	DCWITNESS	(C) 9/21	5229144	10/05/21	6.60	0.00	6.60	

NON-CLAIM RUN 10/08/21

[RAP215]		Company 01 County of Monroe				PAYMENT REGISTER - Checks		10/07/21	PAGE 6
Office 001	Main	Bank	BNK001	National City Bank	Run 004903	Payment Date 10/08/21	Pay-thru Date 10/06/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number	
					6.60	0.00	6.60	000000554638	
MICHELLE MAIER	DCWITNESS	(D) 9/21	5229145	10/05/21	8.20	0.00	8.20		
					8.20	0.00	8.20	000000554639	
JULIUS TEMPO	DCWITNESS	(E) 9/21	5229146	10/05/21	12.60	0.00	12.60		
					12.60	0.00	12.60	000000554640	
CHELSEA TERRY	DCWITNESS	(F) 9/21	5229147	10/05/21	12.60	0.00	12.60		
					12.60	0.00	12.60	000000554641	
WILLIAM YOFF	DCWITNESS	(G) 9/21	5229148	10/05/21	7.20	0.00	7.20		
					7.20	0.00	7.20	000000554642	
BRIAN GEER	SHERIFFADMIN	58310	5229171	10/06/21	100.00	0.00	100.00		
					100.00	0.00	100.00	000000554643	
BANK BNK001 - TOTAL					375303.18	0.00	375303.18	*	
OFFICE 001 - TOTAL					375303.18	0.00	375303.18	**	

NON-CLAIM RUN 10/15/21

[RAP215]

Company 01 County of Monroe

PAYMENT REGISTER -

10/14/21

PAGE 1

PARAMETERS FOR PAYMENT RUN NUMBER 004907

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 10/15/21

[RAP215]		PAYMENT REGISTER - Checks				10/14/21	PAGE	2
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004907	Payment Date 10/15/21	Pay-thru Date 10/13/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
AT & T	000000010000	73424370710 73424228351	5229231 5229265	10/12/21 10/13/21	220.23 2783.77 3004.00	0.00 0.00 0.00	220.23 2783.77 3004.00	000000554644
@COMM CORPORATION	000000010020	9999218599	5229337	10/13/21	1619.00 1619.00	0.00 0.00	1619.00 1619.00	000000554645
AT&T MOBILITY	000000010026	734R0110211 X10142021 10142021	5229236 5229266 5229386	10/12/21 10/13/21 10/13/21	227.20 4842.02 2374.43 7443.65	0.00 0.00 0.00 0.00	227.20 4842.02 2374.43 7443.65	000000554646
ALZHEIMER'S & DEMENT	000000011076	11013093815	5229257	10/13/21	1496.00 1496.00	0.00 0.00	1496.00 1496.00	000000554647
AUTOMATIC DATA PROCE	000000012850	589993871	5229281	10/13/21	133.00 133.00	0.00 0.00	133.00 133.00	000000554648
BEDFORD SENIOR CITIZ	000000020400	1101109531B	5229260	10/13/21	22334.00 22334.00	0.00 0.00	22334.00 22334.00	000000554649
CARASOFT TECHNOLOGY	000000030315	IN1031886	5229238	10/12/21	10.00 10.00	0.00 0.00	10.00 10.00	000000554650
CHARTER COMMUNICATIO	000000030566	49230100121 26006100121 10/01/21 28636100121	5229216 5229217 5229218 5229219	10/08/21 10/08/21 10/08/21 10/08/21	124.23 127.45 214.98 290.62 757.28	0.00 0.00 0.00 0.00 0.00	124.23 127.45 214.98 290.62 757.28	000000554651
COMCAST CABLEVISION	000000031085	0092098	5229325	10/13/21	430.19 430.19	0.00 0.00	430.19 430.19	000000554652
CONSUMERS ENERGY	000000031502	101321A 101321B 101321C 101321D 101321E 101321F 20661323176 10/2021	5229248 5229249 5229250 5229251 5229252 5229253 5229267 5229283	10/13/21 10/13/21 10/13/21 10/13/21 10/13/21 10/13/21 10/13/21 10/13/21	111.97 64.60 64.17 36.63 34.42 88.29 7753.47 505.67 8659.22	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	111.97 64.60 64.17 36.63 34.42 88.29 7753.47 505.67 8659.22	000000554653
CONTINENTAL SERVICES	000000031545	RC08295 RC08325	5229268 5229269	10/13/21 10/13/21	7535.38 7535.38 15070.76	0.00 0.00 0.00	7535.38 7535.38 15070.76	000000554654
CRYSTAL FLASH LIMITE	000000031933	1101293	5229237	10/12/21	185.41	0.00	185.41	

NON-CLAIM RUN 10/15/21

[RAP215]		PAYMENT REGISTER - Checks				10/14/21	PAGE	3
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004907	Payment Date 10/15/21	Pay-thru Date 10/13/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					185.41	0.00	185.41	000000554655
DTE ENERGY	000000040603	1531A	5229205	10/07/21	99.91	0.00	99.91	
		1531B	5229206	10/07/21	109.93	0.00	109.93	
		1531C	5229207	10/07/21	156.98	0.00	156.98	
		1531D	5229208	10/07/21	445.59	0.00	445.59	
		1539U#6	5229209	10/07/21	31.14	0.00	31.14	
		10/06/21	5229284	10/13/21	15.93	0.00	15.93	
					859.48	0.00	859.48	000000554656
FRENCHTOWN WATER	000000061055	1525	5229210	10/07/21	66.40	0.00	66.40	
		1531A	5229211	10/07/21	37.64	0.00	37.64	
		1531B	5229212	10/07/21	44.83	0.00	44.83	
		1531C	5229213	10/07/21	44.83	0.00	44.83	
		1531D	5229214	10/07/21	52.02	0.00	52.02	
		1539#6	5229215	10/07/21	44.83	0.00	44.83	
					290.55	0.00	290.55	000000554657
INMATE CALLING SOLUT	000000090396	076953	5229295	10/13/21	9732.44	0.00	9732.44	
					9732.44	0.00	9732.44	000000554658
MCI RESIDENTIAL SERV	000000130016	9/3-10/2/21	5229270	10/13/21	14.27	0.00	14.27	
					14.27	0.00	14.27	000000554659
MICHIGAN GAS UTILITI	000000131350	1531B	5229234	10/12/21	36.42	0.00	36.42	
		1527	5229235	10/12/21	41.62	0.00	41.62	
					78.04	0.00	78.04	000000554660
SYSO DETROIT LLC	000000131804	458144171	5229273	10/13/21	1307.32	0.00	1307.32	
		458144172	5229275	10/13/21	45.90	0.00	45.90	
		458144173	5229276	10/13/21	20.09	0.00	20.09	
		458144175	5229277	10/13/21	18.27	0.00	18.27	
		458144174	5229278	10/13/21	1087.63	0.00	1087.63	
		458131224	5229279	10/13/21	55.61	0.00	55.61	
					2534.82	0.00	2534.82	000000554661
MILAN SENIORS FOR HE	000000131835	1101109140B	5229262	10/13/21	4655.00	0.00	4655.00	
		11007093610	5229263	10/13/21	1245.25	0.00	1245.25	
		1100709361B	5229264	10/13/21	810.00	0.00	810.00	
					6710.25	0.00	6710.25	000000554662
MONROE COUNTY DENTAL	000000132420	101521 554	5229285	10/13/21	34.98	0.00	34.98	
		101521 565	5229286	10/13/21	622.66	0.00	622.66	
					657.64	0.00	657.64	000000554663
MONROE FAMILY YMCA	000000132435	101521 YMC	5229287	10/13/21	552.23	0.00	552.23	
					552.23	0.00	552.23	000000554664
MONROE CO.HEALTH INS	000000132450	101521 565M	5229288	10/13/21	10882.92	0.00	10882.92	

NON-CLAIM RUN 10/15/21

[RAP215]		PAYMENT REGISTER - Checks				10/14/21	PAGE	4
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004907	Payment Date 10/15/21	Pay-thru Date 10/13/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
MONROE CO.HEALTH INS	000000132450	101521 554M	5229289	10/13/21	622.40	0.00	622.40	000000554665
		101521 554V	5229290	10/13/21	4.61	0.00	4.61	
		101521 565V	5229291	10/13/21	78.94	0.00	78.94	
					11588.87	0.00	11588.87	
MONROE CO. OPPORTUNI	000000132600	11012012217	5229258	10/13/21	5625.00	0.00	5625.00	000000554666
		11011092109	5229259	10/13/21	12284.95	0.00	12284.95	
					17909.95	0.00	17909.95	
VARIPRO	000000161454	NOV2021	5229282	10/13/21	216133.16	0.00	216133.16	000000554667
					216133.16	0.00	216133.16	
STATE OF MICHIGAN	000000192620	551-591386	5229272	10/13/21	210.00	0.00	210.00	000000554668
					210.00	0.00	210.00	
TELNET WORLDWIDE, IN	000000200250	231330	5229384	10/13/21	1942.21	0.00	1942.21	000000554669
					1942.21	0.00	1942.21	
THE HARTFORD	000000200415	35071308522	5229271	10/13/21	1056.91	0.00	1056.91	000000554670
					1056.91	0.00	1056.91	
BEVERAGE TOLEDO BEAC	000000200745	1636597	5229328	10/13/21	352.08	0.00	352.08	000000554671
		1713709	5229329	10/13/21	276.95	0.00	276.95	
		1727823	5229330	10/13/21	140.59	0.00	140.59	
		1807507	5229331	10/13/21	434.97	0.00	434.97	
		1811591	5229332	10/13/21	325.63	0.00	325.63	
					1530.22	0.00	1530.22	
UNITED PARCEL SERVIC	000000210200	5R74X1401	5229255	10/13/21	11.97	0.00	11.97	000000554672
					11.97	0.00	11.97	
VERIZON WIRELESS	000000220156	9889625078	5229256	10/13/21	712.62	0.00	712.62	000000554673
		9890149303	5229326	10/13/21	254.00	0.00	254.00	
					966.62	0.00	966.62	
WEX BANK	000000230425	74696694	5229385	10/13/21	2171.19	0.00	2171.19	000000554674
					2171.19	0.00	2171.19	
FRENCHTOWN TOWNSHIP	000000400231	SEPT 2021	5229229	10/11/21	22.68	0.00	22.68	000000554675
					22.68	0.00	22.68	
MONROE CHARTER TOWNS	000000400256	SEPT 2021	5229230	10/11/21	373.54	0.00	373.54	000000554676
					373.54	0.00	373.54	
MONROE COUNTY	000000500002	101521 DPR	5229292	10/13/21	528.63	0.00	528.63	
		101521 MPR	5229293	10/13/21	26330.59	0.00	26330.59	
		101521 VPR	5229294	10/13/21	69.00	0.00	69.00	

NON-CLAIM RUN 10/15/21

[RAP215]		PAYMENT REGISTER - Checks				10/14/21	PAGE	5
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004907	Payment Date 10/15/21	Pay-thru Date 10/13/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					26928.22	0.00	26928.22	000000554677
MONROE COUNTY	000000500003	101521 554	5229296	10/13/21	3.65	0.00	3.65	
		101521 565	5229297	10/13/21	91.04	0.00	91.04	
					94.69	0.00	94.69	000000554678
MONROE COUNTY GENERA	000000501100	101521 554	5229299	10/13/21	32.70	0.00	32.70	
					32.70	0.00	32.70	000000554679
JOSHUA DOROW	000000509820	69-73	5229327	10/13/21	1925.67	0.00	1925.67	
					1925.67	0.00	1925.67	000000554680
MONROE SCHOOL DISTRI	000000510512	SEPT 2021	5229228	10/11/21	2267.16	0.00	2267.16	
					2267.16	0.00	2267.16	000000554681
MONROE COUNTY	000000510725	101521 554	5229300	10/13/21	585.72	0.00	585.72	
					585.72	0.00	585.72	000000554682
MONROE CO. EMP. RETI	000000550200	101521 565	5229302	10/13/21	20788.96	0.00	20788.96	
		101521 PST	5229303	10/13/21	180.81	0.00	180.81	
		101521 RCO	5229304	10/13/21	460.18	0.00	460.18	
		101521 RET	5229306	10/13/21	17038.43	0.00	17038.43	
		101521 RTC	5229307	10/13/21	1785.05	0.00	1785.05	
		101521 RTD	5229308	10/13/21	1453.44	0.00	1453.44	
		101521 RTS	5229309	10/13/21	12054.28	0.00	12054.28	
		565 090321	5229387	10/13/21	20607.41	0.00	20607.41	
					74368.56	0.00	74368.56	000000554683
AIG VALIC	000000550207	101521 AIG	5229311	10/13/21	75.00	0.00	75.00	
					75.00	0.00	75.00	000000554684
UNITED WAY OF MONROE	000000550215	101521 UW	5229313	10/13/21	138.00	0.00	138.00	
					138.00	0.00	138.00	000000554685
GREAT-WEST LIFE & AN	000000550280	101521 GWE	5229314	10/13/21	6292.00	0.00	6292.00	
					6292.00	0.00	6292.00	000000554686
AXA EQUITABLE	000000550285	101521 EQU	5229315	10/13/21	725.00	0.00	725.00	
					725.00	0.00	725.00	000000554687
MONROE CO.UNEMPLOYME	000000550310	101521 565	5229316	10/13/21	59.27	0.00	59.27	
		101521 554	5229317	10/13/21	1.92	0.00	1.92	
					61.19	0.00	61.19	000000554688
MONROE COUNTY WORKER	000000550315	101521 554	5229318	10/13/21	1.06	0.00	1.06	
					1.06	0.00	1.06	000000554689
MONROE CO.LONG TERM	000000550320	101521 565	5229319	10/13/21	476.28	0.00	476.28	

NON-CLAIM RUN 10/15/21

[RAP215]		PAYMENT REGISTER - Checks				10/14/21	PAGE	6
Company 01 County of Monroe								
Office 001 Main	Bank	BNK001	National City Bank	Run 004907	Payment Date 10/15/21	Pay-thru Date 10/13/21		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
MONROE CO.LONG TERM	000000550320	101521 554	5229320	10/13/21	17.63 493.91	0.00 0.00	17.63 493.91	000000554690
MONROE CO.RETIREE HE	000000550325	101521 CRH 101521 DRH 101521 RHC 101521 SRH	5229321 5229322 5229323 5229324	10/13/21 10/13/21 10/13/21 10/13/21	645.62 399.89 6406.20 4960.75 12412.46	0.00 0.00 0.00 0.00 0.00	645.62 399.89 6406.20 4960.75 12412.46	000000554691
STATE OF MICHIGAN	000000601047	SEPT,2017	5229227	10/11/21	92136.19 92136.19	0.00 0.00	92136.19 92136.19	000000554692
BRIAN HOPPERT	000000710124	09/13/21	5229220	10/08/21	8.12 8.12	0.00 0.00	8.12 8.12	000000554693
KEITH MASSERANT	000000715024	09/22/21	5229221	10/08/21	6.44 6.44	0.00 0.00	6.44 6.44	000000554694
SHM TOLEDO BEACH, LL	000000721908	3706	5229333	10/13/21	1117.97 1117.97	0.00 0.00	1117.97 1117.97	000000554695
CARI GRAHL	000000823645	SEPT.MILEAG	5229204	10/07/21	31.92 31.92	0.00 0.00	31.92 31.92	000000554696
RAIMY JONES	000000824644	JULY-AUG. SEPTEMBER	5229232 5229233	10/12/21 10/12/21	34.72 19.04 53.76	0.00 0.00 0.00	34.72 19.04 53.76	000000554697
DETROIT EDISON	000000902307	101221A 101221B 101221C 101221D 101221E 101221F 101221G 101221H 101221I	5229239 5229240 5229241 5229242 5229243 5229244 5229245 5229246 5229247	10/12/21 10/12/21 10/12/21 10/12/21 10/12/21 10/12/21 10/12/21 10/12/21 10/12/21	274.92 429.68 383.50 212.47 210.69 29.89 195.38 32.81 115.06 1884.40	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	274.92 429.68 383.50 212.47 210.69 29.89 195.38 32.81 115.06 1884.40	000000554698
STATE OF MICHIGAN	000000903806	SCW#1 2021	5229223	10/11/21	1000.00 1000.00	0.00 0.00	1000.00 1000.00	000000554699
SPICER GROUP	000000903829	209863 209866 209868	5229224 5229225 5229226	10/11/21 10/11/21 10/11/21	11379.50 7926.75 6549.25 25855.50	0.00 0.00 0.00 0.00	11379.50 7926.75 6549.25 25855.50	000000554700
WEX BANK	000000904205	74728783	5229254	10/13/21	1964.56	0.00	1964.56	

NON-CLAIM RUN 10/15/21

[RAP215] Company 01 County of Monroe PAYMENT REGISTER - Checks 10/14/21 PAGE 7

Office 001 Main Bank BNK001 National City Bank Run 004907 Payment Date 10/15/21 Pay-thru Date 10/13/21

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					1964.56	0.00	1964.56	000000554701
SPARK OF LOVE	ANIMAL CNTL	16417	5229312	10/13/21	75.00	0.00	75.00	
					75.00	0.00	75.00	000000554702
STEVEN NOWITZKE	ANIMAL CNTL	16701	5229274	10/13/21	25.00	0.00	25.00	
					25.00	0.00	25.00	000000554703
LISA LATTMAN	ANIMAL CNTL	16797	5229310	10/13/21	25.00	0.00	25.00	
					25.00	0.00	25.00	000000554704
JOSHUA BRAYMAN	CLERK/REGIST	21-143920PP	5229222	10/11/21	100.00	0.00	100.00	
					100.00	0.00	100.00	000000554705
BANK BNK001 - TOTAL					587174.75	0.00	587174.75	*
OFFICE 001 - TOTAL					587174.75	0.00	587174.75	**



MONROE COUNTY SHERIFF'S OFFICE

Troy Goodnough, Sheriff

100 East Second Street, Monroe, MI 48161-2163

Telephone: (734) 240-7400 • Fax: (734) 240-7480

September 22, 2021

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

RE: Request to add one (1) additional full time cook and eliminate two (2) part-time cooks

Dear Chairman Richardville and Members of the Committee:

RESPONSIBILITIES:

The Monroe County Sheriff's Office operates two correctional facilities to house inmates; the Main Jail and the Inmate Dormitory. Both facilities house inmates twenty-four hours a day requiring a minimum of one (1) Cook on duty at each facility from 8:00 am until 6:00 pm as an essential staffing standard. In 2019, the total average daily inmate count of both facilities was 326.2; today the counts are 187.8 demonstrating a decrease in available inmate service workers who support the cook. The reduction in our count is due to the decline in federal inmates, changes in legislation for lodging suspects, and COVID. This has significantly reduced the number of inmate service workers available to assist our cooks with kitchen duties.

The kitchen staff are responsible for providing a safe, sanitary, secure food service operation. They have a number of detailed procedures from areas of equipment utilization, key security, storage of food, food portion control, and meal quality.

The kitchen staff also must ensure compliance with food service guidelines established by the Michigan Department of Corrections, Monroe County Health Department, US Marshal Service, and (ICE) Immigration Custom and Enforcement as well as Sheriff's Office Policy and Procedures. In 2021, the Corrections Division had six (6) inspections all of which included the kitchen operations.

HISTORY:

On March 29th 2020, the Corrections Division partnered with Continental Canteen for kitchen services. As part of our contract, Continental provides on site management whose duties are to oversee the operations of both facilities. As part of this agreement, they are not required to cover county employees who are absent. However, they do assist us to ensure both kitchens are operational.



MONROE COUNTY SHERIFF'S OFFICE

Troy Goodnough, Sheriff

100 East Second Street, Monroe, MI 48161-2163

Telephone: (734) 240-7400 • Fax: (734) 240-7480

September 22, 2021

Page 2

JUSTIFICATION:

The additional full-time cook position will ensure we have adequate staffing to run the operations of the kitchen. This will allow supervisors the ability to perform their duties without covering for cooks who are absent. It also ensures we can meet our objectives when we do not have inmate service workers to assist us. It's important to mention that quality inmate meals safeguards Correctional staff from hostile inmates. We have seen inmates react in a negative manner in retaliation for meals they felt were inadequate or of poor quality.

IMPLEMENTATION:

We are seeking to establish one (1) additional full time cook for the Corrections Division operations. The funding of this established position can be partially absorbed with cost savings from eliminating two (2) part time cook positions that we have been struggling to hire and keep staffed. The part time positions are currently funded as \$19,247 for the main jail facility and \$5,000 for the dormitory totaling \$24,247.00.

Sincerely,

Troy Goodnough, Sheriff
Monroe County Sheriff's Office

HIRING REVIEW FORM

Department: _____

Vacancy Job Title: _____

Brief Job Description:

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.)

Completed By: _____ DATE: _____

Human Resources/ Finance Use:

Conclusion:

Finance Reviewer: _____ DATE: _____

HR Reviewer: _____ DATE: _____

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2021	35100/35102	UNION_04GA	RYE4	1	PART TIME COOK	\$ 24,247	\$ 2,406	\$ 26,653
ACTUAL COST	THROUGH 10/3/21	35100/35102	UNION_04GA	RYE4	1	PART TIME COOK	\$ 1,079	\$ 107	\$ 1,187
						AVAILABLE BUDGET	\$ 23,168	\$ 2,299	\$ 25,467
PROPOSED	RTW: 10/4/21	35100/35102	UNION_04GA	RYE4	4	COOK	\$ 6,756	\$ 7,775	\$ 14,531
						TOTAL COST/(SAVINGS)	\$(16,411)	\$ 5,476	\$(10,935)
FINANCE CONCLUSION:									
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF POSITION IS INCLUDED IN BUDGET.									
ANNUAL PROPOSED	2021	35100/35102	UNION_04GA	RYE4	4	COOK	\$ 28,269	\$ 26,787	\$ 55,057

Laura Papenhagen
Superintendent
Carolee Goodnough
Group Living Supervisor
Erika Baehr, L.P.N.
Health Services Coordinator
Erica Huerta
Office Manager



Monroe County

Fairview

3604 South Custer Road • Monroe, Michigan 48161-9731
Telephone: (734) 240-3190 • Fax: (734) 240-3198

BOARD

Josh Diulio
Chairperson
A. Lou Maurice
Vice-Chairperson
Stephen R. Bell, DO
Board Member

September 22, 2021

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

Re: Request to transition staffing from part time to create one full time position

Dear Chairman Richardville and Committee Members:

The Fairview Home is licensed by the State of Michigan Bureau of Regulatory Services to provide a residential setting for a total housing count of up to 36 men and women. Our historical housing trends illustrate we generally are at full capacity throughout the year. However, capacity has greatly fluctuated during the covid-19 pandemic. As a housing facility, Fairview is staffed 24 hours a day, 7 days a week in order to provide caring quality services to each resident by coordinating health care and working closely with other service providers to assist residents in reaching their optimal level of independence and health.

Today, we along with organizations across the country are facing unprecedented difficulty in finding employees. Currently, we are operating with a part-time pool of employees to cover 3.75 full-time employee's equivalent hours. The approval of an additional full-time position will help to address the aforementioned challenges and allows for more focus on the core mission of the Fairview Home while providing a more consistent staff environment for our residents. We are seeking one (1) additional relief position, Grade 4, Resident Care Worker. This position will support the current Resident Care Workers by working a schedule that consists of both afternoon and night shifts.

To help illustrate the staffing, attached you will find a current and proposed organizational chart along with a cost analysis of the proposed changes. Funds currently allocated to the part-time pool will be reallocated to help cover the additional cost of adding the one (1) full-time staff positions. The cost of this staffing change does not require any additional funding from what is currently appropriated from the Fairview millage restricted fund.

I appreciate your consideration of this request, and I look forward to answering any questions you or Committee Members may have.

Sincerely,

A handwritten signature in cursive script that reads "Laura Papenhagen".

Laura Papenhagen
Superintendent

"Lifting the most vulnerable into safety"

HIRING REVIEW FORM

Department: 291

Vacancy Job Title: Relief Resident Care Worker

Brief Job Description:

Performs housekeeping tasks, assists in the kitchen by serving food, washing dishes and prep areas, works with residents by assisting with skill building and basic self care, and also provides support to the health care team.

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.)

This position is essential to the operation of the home and also necessary to maintain the minimum staff per shift for safety and to meet licensing requirements. We are seeking one (1) new relief position, Rye Grade 4, Resident Care Worker. This position will support the current Resident Care Workers by working a schedule that consists of both afternoon and night shifts. Funds currently allocated to the part-time staff pool will be reallocated to cover the additional full-time position.

Completed By: Laura Papenhagen DATE: 09/23/2021

Human Resources/ Finance Use:

Conclusion:

Finance: No additional appropriation is needed. The fund has sufficient balance to absorb anticipated cost.

Human Resources: Position will be filled in compliance with the collective bargaining agreement and county policies.

Finance Reviewer: Sue Maier

DATE: 10/11/2021

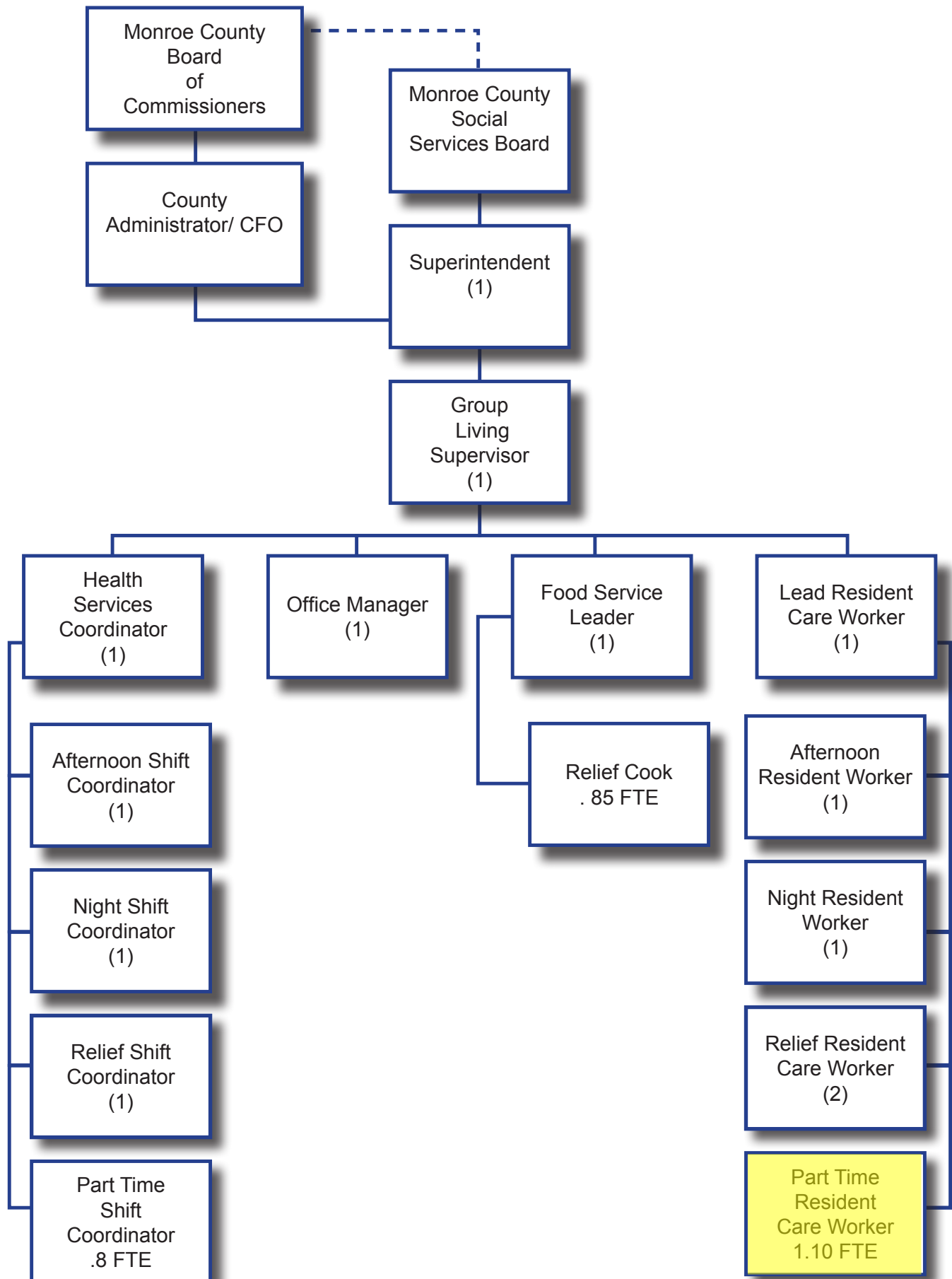
HR Reviewer: Aundrea Armstrong

DATE: 10/11/2021

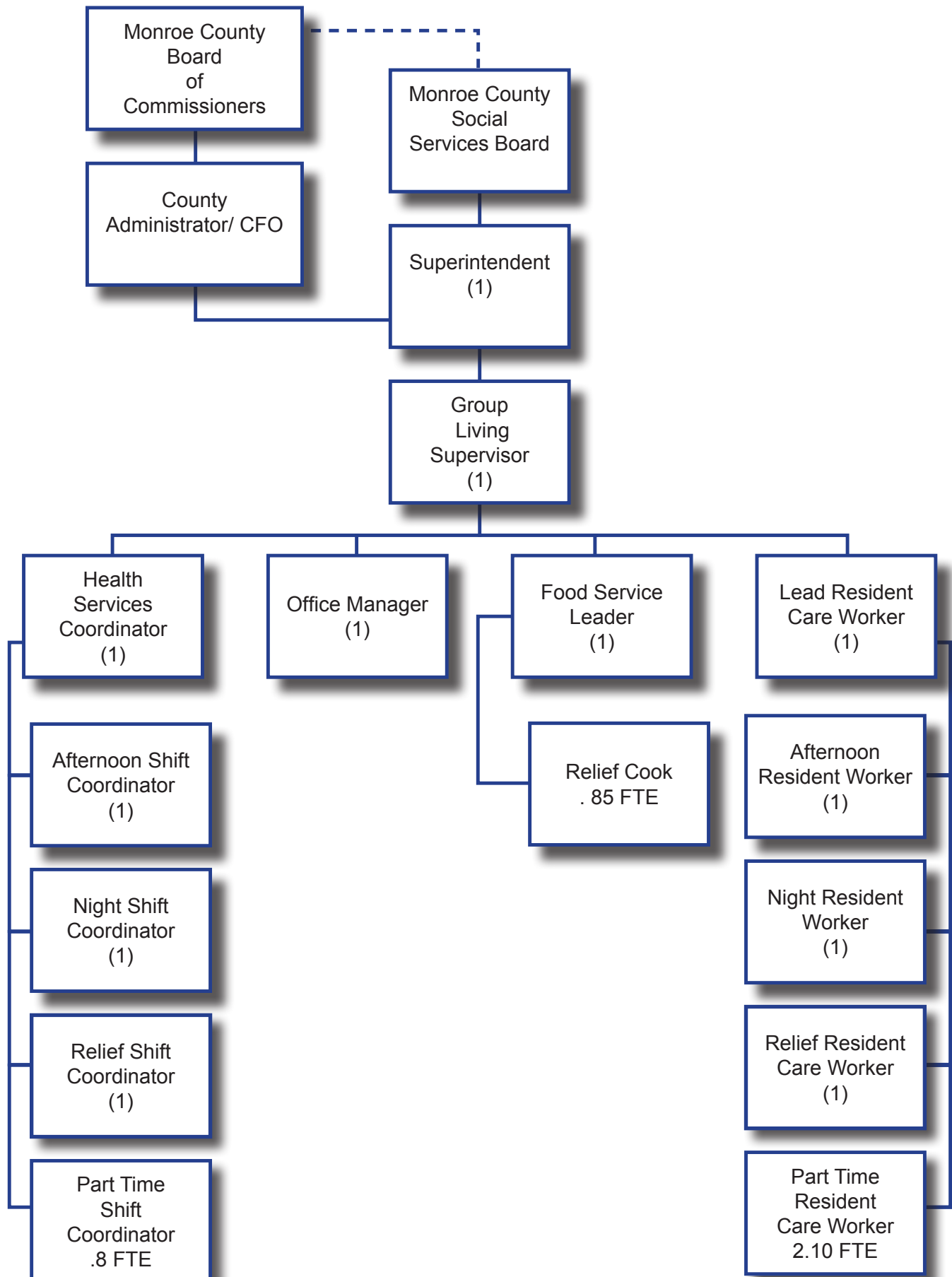
APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Fairview County Home Organization Chart



Fairview County Home Organization Chart



ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
PROPOSED	DOH: 10/25/21	67010	UNION_04G	RYE4	1	RELIEF RESIDENT CARE WORKER	\$ 4,963	\$ 898	\$ 5,861
						TOTAL COST/(SAVNGS)	\$ 4,963	\$ 898	\$ 5,861
FINANCE CONCLUSION:									
FUND HAS SUFFICIENT FUND BALANCE TO ABSORB ANTICIPATED COST.									
ANNUAL PROPOSED	2021	67010	UNION_04G	RYE4	1	RELIEF RESIDENT CARE WORKER	\$27,375	\$ 19,756	\$47,131



MONROE COUNTY

FINANCE DEPARTMENT

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

October 19, 2021

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

Re: Request to Create Accountant Position and eliminate Maintenance Worker Position

Dear Mr. Richardville and Committee Members:

This letter is written to get approval to replace a vacant building maintenance position with an accountant position. Both positions provide broad support to the organization and are under the direction of the undersigned. The change requested reflects the evolving needs of the organization and matching our available resources to meet those needs.

There are a few points with respect to this matter:

1. As noted above, we have been without the vacant building maintenance position for over a year and have assessed our internal and external resources to meet building maintenance needs and have prioritized other demands ahead of this position.
2. The financial management of the County continues to increase in complexity and demands for time and effort. This is due in part to additional standards being implemented from Governmental Accounting Standards Board and practices of Generally Accepted Accounting Principles. This information is shared with the governing board in communications from the independent auditor as insight to future compliance related to internal control or related financial reporting. In addition, reporting requirements to external agencies including federal and state treasuries has increased thereby stretching existing staff further. This was highlighted in 2020 with the doubling of federal funds received and expended by the County and the requisite tasks related to monitoring and reporting.
3. The complexity and associated efforts extends beyond the Finance Office into our operating departments. That in turn is resulting in our staff devoting more time to helping develop solutions and appropriate internal controls and reporting to ensure accounting rules are consistently followed. This was covered during the audit presentation on September 21.
4. The American Rescue Plan Act of 2021 (ARPA) has allocated nearly six (6) times the amount of federal funding the County receives in a fiscal year. The demands for

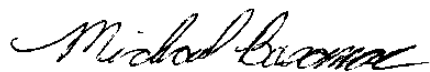
compliance, accounting, reporting and recordkeeping will add significantly to the existing workload whether managed in house or employing outside services; and

5. Finally, in terms of the central office staff, while there is tremendous teamwork and seamless functionality across areas of responsibility, the staff count is 33% below what the office operated with in 1998. While some automation has helped manage the workload, it alone has not kept pace.

There is no cost to the General Fund budget in 2021 make this transition. This is based on deleting the maintenance position and starting with the accountant position effective November 8. In the ensuing year and beyond, the cost of the position is covered from the eliminated maintenance position and the balance allocated to the ARPA, as eligible uses of the funds provide for costs to comply with and report on expenditures. Therefore, a portion of the cost of the position will be charged to ARPA funds allocated to the County through 2024. However, the allocation has to match the time allocated to helping manage the program. The cost analysis of the request is enclosed for your review.

We request your approval to make the change in the funded positions as outlined above based on an effective date of November 8, 2021 with no additional appropriation required in 2021. We will be available to explain the request further or answer questions from members of the committee.

Sincerely,



Michael Bosanac
Administrator/Chief Financial Officer

HIRING REVIEW FORM

Department: 19101

Vacancy Job Title: Accountant

Brief Job Description:

Conducts internal audits of County accounts to determine conformity to the County budget and to assure conformity to reporting requirements. Provides accounting expertise and performs the accounting and financial service functions for programs funded by grants or special revenue.

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.)

The financial management of the County continues to increase in complexity and demands for time and effort due to additional standards being implemented. Demands for compliance, accounting, reporting and recordkeeping add significantly to the existing workload. Some of the cost of the additional position can be allocated to ARPA funds. There is no cost to the 2021 Central Office budget.

Completed By: Aundrea Armstrong DATE: 10/13/2021

Human Resources/ Finance Use:

Conclusion:

Finance: No additional appropriation is necessary. Cost of position is included in the budget. Cost is also reimbursable through ARPA funds, based on actual time worked.

HR: Position will be filled in compliance with County policy.

Finance Reviewer: Sue Maier DATE: 10/13/2021

HR Reviewer: Aundrea Armstrong DATE: 10/13/2021

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2021: CCF ALLOC	35610	UNION_04G	RYE7	9	BUILD. MAINTENANCE WORKER II	\$12,574	\$ 11,249	\$ 23,822
						GF SUPPORT=50%			
ANNUAL BUDGET	2021: GF SUPPORT					AVAILABLE FUNDING	\$ 6,287	\$ 5,624	\$ 11,911
PROPOSED	DOH: 110821, STEP 1	19101	UNION_00	RYE12	1	ACCOUNTANT	\$ 7,197	\$ 1,260	\$ 8,457
						TOTAL COST/(SAVINGS) STEP 1	\$ 910	\$ (4,364)	\$ (3,454)
PROPOSED	DOH: 110821, STEP 5	19101	UNION_00	RYE12	5	ACCOUNTANT	\$ 8,064	\$ 1,412	\$ 9,476
						TOTAL COST/(SAVINGS)-STEP 5	\$ 1,777	\$ (4,212)	\$ (2,435)
FINANCE CONCLUSION:									
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF POSITION IS INCLUDED IN BUDGET.									
ADDITIONAL INFORMATION: COST IS ALSO REIMBURSABLE THROUGH ARPA FUNDS, BASED ON ACTUAL TIME WORKED									
2022 ALLOCATION OF MAINTENANCE STAFF WILL REDUCE GENERAL FUND DIRECT COSTS									
ANNUAL PROPOSED	2021 STEP 1	19101	UNION_00	RYE12	1	ACCOUNTANT	\$50,382	\$ 23,874	\$ 74,255
ANNUAL PROPOSED	2021 STEP 5	19101	UNION_00	RYE12	5	ACCOUNTANT	\$56,456	\$ 24,992	\$ 81,448



CENTRAL OFFICE
ORGANIZATIONAL CHART

ADMINISTRATOR/
CHIEF FINANCIAL OFFICER

DIRECTOR FISCAL
SERVICES

FINANCE DATABASE
FINANCIAL ANALYSIS
GENERAL LEDGER/MONTHLY REPORT
F65 REPORTING
SINGLE AUDIT
QUALIFYING STATEMENTS
FINANCIAL OPERATIONS
AUDIT
BUDGET
C.A.F.R.
G.A.S.B. COMPLIANCE
CONTINUING DISCLOSURE STATEMENTS
BUDGET MAINTENANCE/AMENDMENTS
FINANCIAL REPORTING
MIDC FINANCIAL
EMPLOYEE CALCULATIONS

OPERATIONS COORDINATOR

- PURCHASING
 - PO ADMINISTRATION/COORDINATION
 - RFP'S, QUOTES, BIDS
- FACILITIES/PARKS COORDINATION
 - MAINTENANCE OPERATIONS
 - CUSTODIAL OPERATIONS
 - PARKS OPERATIONS & PARK COMMISSION
 - OVERSEES CONTRACTUAL/SERVICE PROVIDERS
- COURTHOUSE SECURITY
 - SCHEDULING
 - SYSTEMS
- FOIA COORDINATION

GENERAL ADMINISTRATION
COLLECTIVE BARGAINING
STRATEGIC PLANNING
VISIONING
CBA RECOGNITION
ADMINISTRATION FORECASTING
FINANCIAL PLANNING
POLICY DEVELOPMENT
COMPLIANCE
BOARDS/COMMITTEES

RISK MANAGEMENT
LITIGATION COORDINATOR
LOSS CONTROL

- W.C.
- LIABILITY

PARKS & RECREATION
BUILDING AUTHORITY
SPECIAL PROJECTS
BUDGET
EXTERNAL STAKEHOLDERS
FOIA COORDINATOR

CONTRACTUAL / PROFESSIONAL
ADMINISTRATION

INDEPENDENT AUDIT
COST ALLOCATION PLAN
ACTUARY
EBC
TPA'S
LEGAL COUNSEL
LABOR COUNSEL
LITIGATION COUNSEL
BOND COUNSEL
MIDC ADMINISTRATION

DIRECTOR
HUMAN RESOURCES

- LABOR RELATIONS
 - NEGOTIATIONS
 - GRIEVANCES
 - CONTRACT INTERPRETATION
- EMPLOYEE RELATIONS
 - POLICY DEVELOPMENT
 - POLICY INTERPRETATION
 - COMPLAINT RESOLUTION
- COMPENSATION/BENEFIT ADMINISTRATION
 - DESIGN/ANALYSIS
 - PROPOSALS
 - RECOMMENDATIONS
- LOSS CONTROL
 - WORKERS' COMPENSATION
 - LIABILITY
- INTERNAL INVESTIGATIONS
- LEADERSHIP SUPPORT
- WORKFORCE DEVELOPMENT
 - TRAINING PROGRAMS
- AUDIT & BUDGET SUPPORT
- UNEMPLOYMENT
- REPORTING/COMPLIANCE
- SECURITY/BAILIFF FIREARMS TRAINING/COMPLIANCE
- WELLNESS COORDINATOR
- SAFETY COORDINATOR

HUMAN RESOURCES
COORDINATOR

- INSURANCE BENEFIT ADMINISTRATION
 - OPEN ENROLLMENT/BENEFIT CHANGES
 - FSA/HSA COMPLIANCE
 - ACA REPORTING
 - COBRA MANAGEMENT
 - BILLING/MONTHLY BALANCING
 - RETIREE HEALTHCARE BENEFIT ADMINISTRATION
 - OPEN ENROLLMENT
 - JOURNAL ENTRY
 - REIMBURSEMENT
 - ACTUARY SUPPORT
- PAYROLL ADMINISTRATION
 - NEW-HIRES/CHANGES
 - GARNISHMENTS
- FINANCE SUPPORT
 - NEW VENDOR MANAGEMENT
 - 1099 REPORTING
 - AUTHORIZATION DATABASE

HUMAN RESOURCES
ASSISTANT

- EMPLOYMENT
 - RECRUITMENT/POSTING/ADVERTISEMENTS
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 - ORIENTATIONS
 - REPORTING
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 - RECORDS/FILE MANAGEMENT
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FMLA ADMINISTRATION
 - PAYROLL SUPPORT
 - DOT ADMINISTRATION
 - OSHA REPORTING
 - JOB DESCRIPTIONS
 - EMPLOYEE SUPPORT
- WELLNESS ADMINISTRATION
 - WELLNESS PROGRAMS/
- NEWSLETTER

ADMINISTRATIVE ASSISTANT/
DEPUTY CLERK - B.O.C

- B.O.C. SUPPORT
 - MEETING AGENDA
 - MEETING MINUTES
 - CORRESPONDENCE
 - TRIBUTES & RESOLUTIONS
 - ALL COMMITTEES & PANELS
 - SUPPORT, MINUTES, AGENDA
 - ADMINISTRATIVE FUNCTION
 - SUPPORT & BACK UP
 - PHONE SUPPORT
 - FILING
 - SUPPORT TO OTHER ADMINISTRATIVE OFFICES AS NEEDED

ACCOUNTANT
(2)

VENDOR CHECKS
ACCOUNT SUPPORT
JOURNAL ENTRY
REPORTING
GRANTS
ACCOUNTS RECEIVABLE/PAYABLE
MONTHLY APPROPRIATION
EQUIPMENT LEASING JOURNAL ENTRY
CASH BALANCES
G.L. REVIEW
CAPITAL ASSET
AUTOMATIC ENTRIES
S.E.F.A- SINGLE AUDIT
YEAR END & AUDIT JOURNAL ENTRIES
ATTORNEY VOUCHER APPROVAL
JURY DUTY VOUCHER APPROVAL
BUDGETING ANALYSIS
F.A.S.B.E. DATABASE
AUDIT ITEMS
MARINE GRANT SUPPORT
MAIL DISTRIBUTION

PAYROLL
SPECIALIST

PAYROLL ADMINISTRATION
W-2'S
COMPLIANCE/REPORTING
INVOICING
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BENEFIT TIME ACCRUALS
P.O. INVOICING
CLAIMS/NON-CLAIM
GRANT SUPPORT
CENTRAL OFFICE SUPPLIES
ACCOUNT RECONCILIATIONS
TELEPHONE
WALK-INS



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ADMINISTRATIVE ASSISTANT/
DEPUTY CLERK - B.O.C

- B.O.C. SUPPORT
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TELEPHONE
WALK-INS



MONROE COUNTY

FINANCE DEPARTMENT

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

October 19, 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 nine (9) policies for consideration by the Committee and subsequently action including a recommendation to the full Board of Commissioners. Of the policies submitted for consideration:

- One (1)- New policy-Debt Management
- Six (6)- Updated policies
- Two (2)- Policies recommended to delete

Again, we enclose a summary tracking document that outlines the policies and what is changing or being amended in each policy. For this meeting, we have provided you with the original or current policy, a marked up copy with the changes noted and then a clean copy. The exception of course is any new policy would simply be the proposed policy in clean format. Let us know if you prefer a different approach.

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

Sincerely,

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

Michael Bosanac
Administrator/Chief Financial Officer

Enclosures

COUNTY OF MONROE
PROGRESS TRACKING OF UPDATED POLICIES
POLICY ORGANIZATION AND GOVERNANCE-2021
OPERATIONS COMMITTEE MEETING OCTOBER 19, 2021

Section	Old Policy #	New Policy #	Policy Name	Content Review	Supplemental Comments
Financial Management	301	301	Fund Balance Policy-GASB 54	Updates to policy, clarifies grammar in sections of the policy, clarifies fund balance within Budget Stabilization Fund and unassigned fund balance of General Fund	Budget Stabilization Fund set at not less than 5% held as a reserve amount. In General Fund, unassigned fund balance set at not less than 15%.
Financial Management	306	306	Investment Policy	Expands on objectives of policy to include leverage of available cash. Reinforces broad goals towards financial management not exclusive to interest income as singular benchmark of investment policy objective.	Updates the authorization form and clarifies the procedures to be followed for prior use authorization and post purchase documentation requirements. Treasurer and Administrator have both provided the input for the draft.
Financial Management	N/A	312	Debt Management Policy	New policy providing framework for debt issues, types of debt, methods of issuing debt and continuing disclosure requirements to financial/investor interests of the County's debt.	Draft policy provided by financial advisor and modified for County's application.
Employee Relations	421	421	Retiree Life Insurance Benefit	Policy name is changed to add the word Benefit. Policy is updated with additional clarification language and include understanding of the benefit to retirees who retire under the defined contribution retirement plan.	Updates the policy to current practices within the organization including the expanding retirement plan offerings.

COUNTY OF MONROE
PROGRESS TRACKING OF UPDATED POLICIES
POLICY ORGANIZATION AND GOVERNANCE-2021
OPERATIONS COMMITTEE MEETING OCTOBER 19, 2021

Section	Old Policy #	New Policy #	Policy Name	Content Review	Supplemental Comments
Employee Relations	439	Delete	Electronic Communications	Policy is combined with more updated Policy 801 Acceptable Use. Carried forward applicable sections and language from 439 still required into 801. Eliminate an unnecessary policy by merging content.	Streamline overall policy manual where we can combine common policies.
Employee Relations	446	Delete	Employee Service Awards	Policy is to be deleted as Treasury rules do not allow for taxpayer funds to be expended on employee awards	No value in a policy that is not utilized.
Buildings & Prpoerty	700	700	Courthouse Security	Updates policy to incorporate more efficient screening by providing employees with access without screening. Applying practices that proved effective during pandemic. Also, updates/clarifies practices of operating existing security program.	Courts operate with three (3) separate chief judges and policy changes reflect this from prior under a unified court approach. Moved wording under Application to Scope of Policy. Chief Judge's input on policy provided in updated draft.
Buildings & Prpoerty	705	705	Smoke and Vape Free Workplace	Updates policy to reflect new products in the marketplace and clarify the County's rules on ensuring a health work environment for all employees and building occupants	Covers traditional tobacco products and new electronic nicotine delivery devices. Chief Judge's input on policy included in updated draft.
Employee Relations	801	801	Acceptable Use	This technology policy is amended to incorporate sections 2.2 (a-e) and 2.3 along with the acknowledgment form from Policy 439. Then 439 could be deleted with the policies merged to cover the use of electronic communications from 439 into 801.	Combine to provide for one policy v. having 2 separate policies. Includes input from IT Director and Administrator.

Section Name: Financial Management
 Section Number: 300
 Policy Number: 301
 Page: 1 of 4

Effective Date: December 13, 2011

Subject: Fund Balance Policy in Accordance with GASB Statement No. 54

Purpose. The following policy has been adopted by the Monroe County Board of Commissioners in order to address the implications of Governmental Accounting Standards Board ("GASB") Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the County of Monroe and jeopardize the continuation of necessary public services. This policy will ensure that the County maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Secure and maintain investment grade bond ratings,
- c. Offset significant economic downturns or revenue shortfalls, and
- d. Provide funds for unforeseen expenditures related to emergencies.

This policy and the procedures promulgated under it supersede all previous regulations regarding the County's fund balance and reserve policies.

Fund type definitions. The following definitions will be used in reporting activity in governmental funds across the County. The County of Monroe may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The general fund is used to account for all financial resources not accounted for and reported in another fund.

Special revenue funds are used to account and report the proceeds of *specific revenue sources* that are *restricted* or *committed* to expenditure for *specific purposes* other than debt service or capital projects.

Debt service funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

Capital projects funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

Permanent funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the government's purposes.

Fund balance reporting in governmental funds. Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

Nonspendable Fund Balance

Definition - includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in-tact.

Classification - Nonspendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The County of Monroe will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the government)
- The County of Monroe will maintain a fund balance equal to the value of inventory balances and prepaid items
- The County of Monroe will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained in-tact
- The County of Monroe will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale

Restricted Fund Balance

Definition - includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed Fund Balance

Definition - includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Authority to Commit - Commitments will only be used for specific purposes pursuant to a formal action of the Monroe County Board of Commissioners. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

Budget Stabilization - the government will commit fund balance in the general fund in an amount equal to not less than one twelfth of the annual general fund operating budget unless otherwise approved by the Board of Commissioners. Such commitments are intended to insulate County programs and current service levels from large and unanticipated one-time general fund expenditure requirements, reductions in budgeted general fund revenues due to a change in State or Federal requirements, adverse litigation, catastrophic loss, or any similar swift unforeseen event. This commitment may be used with a majority vote of the Monroe County Board of Commissioners.

Assigned Fund Balance

Definition - includes amounts intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign - The Monroe County Board of Commissioners delegates to the Director of Administrative Services or the Director of Fiscal Services, or his/her/their designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

Unassigned Fund Balance

Definition - includes the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Operational guidelines. The following guidelines address the classification and use of fund balance in governmental funds:

Classifying fund balance amounts - Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbrance reporting - Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

Prioritization of fund balance use - When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the County of Monroe, Michigan, to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the County of Monroe, Michigan, that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

Implementation and review. Upon adoption of this policy the Monroe County Board of Commissioners authorizes the Director of Administrative Services and/or the Director of Fiscal Services to establish any standards and procedures which may be necessary for its implementation. The Director of Administrative Services and/or the Director of Fiscal Services shall review this policy at least annually and make any recommendations for changes to the Monroe County Board of Commissioners.

Section Name: Financial Management
 Section Number: 300
 Policy Number: 301
 Page: 1 of 4

Effective Date: December 13, 2011
 Date of Revision: October 19, 2021

Subject: Fund Balance Policy in Accordance with GASB Statement No. 54

Purpose:- ~~This following~~ policy has been adopted by the Monroe County Board of Commissioners in order to **comply with** ~~address the implications of~~ Governmental Accounting Standards Board ("GASB") Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the County of Monroe and jeopardize the continuation of necessary public services. This policy will ensure that the County maintains adequate fund balances and reserves in order to:

- A. Provide sufficient cash flow for daily financial needs;
- B. Secure and maintain investment grade bond ratings **and enhance credit ratings where possible;**
- C. Offset significant economic downturns or revenue shortfalls,
- D. **Cover any operating shortfalls in County funds including internal service funds where risk is managed while reducing the need for first dollar premium expenses;** and,
- E. Provide funds for unforeseen expenditures related to emergencies **related to operating including facility incidents and community responses.**

This policy and the procedures promulgated under it supersede all previous regulations regarding the County's fund balance and reserve policies.

Fund Type Definitions. The following definitions will be used in reporting ~~activity~~ **activity** in governmental funds across the County. The County of Monroe may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

- A. The ~~G~~general ~~F~~fund is used to account for all financial resources not accounted for and reported in another fund **and shall be the chief operating fund of the County.**
- B. Special ~~R~~Revenue ~~F~~funds are used to account and report the proceeds of ~~specific~~ **specific** revenue sources that are *restricted* or *committed* to expenditure for ~~specific~~ **specific** purposes other than debt service or capital projects.
- C. Debt ~~S~~ervice ~~F~~funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.
- D. Capital ~~P~~rojects ~~F~~funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

- E. Permanent Funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the government's purposes.

Fund Balance Reporting in Governmental Funds: Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

A. Nonspendable Fund Balance

Definition - includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in-tact.

Classification — Non-spendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The County of Monroe will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the government)
- The County of Monroe will maintain a fund balance equal to the value of inventory balances and prepaid items
- The County of Monroe will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained in-tact
- The County of Monroe will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale

B. Restricted Fund Balance

Definition - includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

C. Committed Fund Balance

Definition - includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Authority to Commit - Commitments will only be used for specific purposes pursuant to a formal action of the Monroe County Board of Commissioners. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

Budget Stabilization Fund - the ~~County government~~ will commit to hold Budget Stabilization Fund balance in the general fund in an amount equal to not less than five (5%) percent ~~one-twelfth~~ of the annual general fund operating budget unless otherwise approved by the Board of Commissioners. Such commitments are intended to insulate County programs and current service levels from large and unanticipated one-time general fund expenditure requirements, reductions in budgeted general fund revenues due to a change in State or Federal

requirements, adverse litigation, catastrophic loss, or any similar swift unforeseen event. This commitment may be ~~expended~~^{used} with a majority vote of the Monroe County Board of Commissioners.

D. Assigned Fund Balance

Definition - includes amounts intended to be used by the government for -specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign - The Monroe County Board of Commissioners delegates to the ~~Administrator/Chief Financial Officer~~ ^{Director of Administrative Services} or the Director of Fiscal Services, or his/her/their designee the authority to assign amounts to be used for specific purposes **consistent with GASB 54**. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

E. Unassigned Fund Balance

Definition - includes the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Operational Guidelines: The following guidelines address the classification and use of fund balance in governmental funds:

- A. Classifying Fund Balance Amounts - Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.
- B. Encumbrance Reporting - Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.
- C. Prioritization of Fund Balance Use - When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, -or unassigned) amounts are available, it shall be the policy of the County of Monroe, Michigan, to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the County of Monroe, Michigan, that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

- D. Fund Balance Amount-The County shall hold not less than fifteen (15%) percent of its General Fund balance as unassigned fund balance in reserve. The percentage of unassigned fund balance shall be the dollar amount reported at year-end upon audited financial statements and divided by the current year's General Fund budgeted expenditures to calculate the percentage of unassigned fund balance to hold in reserve.

Implementation and Review: Upon adoption of this policy the Monroe County Board of Commissioners authorizes the **Administrator/Chief Financial Officer**~~Director of Administrative Services~~ and/or the Director of Fiscal Services to establish any standards and procedures which may be necessary for its implementation. ~~These two (2) officials~~~~Director of Administrative Services and/or the Director of Fiscal Services~~ shall review this policy at least annually and make any recommendations for changes to the Monroe County Board of Commissioners.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated December 13, 2011.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 19, 2021.

Section Name: Financial Management
Section Number: 300
Policy Number: 301

Effective Date: December 13, 2011
Date of Revision: October 19, 2021

Subject: Fund Balance Policy in Accordance with GASB Statement No. 54

Purpose: This policy has been adopted by the Monroe County Board of Commissioners in order to comply with Governmental Accounting Standards Board ("GASB") Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the County of Monroe and jeopardize the continuation of necessary public services. This policy will ensure that the County maintains adequate fund balances and reserves in order to:

- A. Provide sufficient cash flow for daily financial needs
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- A. The General Fund is used to account for all financial resources not accounted for and reported in another fund and shall be the chief operating fund of the County.
- B. Special Revenue Funds are used to account and report the proceeds of *specific revenue sources* that are *restricted* or *committed* to expenditure for *specific purposes* other than debt service or capital projects.
- C. Debt Service Funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.
- D. Capital Projects Funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

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- The County of Monroe will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the government)
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- The County of Monroe will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained in-tact
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B. Restricted Fund Balance

Definition - includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

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Budget Stabilization Fund - the County will commit to hold Budget Stabilization Fund balance in the general fund in an amount equal to not less than five (5%) percent of the annual general fund operating budget unless otherwise approved by the Board of Commissioners. Such commitments are intended to insulate County programs and current service levels from large and unanticipated one-time general fund expenditure requirements, reductions in budgeted general fund revenues due to a change in State or Federal requirements, adverse litigation,

catastrophic loss, or any similar swift unforeseen event. This commitment may be expended with a majority vote of the Monroe County Board of Commissioners.

D. Assigned Fund Balance

Definition - includes amounts intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign - The Monroe County Board of Commissioners delegates to the Administrator/Chief Financial Officer or the Director of Fiscal Services, or his/her/their designee the authority to assign amounts to be used for specific purposes consistent with GASB 54. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

E. Unassigned Fund Balance

Definition - includes the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Operational Guidelines: The following guidelines address the classification and use of fund balance in governmental funds:

- A. Classifying Fund Balance Amounts - Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.
- B. Encumbrance Reporting - Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.
- C. Prioritization of Fund Balance Use - When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the County of Monroe, Michigan, to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the County of Monroe, Michigan, that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

- D. Fund Balance Amount-The County shall hold not less than fifteen (15%) percent of its General Fund balance as unassigned fund balance in reserve. The percentage of unassigned fund balance shall be the dollar amount reported at year-end upon audited financial statements and divided by the current year's General Fund budgeted expenditures to calculate the percentage of unassigned fund balance to hold in reserve.

Implementation and Review: Upon adoption of this policy, the Monroe County Board of Commissioners authorizes the Administrator/Chief Financial Officer and/or the Director of Fiscal Services to establish any standards and procedures which may be necessary for its implementation. These two (2) officials shall review this policy at least annually and make any recommendations for changes to the Monroe County Board of Commissioners.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated December 13, 2011.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 19, 2021.

Section Name:	Financial Management	Effective Date:	September 9, 1997
Section Number:	300	Date of Revision:	July 7, 1998
Policy Number:	306	Date of Revision:	July 29, 2014
Page:	1 of 10		

Subject: Investment Policy

1. Purpose:

The purpose of this policy is to formulate a written County Policy for making investment decisions, formally re-designate the Monroe County Treasurer as the Investment Officer, define the approved types of investments and maturities the County Board of Commissioners desires to authorize the Treasurer to invest in, to communicate with brokers, dealers, bond rating agencies, investors, general public and others with respect to investments.

2. Objectives:

The primary objectives of this policy, in compliance with Act 20 of Public Act of 1943, as amended (MCL 129.91), in priority order, of the County's investment activities shall be:

SAFETY: Safety of principal is the foremost objective of the investment program. Investments undertaken on behalf of the County must seek to ensure the preservation of principal in the overall portfolio after consideration of credit worthiness of the specific security. To attain this objective, diversification is required in order that losses on individual securities do not exceed the income generated from the remainder of the portfolio.

LIQUIDITY: Investment maturities should be matched to the cash needs of the County allowing for sufficient liquid assets in order to enable the County to meet all cash operating requirements which might be reasonably anticipated. The County will strive to invest daily all of its available cash.

MARKET RATE OF RETURN: Investments should yield a rate of return commensurate with a recognized level of risk for like investments. The County's investment portfolio shall be designed with the specific objective of attaining a market rate of return through the various economic cycles taking into account the County's investment risk, legal constraints on investments, policy constraints on investments and cash flow requirements.

3. Diversification:

No more than \$10 million, or twenty percent (20%) of the investment portfolio shall be invested in certificates of deposit, of any one depository at one time. The County funds invested in certificates of deposits or in a depository may not exceed ten percent (10%) of the equity capital of the depository at any one time. No more than \$25 million or fifty

percent (50%) of the investment portfolio shall be invested through repurchase agreements with any one institution. Repurchase agreements may not have a term in excess of thirty (30) days and are restricted to the following:

Bonds, notes or other obligations of or guaranteed by the United States; and

1. Those for which the full faith in credit of the United States is pledged for the payment of principal thereon; and

Commercial paper must be rated prime one (1) A-1 or its equivalent by not less than two nationally recognized credit rating services at the time of purchase and maturing not more than 270 days after purchase. Not more than 50% of any fund may be invested in commercial paper at any one time pursuant to Act 20 of 1943, as amended (MCL 129.91).

No obligations of any of the Government Agencies or Instrumentality's as set forth in Act 20 of 1943 as amended (MCL 129.91) shall be purchased, if such purchase would cause more than twenty-five (25%) of the aggregate principal amount of the County's Investment portfolio as of the settlement date to be invested in the obligation of that individual Government Agency or Instrumentality.

The County Treasurer will attempt to match the maturity of its investments with anticipated cash requirements. Unless matched to a specific cash requirement, the County will not invest directly into authorized investments, which mature more than three (3) years after the date of purchase.

At all times, the County shall maintain investments in conformance with Public Act 20, of the Public Acts of 1943, as amended, other State and Federal laws are applicable.

4. Delegation Of Authority To Invest:

The authority to manage the County's investment program is derived from the following:

The State of Michigan, Act No 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12).

Management responsibility for the overall investment program is hereby delegated exclusively to the County Treasurer. The County Treasurer shall be responsible for carrying out the banking investment policies of the County.

Pursuant to Act 20 of Michigan Public Acts of 1943, the Treasurer shall have an approved investment resolution passed by the Board of Commissioners for all funds other than the Delinquent Tax Revolving Fund. Further, the Road Commission must adopt its own resolution. Pursuant to Act 264, Section 211.87b of the Michigan Public Acts of 1984, the Treasurer is the statutory agent for the Delinquent Tax Revolving Fund.

The Treasurer will prepare a list of Treasurer employees as provided by MCL 48.40 and the Attorney General Opinion 1931-32, page 89, who are authorized to make and approve deposits and investments of County funds, which list shall be filed with the County Clerk. The Treasurer may from time to time specify the maximum amount, types of deposits, investments which employees are authorized to make, the period of time during which such authority to make, approve deposits and investments of County funds may be exercised.

The Treasurer shall maintain a listing of the depositories, custodians, securities dealers and financial institutions from which it may acquire authorized investments.

On or before the twenty-fifth day of each month, the Treasurer shall prepare a summary of the investment portfolio held at the end of the prior calendar month. Copies of this report shall be delivered to the Board of Commissioners. This report shall include the amount of each authorized investment, security type name of issuer, maturity, portfolio yield, yield for each security and custodian of the authorized investment.

The lists provided in this article may be revised from time to time by the Treasurer.

5. Authorized Financial Dealers And Institutions:

The Treasurer shall maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness, who maintain an office in the State of Michigan. These may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by State law.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with the following:

- Audited financial statements
- Consolidated reports of condition and income as reported to Federal Reserve Board.

Security broker/dealers must maintain insurance requirements of a minimum of \$500,000 (cash claims limited to \$100,000) for brokerage accounts carrying securities for the County through the Security Investor Protection Corporation (SIPC). An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which County invests.

6. Authorized And Suitable Investments:

The County is empowered by the State of Michigan, Act 20 of Michigan Public Acts of 1943 (MCL 129.91), as amended by the following public acts, which provide for investment of surplus funds in bonds and other direct obligations of the United States of America or in certificates of deposit or depository receipts of any financial institution which is a member of a federal insurance program.

The Treasurer is directed to deposit and invest all moneys in the following types of Authorized Investments as permitted by Act 20, as amended:

- Certificates of deposit
- Negotiable interest-bearing time certificates of deposit
- Non-negotiable interest-bearing time certificates of deposit
- Demand deposits which bear interest
- Government Agencies and Instrumentalities
- Repurchase Securities
- Non-demand saving accounts
- Commercial paper
- Mutual funds

As per the State of Michigan, Act 66 of Michigan Public Acts of 1977 (MCL 129.91), bonds and other direct obligations of the United States or an agency or instrumentality of the United States in which the principal and interest are fully guaranteed by the United States; certificates of deposit, savings accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation; commercial paper rated prime one (1) A-1 or its equivalent by not less than two nationally recognized rating agencies. Not more than 50% of any fund to be invested in commercial paper at any one time and limited to 270 days or less.

As per the State of Michigan, Act 500 of Michigan Public Acts of 1978 (MCL 129.91), certificates of deposit, savings accounts or depository receipts of a savings account or depository receipts of a savings and loan association which is a member of the Federal Deposit Insurance Corporation.

As per the State of Michigan, Act 500 of Michigan Public Acts of 1978 (MCL 129.91), certificates of deposit, savings accounts or depository receipts of a credit union which is insured by the National Credit Union Administration.

As per the State of Michigan, Act 217 of Michigan Public Acts of 1982, as amended (MCL 129.91), United States government or federal agency obligation repurchase agreements and bankers acceptances of United States banks; in mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

As per the State of Michigan, Act 367 of Michigan Public Acts of 1982 as amended (MCL 129.91), investment pools by financial institutions.

The Treasurer is advised not to invest in Certificates of Deposit in out-of-state financial institutions without a written opinion from the County Legal Advisor. Without an opinion on file, the Treasurer could be personally liable. (Refer to Attorney General Opinion #6168).

7. Investment And Banking Objectives:

As funds become available from time to time for deposit or investment, the Treasurer shall determine, consistent with the objectives of this policy and Board resolutions, whether such funds shall be deposited in demand deposits or deposited or invested in Authorized Investments to be made or acquired.

The Treasurer shall seek to obtain quotations for the purpose of selecting each Authorized Investment.

The Treasurer shall, whenever possible, accept the quotation providing the County with the greatest return on its investment. However, the Treasurer's foremost responsibility is to comply with the objectives, safety, liquidity and diversification requirements set forth in this policy.

8. Definitions:

Central Depository - A single bank or trust company to be so designated and utilized for the purpose of enhancing the County's cash management activities through the centralization of banking services and which are the qualifications of a Depository.

Certificates of Deposit - "Negotiable interest-bearing time certificates of deposit" means certificates of deposit in negotiable form representing deposits of the County placed in an institution having all of the qualifications of a Depository except that it need only have an office located in the State.

"Non-negotiable interest-bearing time certificates of deposit" means certificates of deposit in non-negotiable form representing deposits of the County placed in an institution having all of the qualifications of a Depository except that it need only have an office located in the State.

Commercial Paper - Commercial paper is an unsecured promissory note (270 days or less) generally issued by large corporations and traded between them to meet their short-term cash requirement. In recent years, commercial paper has been issued by public utilities and governmental units also. This market is open for investment purposes by the general public.

In some cases, commercial paper is issued with a bank letter of credit or line of credit. This guarantees that should the issuer be unable to redeem the note at maturity, the bank will make good. This is especially important with weaker companies. In the case of governmental units issuing paper, redemption may depend upon timely collection of taxes.

Credit worthiness of the issuers is rated by several nationally recognized and rating agencies: Moodys Investors Services, Standard & Poors, Fitch, and Duff & Phelps.

Commercial paper can be tailored to the needs of the issuer. The amount to be offered, the time and rate can be easily adjusted. It is not uncommon for some issuers to change rates or maturities several times during the day to assure that they obtain the needed funds as cheaply as possible. This is also an advantage to fit their needs. Commercial paper is not insured and generally is traded in large denominations (\$25,000).

Custodian - The County Treasurer is the custodian of all County funds pursuant to MCL 48.40.

Demand Deposits - Those funds of the County which are deposited with a Depository and payable on demand of the County. Such deposits may include interest-bearing and non-interest-bearing checking accounts, savings accounts or other similar accounts authorized by the Federal Reserve Board of the Federal Home Loan Bank Board. These accounts must be insured by the Federal Deposit Insurance Corporation.

Depository - A bank or savings and loan association organized under the laws of the State or under the laws of the United States, doing business and situated in the State which:

- Has an office located in the County which is capable of providing those banking services which the County requests.
- Has deposits which are insured by the Federal Deposit Insurance Corporation.
- Has Equity Capital in excess of fifty million (\$50,000,000).

Equity Capital - Ownership interest in a Depository which is represented by the par value of common and preferred stock if any, additional paid-in capital and, retained earnings or retained income.

Bankruptcy courts have held that repurchase agreements handled in the way described are not purchases, but are collateralized loans. Thus, when a bank or broker files for bankruptcy protection, the holders of repurchase agreements are treated as priority creditors and are not entitled to the securities they supposedly owned. You must have a third party take actual possession of the securities to protect your investment.

Securities Dealers -

- Institutions having all of the qualifications of a Depository except that they only need an office located in the State rather than in the County.
- Classified as Primary Securities Dealers which is determined by the Federal Reserve Bank.
- Firms which are members of both the National Association of Securities Dealers and the Securities Investor Protection Corporation and also have an office located in the State.

U.S. Treasury Bills - These are direct obligations of the United States Government sold at a discount from par value with a specific maturity date up to a maximum maturity of one year. The interest comes from a discount which is calculated using actual number of days on a 360 day year.

U.S. Treasury Bonds - These are similar to notes except the first original maturities are ten years or longer.

U.S. Treasury Notes - These are direct obligations of the United States Government bearing interest payable at six month intervals until maturity. Maturities are from one to ten years.

Financial Assets of the County - These funds are accounted for in the County's Comprehensive Annual Financial Report and include:

Governmental Fund Classifications:

1. General Fund
2. Special Revenue Fund
3. Debt Service Fund
4. Capital Projects Fund

Proprietary Fund Classifications:

1. Internal Service Fund
2. Enterprise Fund

Fiduciary Fund Classifications:

1. Trust and Agency

Government Agencies and Instrumentalities - These obligations are issued by various independent federal agencies which are separate corporate entities and which are not direct obligations of the United States Government. The following agencies issue obligations which may be backed by the full faith and credit of the U.S. Government:

1. Export Import Bank Debentures and Participating Certificates
2. Farmers Home Administration Insured Notes
3. General Services Administration Participation Certificates

4. Government National Mortgage Association (GNMA)
5. GNMA Bond
6. GNMA Participation Certificates
7. GNMA Pass Through

The actual securities vary from notes and debentures to participation certificates.

Investment Portfolio - Those authorized investments made by the County for the purpose of earning a monetary return, including interest, on the amount invested.

Mutual Funds - Mutual funds are comprised of pools of investors with express purpose of purchasing larger diversified portfolios than if they could invest individually.

The State, under Act 217 of Public Acts of 1982, Section 1.1(f) states that it is appropriate to invest County funds “In mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan”.

The State of Michigan, Act 20 of Michigan Public Acts of 1943 (MCL 129.91) states that a mutual fund which includes only those investments enumerated in 1(a) through 1(e) would be appropriate. If the mutual fund includes any other instrument, it would not be appropriate.

Non-demand Savings Accounts - Those savings accounts of the County in a Depository which are not payable on demand but, instead, are payable at a certain date. These accounts must be insured by the Federal Deposit Insurance Corporation.

Ratings Services -

Keefe Bankwatch: Provides evaluation of the financial condition of banks and savings and loans.

Moody’s Investors Services, Inc.: Provides evaluation of the financial condition of banks and savings and loans.

Sheshunoff Information Services, Inc.: Provides evaluation of the financial condition of banks and savings and loans.

Standard and Poor’s Corporation: Provides evaluation of securities credit worthiness.

Repurchase Agreements - Those securities which are the subject of a Repurchase Agreement are:

1. Bonds, notes for other obligations of or are guaranteed by the United States.
2. Those for which the faith of the United States is pledged for the payment of principal thereon.

Repurchase Securities shall mature or be redeemable at the option of the holder within five years from the date of their sale to the County and shall have at the time of purchase by the County a market value at least equal to one hundred percent (100%) of the price at which the Repurchase Securities are to be repurchased from the County, or such greater percentage as is agreed upon by the seller and the County prior to or upon entering into a particular agreement.

9. Application:

This policy applies to Monroe County's general investments and not retirement fund or employee benefit fund assets.

10. Responsibility:

The County Treasurer is the custodian of all County funds pursuant to MCL 48.40. The County Administrator/Chief Financial Officer shall be responsible for administrating this policy.

11. Administrative Procedure:

Investments shall be made by the County Treasurer based on his/her best judgment under circumstances then prevailing, which persons of prudence, discretion and intelligence exercised in the management of their own affairs, not for speculation, but for investment, considering the probable safety of the principal, as well as, liquidity and probable income to be derived from the respective investments.

The standard of prudence to be used by investment officials shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. The Treasurer shall act in accordance with written procedures and the investment policy and exercise due diligence and shall be relieved of personal responsibility for an individual risk or market price changes.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the County of Monroe.

Banking institutions who provide banking or investment services to the County are prohibited from providing gratuities, gifts or other monetary incentives with a value exceeding fifteen dollars (\$15.00) to any elected or appointed county official, or members

of the family or office staff of any elected or appointed county official as an incentive to induce county officials to provide business to their institution. Any banking institution found to be in violation of this policy will be subject to termination of their banking relations with the County of Monroe.

12. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 9, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated July 7, 1998.

Revised pursuant to action of the Monroe County Board of Commissioners, dated July 29, 2014.

Section Name:	Financial Management	Effective Date:	September 9, 1997
Section Number:	300	Date of Revision:	July 7, 1998
Policy Number:	306	Date of Revision:	July 29, 2014 October 19, 2021

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Subject: Investment Policy

Purpose:

The purpose of this policy is to **guide the actions in** ~~formulate a written County Policy for~~ making investment decisions, formally re-designate the Monroe County Treasurer as the Investment Officer, define the approved types of investments and maturities the County Board of Commissioners desires to authorize the Treasurer to invest in, to communicate with brokers, dealers, bond rating agencies, investors, general public and others with respect to investments.

Scope:

This policy applies to Monroe County's general investments and not retirement fund, ~~or~~ employee benefit fund assets **or insurance funds**.

Statement of Policy:

- A. Objectives: The primary objectives of this policy, in compliance with Act 20 of Public Act of 1943, as amended (MCL 129.91), in **order of** priority ~~order~~, of the County's investment **objectives** ~~activities~~ shall be:
1. **SAFETY**: Safety of principal is the foremost objective of the investment program. Investments undertaken on behalf of the County must seek to ensure the preservation of principal in the overall portfolio after consideration of credit worthiness of the specific security. To attain this objective, diversification is required in order that losses on individual securities do not exceed the income generated from the remainder of the portfolio.
 2. **LIQUIDITY**: Investment maturities should be matched to the cash needs of the County allowing for sufficient liquid assets in order to enable the County to meet all cash **management and** operating requirements which might be reasonably anticipated. The County will strive to invest daily all of its available cash.
 3. **MARKET RATE OF RETURN**: Investments should yield a rate of return commensurate with a recognized level of risk for like investments. The County's investment portfolio shall be designed with the specific objective of attaining a market rate of return through the various economic cycles taking into account the County's investment risk, legal constraints on investments, policy constraints on investments and cash flow requirements.

4. **LEVERAGE AVAILABLE CASH:** The County's cash management and investment objectives include utilizing available funds to achieve the most impactful outcomes possible. The goal of simply generating interest income through market rates of return is measured against other opportunities to utilize cash for overall financial management of the organization. This includes advanced payments to achieve credits that result in lower overall operating expenses to the County that have a value higher than interest income. This includes advanced payments of the employer's annual pension contribution or advancing cash to the County's internal service funds for insurance where more value is obtained over market rates than return from certificates of deposit.

- B. **Diversification:** No more than \$10 million, or twenty percent (20%) of the investment portfolio shall be invested in certificates of deposit, of any one depository at one time. The County funds invested in certificates of deposits or in a depository may not exceed ten percent (10%) of the equity capital of the depository at any one time. No more than \$25 million or fifty percent (50%) of the investment portfolio shall be invested through repurchase agreements with any one institution. Repurchase agreements may not have a term in excess of thirty (30) days and are restricted to the following:

Bonds, notes or other obligations of or guaranteed by the United States; and

1. Those for which the full faith in credit of the United States is pledged for the payment of principal thereon; and
2. Commercial paper must be rated prime one (1) A-1 or its equivalent by not less than two nationally recognized credit rating services at the time of purchase and maturing not more than 270 days after purchase. Not more than 50% of any fund may be invested in commercial paper at any one time pursuant to Act 20 of 1943, as amended (MCL 129.91).

No obligations of any of the Government Agencies or Instrumentality's as set forth in Act 20 of 1943 as amended (MCL 129.91) shall be purchased, if such purchase would cause more than twenty-five (25%) of the aggregate principal amount of the County's Investment portfolio as of the settlement date to be invested in the obligation of that individual Government Agency or Instrumentality.

The County Treasurer will attempt to match the maturity of its investments with anticipated cash requirements. Unless matched to a specific cash requirement, the County will not invest directly into authorized investments, which mature more than three (3) years after the date of purchase.

At all times, the County shall maintain investments in conformance with Public Act 20, of the Public Acts of 1943, as amended, other State and Federal laws are applicable.

C. Delegation Of Authority To Invest:

1. The authority to manage the County's investment program is derived from the following:
2. The State of Michigan, Act No 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12).
3. Management responsibility for the overall investment program is hereby delegated exclusively to the County Treasurer. The County Treasurer shall be responsible for carrying out the banking investment policies of the County.
4. Pursuant to Act 20 of Michigan Public Acts of 1943, the Treasurer shall have an approved investment resolution passed by the Board of Commissioners for all funds other than the Delinquent Tax Revolving Fund. Further, the Road Commission must adopt its own resolution. Pursuant to Act 264, Section 211.87b of the Michigan Public Acts of 1984, the Treasurer is the statutory agent for the Delinquent Tax Revolving Fund.
5. The Treasurer will prepare a list of Treasurer employees as provided by MCL 48.40 and the Attorney General Opinion 1931-32, page 89, who are authorized to make and approve deposits and investments of County funds, which list shall be filed with the County Clerk. The Treasurer may from time to time specify the maximum amount, types of deposits, investments which employees are authorized to make, the period of time during which such authority to make, approve deposits and investments of County funds may be exercised.
6. The Treasurer shall maintain a listing of the depositories, custodians, securities dealers and financial institutions from which it may acquire authorized investments.
7. On or before the twenty-fifth day of each month, the Treasurer shall prepare a summary of the investment portfolio held at the end of the prior calendar month. Copies of this report shall be delivered to the Board of Commissioners **as a quarterly report**. This report shall include the amount of each authorized investment, security type name of issuer, maturity, portfolio yield, yield for each security and custodian of the authorized investment.
8. The lists provided in this article may be revised from time to time by the Treasurer.

D. Authorized Financial Dealers And Institutions:

The Treasurer shall maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness, who maintain an office in the State of Michigan. These may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by State law.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with the following:

- Audited financial statements
- Consolidated reports of condition and income as reported to Federal Reserve Board.

Security broker/dealers must maintain insurance requirements of a minimum of \$500,000 (cash claims limited to \$100,000) for brokerage accounts carrying securities for the County through the Security Investor Protection Corporation (SIPC). An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which County invests.

E. Authorized And Suitable Investments:

The County is empowered by the State of Michigan, Act 20 of Michigan Public Acts of 1943 (MCL 129.91), as amended by the following public acts, which provide for investment of surplus funds in bonds and other direct obligations of the United States of America or in certificates of deposit or depository receipts of any financial institution which is a member of a federal insurance program.

The Treasurer is directed to deposit and invest all moneys in the following types of Authorized Investments as permitted by Act 20, as amended:

- Certificates of deposit
- Negotiable interest-bearing time certificates of deposit
- Non-negotiable interest-bearing time certificates of deposit
- Demand deposits which bear interest
- Government Agencies and Instrumentalities
- Repurchase Securities
- Non-demand saving accounts
- Commercial paper
- Mutual funds

As per the State of Michigan, Act 66 of Michigan Public Acts of 1977 (MCL 129.91), bonds and other direct obligations of the United States or an agency or instrumentality of the United States in which the principal and interest are fully guaranteed by the United States; certificates of deposit, savings accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation; commercial paper rated prime one (1) A-1 or its equivalent by not less than two nationally recognized rating agencies. Not more than 50% of any fund to be invested in commercial paper at any one time and limited to 270 days or less.

As per the State of Michigan, Act 500 of Michigan Public Acts of 1978 (MCL

129.91), certificates of deposit, savings accounts or depository receipts of a savings account or depository receipts of a savings and loan association which is a member of the Federal Deposit Insurance Corporation.

As per the State of Michigan, Act 500 of Michigan Public Acts of 1978 (MCL 129.91), certificates of deposit, savings accounts or depository receipts of a credit union which is insured by the National Credit Union Administration.

As per the State of Michigan, Act 217 of Michigan Public Acts of 1982, as amended (MCL 129.91), United States government or federal agency obligation repurchase agreements and bankers acceptances of United States banks; in mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

As per the State of Michigan, Act 367 of Michigan Public Acts of 1982 as amended (MCL 129.91), investment pools by financial institutions.

The Treasurer is advised not to invest in Certificates of Deposit in out-of-state financial institutions without a written opinion from the County Legal Advisor. Without an opinion on file, the Treasurer could be personally liable. (Refer to Attorney General Opinion #6168).

F. Investment And Banking Objectives:

1. As funds become available from time to time for deposit or investment, the Treasurer shall determine, consistent with the objectives of this policy and Board resolutions, whether such funds shall be deposited in demand deposits or deposited or invested in Authorized Investments to be made or acquired.
2. The Treasurer shall seek to obtain quotations for the purpose of selecting each Authorized Investment.
3. The Treasurer shall, whenever possible, accept the quotation providing the County with the greatest return on its investment. However, the Treasurer's foremost responsibility is to comply with the objectives, safety, liquidity and diversification requirements set forth in this policy.

Definitions:

- A. Central Depository - A single bank or trust company to be so designated and utilized for the purpose of enhancing the County's cash management activities through the centralization of banking services and which are the qualifications of a Depository.
- B. Certificates of Deposit - "Negotiable interest-bearing time certificates of deposit" means certificates of deposit in negotiable form representing deposits of the County placed in an institution having all of the qualifications of a Depository except that it need only have an office located in the State.

- C. “Non-negotiable interest-bearing time certificates of deposit” means certificates of deposit in non-negotiable form representing deposits of the County placed in an institution having all of the qualifications of a Depository except that it need only have an office located in the State.
- D. Commercial Paper - Commercial paper is an unsecured promissory note (270 days or less) generally issued by large corporations and traded between them to meet their short- term cash requirement. In recent years, commercial paper has been issued by public utilities and governmental units also. This market is open for investment purposes by the general public.

In some cases, commercial paper is issued with a bank letter of credit or line of credit. This guarantees that should the issuer be unable to redeem the note at maturity, the bank will make good. This is especially important with weaker companies. In the case of governmental units issuing paper, redemption may depend upon timely collection of taxes.

Credit worthiness of the issuers is rated by several nationally recognized and rating agencies: Moodys Investors Services, Standard & Poors, Fitch, and Duff & Phelps.

Commercial paper can be tailored to the needs of the issuer. The amount to be offered, the time and rate can be easily adjusted. It is not uncommon for some issuers to change rates or maturities several times during the day to assure that they obtain the needed funds as cheaply as possible. This is also an advantage to fit their needs. Commercial paper is not insured and generally is traded in large denominations (\$25,000).

- E. Custodian - The County Treasurer is the custodian of all County funds pursuant to MCL 48.40.
- F. Demand Deposits - Those funds of the County which are deposited with a Depository and payable on demand of the County. Such deposits may include interest-bearing and non- interest-bearing checking accounts, savings accounts or other similar accounts authorized by the Federal Reserve Board of the Federal Home Loan Bank Board. These accounts must be insured by the Federal Deposit Insurance Corporation.
- G. Depository - A bank or savings and loan association organized under the laws of the State or under the laws of the United States, doing business and situated in the State which:
- Has an office located in the County which is capable of providing those banking services which the County requests.
 - Has deposits which are insured by the Federal Deposit Insurance Corporation.
 - Has Equity Capital in excess of fifty million (\$50,000,000).

- H. Equity Capital - Ownership interest in a Depository which is represented by the par value of common and preferred stock if any, additional paid-in capital and, retained earnings or retained income.
- I. Securities Dealers -
- Institutions having all of the qualifications of a Depository except that they only need an office located in the State rather than in the County.
 - Classified as Primary Securities Dealers which is determined by the Federal Reserve Bank.
 - Firms which are members of both the National Association of Securities Dealers and the Securities Investor Protection Corporation and also have an office located in the State.
- J. U.S. Treasury Bills - These are direct obligations of the United States Government sold at a discount from par value with a specific maturity date up to a maximum maturity of one year. The interest comes from a discount which is calculated using actual number of days on a 360 day year.
- K. U.S. Treasury Bonds - These are similar to notes except the first original maturities are ten years or longer.
- L. U.S. Treasury Notes - These are direct obligations of the United States Government bearing interest payable at six month intervals until maturity. Maturities are from one to ten years.
- M. Financial Assets of the County - These funds are accounted for in the County's Comprehensive Annual Financial Report and include:
1. Governmental Fund Classifications:
 - General Fund
 - Special Revenue Fund
 - Debt Service Fund
 - Capital Projects Fund
 2. Proprietary Fund Classifications:
 - Internal Service Fund
 - Enterprise Fund
 3. Fiduciary Fund Classifications:
 - Trust and Agency
- N. Government Agencies and Instrumentalities - These obligations are issued by various independent federal agencies which are separate corporate entities and which are not direct obligations of the United States Government. The following agencies issue obligations which may be backed by the full faith and credit of the U.S. Government:

1. Export Import Bank Debentures and Participating Certificates
2. Farmers Home Administration Insured Notes
3. General Services Administration Participation Certificates

4. Government National Mortgage Association (GNMA)
5. GNMA Bond
6. GNMA Participation Certificates
7. GNMA Pass Through

The actual securities vary from notes and debentures to participation certificates.

- O. Investment Portfolio - Those authorized investments made by the County for the purpose of earning a monetary return, including interest, on the amount invested.

- P. Mutual Funds - Mutual funds are comprised of pools of investors with express purpose of purchasing larger diversified portfolios than if they could invest individually.
 1. The State, under Act 217 of Public Acts of 1982, Section 1.1(f) states that it is appropriate to invest County funds “In mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan”.
 2. The State of Michigan, Act 20 of Michigan Public Acts of 1943 (MCL 129.91) states that a mutual fund which includes only those investments enumerated in 1(a) through 1(e) would be appropriate. If the mutual fund includes any other instrument, it would not be appropriate.

- Q. Non-demand Savings Accounts - Those savings accounts of the County in a Depository which are not payable on demand but, instead, are payable at a certain date. These accounts must be insured by the Federal Deposit Insurance Corporation.

- R. Ratings Services -
 1. Keefe Bankwatch: Provides evaluation of the financial condition of banks and savings and loans.
 2. Moody’s Investors Services, Inc.: Provides evaluation of the financial condition of banks and savings and loans.
 3. Sheshunoff Information Services, Inc.: Provides evaluation of the financial condition of banks and savings and loans.
 4. Standard and Poor’s Corporation: Provides evaluation of securities credit worthiness.

- S. Repurchase Agreements - Those securities which are the subject of a Repurchase Agreement are:

1. Bonds, notes for other obligations of or are guaranteed by the United States.
2. Those for which the faith of the United States is pledged for the payment of principal thereon.

Repurchase Securities shall mature or be redeemable at the option of the holder within five years from the date of their sale to the County and shall have at the time of purchase by the County a market value at least equal to one hundred percent (100%) of the price at which the Repurchase Securities are to be repurchased from the County, or such greater percentage as is agreed upon by the seller and the County prior to or upon entering into a particular agreement.

Bankruptcy courts have held that repurchase agreements handled in the way described are not purchases, but are collateralized loans. Thus, when a bank or broker files for bankruptcy protection, the holders of repurchase agreements are treated as priority creditors and are not entitled to the securities they supposedly owned. You must have a third party take actual possession of the securities to protect your investment. **Moved From Equity Capital**

Application:

~~This policy applies to Monroe County's general investments and not retirement fund, or employee benefit fund assets.~~ **Moved to Scope**

Responsibility:

- A. The County Treasurer is the custodian of all County funds pursuant to MCL 48.40. The County Administrator/Chief Financial Officer shall be responsible for administering this policy.

Administrative Procedure:

- A. Investments shall be made by the County Treasurer based on his/her best judgment under circumstances then prevailing, which persons of prudence, discretion and intelligence exercised in the management of their own affairs, not for speculation, but for investment, considering the probable safety of the principal, as well as, liquidity and probable income to be derived from the respective investments.
- B. The standard of prudence to be used by investment officials shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. The Treasurer shall act in accordance with written procedures and the investment policy and exercise due diligence and shall be relieved of personal responsibility for an individual risk or market price changes.
- C. Officers and employees involved in the investment process shall refrain from personal

business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the County of Monroe.

- D. Banking institutions who provide banking or investment services to the County are prohibited from providing gratuities, gifts or other monetary incentives with a value exceeding fifteen dollars (\$15.00) to any elected or appointed county official, or members of the family or office staff of any elected or appointed county official as an incentive to induce county officials to provide business to their institution. Any banking institution found to be in violation of this policy will be subject to termination of their banking relations with the County of Monroe.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 9, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated July 7, 1998, dated [July 29, 2014](#) and [October 19, 2021](#).

~~Revised pursuant to action of the Monroe County Board of Commissioners, dated July 29, 2014.~~

Section Name: Financial Management
Section Number: 300
Policy Number: 306

Effective Date: September 9, 1997
Date of Revision: October 19, 2021

Subject: Investment Policy

Purpose:

The purpose of this policy is to guide the actions in making investment decisions, formally re-designate the Monroe County Treasurer as the Investment Officer, define the approved types of investments and maturities the County Board of Commissioners desires to authorize the Treasurer to invest in, to communicate with brokers, dealers, bond rating agencies, investors, general public and others with respect to investments.

Scope:

This policy applies to Monroe County's general investments and not retirement fund, employee benefit fund assets or insurance funds.

Statement of Policy:

- A. Objectives: The primary objectives of this policy, in compliance with Act 20 of Public Act of 1943, as amended (MCL 129.91), in order of priority of the County's investment objectives shall be:
1. **SAFETY:** Safety of principal is the foremost objective of the investment program. Investments undertaken on behalf of the County must seek to ensure the preservation of principal in the overall portfolio after consideration of credit worthiness of the specific security. To attain this objective, diversification is required in order that losses on individual securities do not exceed the income generated from the remainder of the portfolio.
 2. **LIQUIDITY:** Investment maturities should be matched to the cash needs of the County allowing for sufficient liquid assets in order to enable the County to meet all cash management and operating requirements which might be reasonably anticipated. The County will strive to invest daily all of its available cash.
 3. **MARKET RATE OF RETURN:** Investments should yield a rate of return commensurate with a recognized level of risk for like investments. The County's investment portfolio shall be designed with the specific objective of attaining a market rate of return through the various economic cycles taking into account the County's investment risk, legal constraints on investments, policy constraints on investments and cash flow requirements.

4. **LEVERAGE AVAILABLE CASH:** The County's cash management and investment objectives include utilizing available funds to achieve the most impactful outcomes possible. The goal of simply generating interest income through market rates of return is measured against other opportunities to utilize cash for overall financial management of the organization. This includes advanced payments to achieve credits that result in lower overall operating expenses to the County that have a value higher than interest income. This includes advanced payments of the employer's annual pension contribution or advancing cash to the County's internal service funds for insurance where more value is obtained over market rates than return from certificates of deposit.

B. Diversification: No more than \$10 million, or twenty percent (20%) of the investment portfolio shall be invested in certificates of deposit, of any one depository at one time. The County funds invested in certificates of deposits or in a depository may not exceed ten percent (10%) of the equity capital of the depository at any one time. No more than \$25 million or fifty percent (50%) of the investment portfolio shall be invested through repurchase agreements with any one institution. Repurchase agreements may not have a term in excess of thirty (30) days and are restricted to the following:

Bonds, notes or other obligations of or guaranteed by the United States; and

1. Those for which the full faith in credit of the United States is pledged for the payment of principal thereon; and
2. Commercial paper must be rated prime one (1) A-1 or its equivalent by not less than two nationally recognized credit rating services at the time of purchase and maturing not more than 270 days after purchase. Not more than 50% of any fund may be invested in commercial paper at any one time pursuant to Act 20 of 1943, as amended (MCL 129.91).

No obligations of any of the Government Agencies or Instrumentality's as set forth in Act 20 of 1943 as amended (MCL 129.91) shall be purchased, if such purchase would cause more than twenty-five (25%) of the aggregate principal amount of the County's Investment portfolio as of the settlement date to be invested in the obligation of that individual Government Agency or Instrumentality.

The County Treasurer will attempt to match the maturity of its investments with anticipated cash requirements. Unless matched to a specific cash requirement, the County will not invest directly into authorized investments, which mature more than three (3) years after the date of purchase.

At all times, the County shall maintain investments in conformance with Public Act 20, of the Public Acts of 1943, as amended, other State and Federal laws are applicable.

C. Delegation Of Authority To Invest:

1. The authority to manage the County's investment program is derived from the following:
2. The State of Michigan, Act No 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12).
3. Management responsibility for the overall investment program is hereby delegated exclusively to the County Treasurer. The County Treasurer shall be responsible for carrying out the banking investment policies of the County.
4. Pursuant to Act 20 of Michigan Public Acts of 1943, the Treasurer shall have an approved investment resolution passed by the Board of Commissioners for all funds other than the Delinquent Tax Revolving Fund. Further, the Road Commission must adopt its own resolution. Pursuant to Act 264, Section 211.87b of the Michigan Public Acts of 1984, the Treasurer is the statutory agent for the Delinquent Tax Revolving Fund.
5. The Treasurer will prepare a list of Treasurer employees as provided by MCL 48.40 and the Attorney General Opinion 1931-32, page 89, who are authorized to make and approve deposits and investments of County funds, which list shall be filed with the County Clerk. The Treasurer may from time to time specify the maximum amount, types of deposits, investments which employees are authorized to make, the period of time during which such authority to make, approve deposits and investments of County funds may be exercised.
6. The Treasurer shall maintain a listing of the depositories, custodians, securities dealers and financial institutions from which it may acquire authorized investments.
7. On or before the twenty-fifth day of each month, the Treasurer shall prepare a summary of the investment portfolio held at the end of the prior calendar month. Copies of this report shall be delivered to the Board of Commissioners as a quarterly report. This report shall include the amount of each authorized investment, security type name of issuer, maturity, portfolio yield, yield for each security and custodian of the authorized investment.
8. The lists provided in this article may be revised from time to time by the Treasurer.

D. Authorized Financial Dealers And Institutions:

The Treasurer shall maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness, who maintain an office in the State of Michigan. These may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by State law.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with the following:

- Audited financial statements
- Consolidated reports of condition and income as reported to Federal Reserve Board.

Security broker/dealers must maintain insurance requirements of a minimum of \$500,000 (cash claims limited to \$100,000) for brokerage accounts carrying securities for the County through the Security Investor Protection Corporation (SIPC). An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which County invests.

E. Authorized And Suitable Investments:

The County is empowered by the State of Michigan, Act 20 of Michigan Public Acts of 1943 (MCL 129.91), as amended by the following public acts, which provide for investment of surplus funds in bonds and other direct obligations of the United States of America or in certificates of deposit or depository receipts of any financial institution which is a member of a federal insurance program.

The Treasurer is directed to deposit and invest all moneys in the following types of Authorized Investments as permitted by Act 20, as amended:

- Certificates of deposit
- Negotiable interest-bearing time certificates of deposit
- Non-negotiable interest-bearing time certificates of deposit
- Demand deposits which bear interest
- Government Agencies and Instrumentalities
- Repurchase Securities
- Non-demand saving accounts
- Commercial paper
- Mutual funds

As per the State of Michigan, Act 66 of Michigan Public Acts of 1977 (MCL 129.91), bonds and other direct obligations of the United States or an agency or instrumentality of the United States in which the principal and interest are fully guaranteed by the United States; certificates of deposit, savings accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation; commercial paper rated prime one (1) A-1 or its equivalent by not less than two nationally recognized rating agencies. Not more than 50% of any fund to be invested in commercial paper at any one time and limited to 270 days or less.

As per the State of Michigan, Act 500 of Michigan Public Acts of 1978 (MCL 129.91), certificates of deposit, savings accounts or depository receipts of a savings account or depository receipts of a savings and loan association which is a member of the Federal Deposit Insurance Corporation.

As per the State of Michigan, Act 500 of Michigan Public Acts of 1978 (MCL 129.91), certificates of deposit, savings accounts or depository receipts of a credit union which is insured by the National Credit Union Administration.

As per the State of Michigan, Act 217 of Michigan Public Acts of 1982, as amended (MCL 129.91), United States government or federal agency obligation repurchase agreements and bankers acceptances of United States banks; in mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

As per the State of Michigan, Act 367 of Michigan Public Acts of 1982 as amended (MCL 129.91), investment pools by financial institutions.

The Treasurer is advised not to invest in Certificates of Deposit in out-of-state financial institutions without a written opinion from the County Legal Advisor. Without an opinion on file, the Treasurer could be personally liable. (Refer to Attorney General Opinion #6168).

F. Investment And Banking Objectives:

1. As funds become available from time to time for deposit or investment, the Treasurer shall determine, consistent with the objectives of this policy and Board resolutions, whether such funds shall be deposited in demand deposits or deposited or invested in Authorized Investments to be made or acquired.
2. The Treasurer shall seek to obtain quotations for the purpose of selecting each Authorized Investment.
3. The Treasurer shall, whenever possible, accept the quotation providing the County with the greatest return on its investment. However, the Treasurer's foremost responsibility is to comply with the objectives, safety, liquidity and diversification requirements set forth in this policy.

Definitions:

- A. Central Depository - A single bank or trust company to be so designated and utilized for the purpose of enhancing the County's cash management activities through the centralization of banking services and which are the qualifications of a Depository.
- B. Certificates of Deposit - "Negotiable interest-bearing time certificates of deposit" means certificates of deposit in negotiable form representing deposits of the County placed in an institution having all of the qualifications of a Depository except that it need only have an office located in the State.

- C. “Non-negotiable interest-bearing time certificates of deposit” means certificates of deposit in non-negotiable form representing deposits of the County placed in an institution having all of the qualifications of a Depository except that it need only have an office located in the State.
- D. Commercial Paper - Commercial paper is an unsecured promissory note (270 days or less) generally issued by large corporations and traded between them to meet their short- term cash requirement. In recent years, commercial paper has been issued by public utilities and governmental units also. This market is open for investment purposes by the general public.

In some cases, commercial paper is issued with a bank letter of credit or line of credit. This guarantees that should the issuer be unable to redeem the note at maturity, the bank will make good. This is especially important with weaker companies. In the case of governmental units issuing paper, redemption may depend upon timely collection of taxes.

Credit worthiness of the issuers is rated by several nationally recognized and rating agencies: Moodys Investors Services, Standard & Poors, Fitch, and Duff & Phelps.

Commercial paper can be tailored to the needs of the issuer. The amount to be offered, the time and rate can be easily adjusted. It is not uncommon for some issuers to change rates or maturities several times during the day to assure that they obtain the needed funds as cheaply as possible. This is also an advantage to fit their needs. Commercial paper is not insured and generally is traded in large denominations (\$25,000).

- E. Custodian - The County Treasurer is the custodian of all County funds pursuant to MCL 48.40.
- F. Demand Deposits - Those funds of the County which are deposited with a Depository and payable on demand of the County. Such deposits may include interest-bearing and non- interest-bearing checking accounts, savings accounts or other similar accounts authorized by the Federal Reserve Board of the Federal Home Loan Bank Board. These accounts must be insured by the Federal Deposit Insurance Corporation.
- G. Depository - A bank or savings and loan association organized under the laws of the State or under the laws of the United States, doing business and situated in the State which:
- Has an office located in the County which is capable of providing those banking services which the County requests.
 - Has deposits which are insured by the Federal Deposit Insurance Corporation.
 - Has Equity Capital in excess of fifty million (\$50,000,000).

- H. Equity Capital - Ownership interest in a Depository which is represented by the par value of common and preferred stock if any, additional paid-in capital and, retained earnings or retained income.
- I. Securities Dealers -
- Institutions having all of the qualifications of a Depository except that they only need an office located in the State rather than in the County.
 - Classified as Primary Securities Dealers which is determined by the Federal Reserve Bank.
 - Firms which are members of both the National Association of Securities Dealers and the Securities Investor Protection Corporation and also have an office located in the State.
- J. U.S. Treasury Bills - These are direct obligations of the United States Government sold at a discount from par value with a specific maturity date up to a maximum maturity of one year. The interest comes from a discount which is calculated using actual number of days on a 360 day year.
- K. U.S. Treasury Bonds - These are similar to notes except the first original maturities are ten years or longer.
- L. U.S. Treasury Notes - These are direct obligations of the United States Government bearing interest payable at six month intervals until maturity. Maturities are from one to ten years.
- M. Financial Assets of the County - These funds are accounted for in the County's Comprehensive Annual Financial Report and include:
1. Governmental Fund Classifications:
 - General Fund
 - Special Revenue Fund
 - Debt Service Fund
 - Capital Projects Fund
 2. Proprietary Fund Classifications:
 - Internal Service Fund
 - Enterprise Fund
 3. Fiduciary Fund Classifications:
 - Trust and Agency
- N. Government Agencies and Instrumentalities - These obligations are issued by various independent federal agencies which are separate corporate entities and which are not direct obligations of the United States Government. The following agencies issue obligations which may be backed by the full faith and credit of the U.S. Government:

1. Export Import Bank Debentures and Participating Certificates
2. Farmers Home Administration Insured Notes
3. General Services Administration Participation Certificates

4. Government National Mortgage Association (GNMA)
5. GNMA Bond
6. GNMA Participation Certificates
7. GNMA Pass Through

The actual securities vary from notes and debentures to participation certificates.

- O. Investment Portfolio - Those authorized investments made by the County for the purpose of earning a monetary return, including interest, on the amount invested.

- P. Mutual Funds - Mutual funds are comprised of pools of investors with express purpose of purchasing larger diversified portfolios than if they could invest individually.
 1. The State, under Act 217 of Public Acts of 1982, Section 1.1(f) states that it is appropriate to invest County funds “In mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan”.
 2. The State of Michigan, Act 20 of Michigan Public Acts of 1943 (MCL 129.91) states that a mutual fund which includes only those investments enumerated in 1(a) through 1(e) would be appropriate. If the mutual fund includes any other instrument, it would not be appropriate.

- Q. Non-demand Savings Accounts - Those savings accounts of the County in a Depository which are not payable on demand but, instead, are payable at a certain date. These accounts must be insured by the Federal Deposit Insurance Corporation.

- R. Ratings Services -
 1. Keefe Bankwatch: Provides evaluation of the financial condition of banks and savings and loans.
 2. Moody’s Investors Services, Inc.: Provides evaluation of the financial condition of banks and savings and loans.
 3. Sheshunoff Information Services, Inc.: Provides evaluation of the financial condition of banks and savings and loans.
 4. Standard and Poor’s Corporation: Provides evaluation of securities credit worthiness.

- S. Repurchase Agreements - Those securities which are the subject of a Repurchase Agreement are:

1. Bonds, notes for other obligations of or are guaranteed by the United States.
2. Those for which the faith of the United States is pledged for the payment of principal thereon.

Repurchase Securities shall mature or be redeemable at the option of the holder within five years from the date of their sale to the County and shall have at the time of purchase by the County a market value at least equal to one hundred percent (100%) of the price at which the Repurchase Securities are to be repurchased from the County, or such greater percentage as is agreed upon by the seller and the County prior to or upon entering into a particular agreement.

Bankruptcy courts have held that repurchase agreements handled in the way described are not purchases, but are collateralized loans. Thus, when a bank or broker files for bankruptcy protection, the holders of repurchase agreements are treated as priority creditors and are not entitled to the securities they supposedly owned. You must have a third party take actual possession of the securities to protect your investment.

Responsibility:

- A. The County Treasurer is the custodian of all County funds pursuant to MCL 48.40. The County Administrator/Chief Financial Officer shall be responsible for administering this policy.

Administrative Procedure:

- A. Investments shall be made by the County Treasurer based on his/her best judgment under circumstances then prevailing, which persons of prudence, discretion and intelligence exercised in the management of their own affairs, not for speculation, but for investment, considering the probable safety of the principal, as well as, liquidity and probable income to be derived from the respective investments.
- B. The standard of prudence to be used by investment officials shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. The Treasurer shall act in accordance with written procedures and the investment policy and exercise due diligence and shall be relieved of personal responsibility for an individual risk or market price changes.
- C. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment

transactions with the same individual with whom business is conducted on behalf of the County of Monroe.

- D. Banking institutions who provide banking or investment services to the County are prohibited from providing gratuities, gifts or other monetary incentives with a value exceeding fifteen dollars (\$15.00) to any elected or appointed county official, or members of the family or office staff of any elected or appointed county official as an incentive to induce county officials to provide business to their institution. Any banking institution found to be in violation of this policy will be subject to termination of their banking relations with the County of Monroe.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 9, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated July 7, 1998, dated July 29, 2014 and October 19, 2021.

Section Name: Financial Management
Section Number: 300
Policy Number: 312

Effective Date: October 19, 2021

Subject: Debt Management Policy

Overview

The County of Monroe (“County”) has adopted the guidelines and policies set forth in this document titled “Debt Management Policy” (the “Policy”). The purpose of creating the Policy is to establish and codify the objectives and practices for debt management for the County. The guidelines contained in the Policy may require updating in order to maintain relevance and to respond to the changes inherent in the capital markets to best serve the interests of the County. The County will revisit and revise this policy as needed.

Purpose:

In managing its debt, County’s goals are to:

- A. Achieve the lowest cost of capital within acceptable financing terms
- B. Obtain high credit quality
- C. Maintain access to the capital credit markets
- D. Preserve financial flexibility

Statement of Policy:

- A. Bond Structure: The County will establish terms and conditions relating to the issuance of bonds. Unless otherwise authorized by the County, the following will serve as bond requirements:
 - 1. Term: All capital improvements financed through the issuance of debt will be financed for a period not to exceed the useful life of the improvements, but in no event will the term exceed forty (40) years. Special consideration shall be given when the County is involved in Rural Development financings and certain State Revolving Fund issues that allow up to 40 years financing.
 - 2. Capitalized Interest: From time-to-time certain financings may require the use of capitalized interest from the issuance date until the County and/or the utility system being financed has beneficial use and/or occupancy of the financed project. Interest may not be funded (capitalized) beyond three years or a shorter period if further restricted by law.
 - 3. Debt Service Structure: Debt issuance will be planned to achieve relatively level debt service on a debt issuance basis, or in conjunction with other outstanding debt issuances, or in matching available revenue projections while still matching debt service to the useful life of facilities.
 - 4. Call Provisions: In general, the County’s debt issuance should include a call feature, which is not later than ten (10) years from the date of delivery of the bonds.

5. Derivative Structures: The County will not utilize derivative structures.

B. Types of Debt: When the County determines that the use of debt is appropriate, the following criteria will be utilized to evaluate the type of debt to be issued in consultation with its financial advisor on the debt issuance.

1. Long-Term Debt: The County may issue long-term bonds where it is deemed that capital improvements will not be financed from current revenues. Long-term borrowing will not be used to finance current operations.

2. Short-Term Debt: Short-term borrowing may be utilized subject to the following policies:

- Bond Anticipation Notes: (BANs) may be issued instead of capitalizing interest to reduce the debt service during the construction period of a project or facility. The BANs may not mature more than 5 years from the date of issuance. BANs will mature within 6 months after substantial completion of the financed facility.
- Revenue Anticipation Notes: (RANs) may be issued only to meet cash flow needs consistent with a finding by bond counsel that the sizing of the issue fully conforms to Federal IRS requirements and limitations.
- Other Short-Term Debt may be used, as allowed by law, when it provides an interest rate advantage or as interim financing until market conditions are more favorable.

3. Variable Rate Debt: To maintain a predictable debt service burden, the County has preference to debt that carries a fixed interest rate. The County, however, may consider variable rate debt. The percentage of variable rate debt outstanding may not exceed 10% of the County's total outstanding debt. The following circumstances may result in the consideration of issuing variable rate debt:

- High Interest Rates: Interest rates are above historic averages.
- Variable Revenue Stream: The revenue stream for repayment is variable, and is anticipated to move in the same direction as market-generated variable interest rates, or the dedication of revenues allows the County for variability.
- Financial Advisor Analysis: An analysis from the County's financial advisor evaluating and quantifying the risks and returns involved in the variable rate financing.

C. Debt Limits: The net indebtedness of the County shall not be in excess of 10% of the State Equalized Valuation ("SEV") of all real and personal property within the County. Obligations which are not included in the computation of legal debt margin include bonds issued without the County's full faith and credit pledge.

Debt issued by the County will comply with all applicable State and federal laws.

D. Refinancing Outstanding Debt: The County, with assistance from its financial advisor will have the responsibility to analyze outstanding bond issues for refunding opportunities. The County will consider the following issues when analyzing possible refunding opportunities:

1. Debt Service Savings. Refinancing issued for the main benefit of reducing the cost to the County shall produce net present value savings of at least 3% of the refunded bond principal amount.
2. Restructuring. The County may refund debt to restructure its payments to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, release reserve funds or remove unduly restrictive bond covenants.
3. Term of Refunding Issues. The County will refund bonds within the term of the originally issued debt. However, the County may consider maturity extension, when necessary to achieve a desired outcome, provided that such extension is legally permissible.

E. Methods of Issuance: The County will determine, with assistance of its financial advisor, the method of issuance on a case-by-case basis with each method selected to be in the best interest of the County.

1. Competitive Sale. In a competitive sale, the County's bonds will be awarded to the bidder providing the lowest true interest cost of bid which conforms to the requirements set forth in the official notice of sale.
2. Negotiated Sale. The County recognizes that it may be more beneficial to sell some debt issuances through a negotiated sale process. For example, the County may choose to use a negotiated sale method on financings which require a strong pre-marketing effort such as a complex transaction or a "story" bond or during time period of unstable markets or for refinancing debt.
3. Private Placement. From time to time the County may elect to privately place debt. Such placement may be considered if this method will result in an overall cost savings to the County relative to other methods of debt issuance.

Bonds will be sold on a competitive basis unless it is in the best interest of the County to conduct a negotiated sale or private placement. Competitive sales will be the preferred method.

F. Consultants:

1. Municipal Advisor. The County will use a financial advisor registered with the Municipal Securities Rulemaking Board (MSRB) to assist in its debt issuance and debt administration processes. The Municipal Advisor will provide the County with objective advice and analysis on debt issuance. This includes, but is not limited to, monitoring market opportunities, structuring debt, assisting in preparing and reviewing the official statements, assisting with obtaining credit ratings, advising the County on the bond sale or pricing, and assisting with the closing.

2. Bond Counsel. The County's debt will include a written opinion by legal counsel experienced in municipal financings, affirming that the County is authorized to issue the proposed debt, that the County has met all legal requirements necessary for issuance, and a determination of the proposed debt's federal income tax status. The approving opinion and other documents relating to the issuance of debt will be prepared by counsel with experience in public finance and tax issues.

- G. Credit Quality and Credit Enhancement: The County's debt management activities will be conducted with a goal of obtaining and maintaining the strongest credit ratings possible consistent with the County's financial objectives. The County will maintain good communication with bond rating agencies about its financial condition. This effort will include providing periodic updates on the County's general financial condition, coordinating meetings or calls, and presentations in conjunction with a new debt issuance. The County will continually strive to maintain its bond rating by improving financial policies, budgets, forecasts and the financial health of the County. The County will consider the use of credit enhancements on a case-by-case basis and will have a financial analysis of the economic benefit versus cost prepared before purchasing any credit enhancement. Only when clearly demonstrable savings or other benefits can be shown may an enhancement be considered.
- H. Ethics and Conflict of Interest: Officers and employees involved in the debt issuance process shall refrain from personal business activity that could conflict with proper execution of the debt program, or which could impair their ability to make impartial debt issuance decisions.
- I. Continuing Disclosure Obligations: Effective July 3, 1995, the Securities and Exchange Commission ("SEC") enacted amendments to Rule 15c2-12 requiring underwriters of municipal bonds to obtain certain representations from municipal bond issuers, such as the County, regarding ongoing disclosure of information after the issuance of bonds. The Rule also contains requirements for immediate disclosure of certain events by borrowers.

The continuing disclosure requirements are of both a financial and operational nature and are provided to the Municipal Securities Rulemaking Board (MSRB) through the Electronic Municipal Market Access District (EMMA). The deadline for filing the annual continuing disclosure documents are as provided in the individual continuing disclosure agreements entered into with the purchasers of the debt obligations. However, certain material events, as listed in the agreements, are required to be provided within 10 business days of the event.

All continuing disclosure agreements shall be reviewed and signed by the County Administrator/Chief Financial Officer, and copies provided to the Director of Fiscal Services. The County may contract with a third party to assist it with the compliance of ongoing continuing disclosure obligation. The Director of Fiscal Services shall prepare or be responsible for coordinating the required information to complete the annual filings, event notices, when required under the general direction of the Administrator/Chief Financial Officer.

- J. Investment of Bond and Note Proceeds: Investment of bond proceeds shall be limited as outlined in the County's Investment Policy and as may be further limited or restricted in the respective bond documents.

- K. Arbitrage Rebate: Arbitrage is the interest earned on the investment of the bond proceeds above the arbitrage rate on the debt. If arbitrage occurs, the County will be required to rebate or pay the amount of the arbitrage to the Federal Government unless it qualifies for an exemption from such rebate. The County will maintain a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the IRS regulations. The recordkeeping shall include tracking investment earnings on bond proceeds in order to allow for the calculation of rebate liability, if any.

If not exempt from rebate, the County shall have prepared an estimated of the potential arbitrage liability. The County shall have prepared and filed on the fifth anniversary of the bond issuance, the final arbitrage rebate calculation and submit to the federal government any rebate owed.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated October 19, 2021.

Section Name: Employee Relations Effective: March 23, 1999
Section Number: 400 Date of Revision: May 27, 2003
Policy Number: 421
Page: 1 of 1

Subject: Retiree Life Insurance

1. Purpose: The purpose of this policy is to designate the retiree life insurance benefit that will be made available for all regular full-time non-union employees of Monroe County who retire. **Employees hired on or after January 1, 2003, will no longer be eligible for retiree life insurance.**
2. Statement of Policy: Regular full-time non-union employees who retire under the Monroe County Employees' Retirement System shall be eligible for \$4,000 term life insurance. (Managerial employees shall be eligible for \$10,000 term life insurance.)
3. Definitions: None
4. Application: This policy shall apply to all departments and administrative units of Monroe County government.
5. Responsibility: The County Administrator/Chief Financial Officer and/or his designee shall be responsible for implementing and overseeing this policy.
6. Administrative Procedure: None
7. Legislative History of Authority for Creation or Revision:

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

Revised pursuant to action of the Monroe County Board of Commissioners, dated May 27, 2003.

Section Name: Employee Relations
 Section Number: 400

Effective: March 23, 1999
 Date of Revision: ~~May 27, 2003~~
October 19, 2021

Policy Number: 421

Page: ~~1 of 1~~

Subject: Retiree Life Insurance **Benefit**

Purpose:

The purpose of this policy is to designate the retiree life insurance benefit that will be made available for all regular full-time non-union employees of Monroe County who retire **from employment from the County. It shall include employees of the County Agency. Employees hired on or after January 1, 2003, will no longer be eligible for retiree life insurance.**

Scope: This policy shall apply to all offices and departments and administrative units of Monroe County government.

Statement of Policy:

- A.** Regular full-time non-union employees who **separate for purposes of retirement** ~~retire~~ under the Monroe County Employees' Retirement System **or the Monroe County Municipal Employees Retirement defined contribution plan** shall be eligible for \$4,000 term life insurance. (Managerial employees shall be eligible for \$10,000 term life insurance.) **Employees who are only entitled to a deferred retirement pension under the Retirement System are not eligible for this benefit.**
- B.** The County shall have sole discretion to select the insurer of the life insurance benefit to provide to each eligible retiree. From time to time the County may contract with a different insurance carrier to serve the interests of the County and retiree. Nothing contained within this policy shall limit the ability of the County to select different carriers or provide for continued service under a carrier that may result from a merger or acquisitions of two or more life insurance companies/carriers.

Definitions: **None**

~~Application: This policy shall apply to all offices and departments and administrative units of Monroe County government.~~ **Moved to Scope.**

Responsibility: The County Administrator/Chief Financial Officer and/or his designee shall be responsible for implementing and overseeing this policy.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision:

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

Revised pursuant to action of the Monroe County Board of Commissioners, dated May 27, 2003 **and October 19, 2021.**

Section Name: Employee Relations

Effective: March 23, 1999

Section Number: 400

Date of Revision: October 19, 2021

Policy Number: 421

Subject: Retiree Life Insurance Benefit

Purpose:

The purpose of this policy is to designate the retiree life insurance benefit that will be made available for all regular full-time non-union employees of Monroe County who retire from employment from the County. It shall include employees of the County Agency. **Employees hired on or after January 1, 2003, will no longer be eligible for retiree life insurance.**

Scope: This policy shall apply to all offices and departments and administrative units of Monroe County government.

Statement of Policy:

- A. Regular full-time non-union employees who separate for purposes of retirement under the Monroe County Employees' Retirement System or the Monroe County Municipal Employees Retirement defined contribution plan shall be eligible for \$4,000 term life insurance. (Managerial employees shall be eligible for \$10,000 term life insurance.) Employees who are only entitled to a deferred retirement pension under the Retirement System are not eligible for this benefit.
- B. The County shall have sole discretion to select the insurer of the life insurance benefit to provide to each eligible retiree. From time to time the County may contract with a different insurance carrier to serve the interests of the County and retiree. Nothing contained within this policy shall limit the ability of the County to select different carriers or provide for continued service under a carrier that may result from a merger or acquisitions of two or more life insurance companies/carriers.

Definitions: None

Responsibility: The County Administrator/Chief Financial Officer and/or his designee shall be responsible for implementing and overseeing this policy.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision:

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

Revised pursuant to action of the Monroe County Board of Commissioners, dated May 27, 2003 and October 19, 2021.

Section Name: Employee Relations

Effective Date: May 23, 2000

Section Number: 400

Revised: February 14, 2006

Policy Number: 439

Revised: November 15, 2011

Subject: Electronic Communications

1. Purpose: The purpose of this policy is to establish boundaries to govern the use of the County's Electronic Communication Systems.

2. Statement of Policy:

21 Permissible Use. The County's Systems are provided to users to conduct County business. County's Systems are to be used for work related purposes. Users shall comply with all policies, rules and regulations of the County. De minimus personal use is permitted, subject to the policies, rules and regulations of the County and the individual department in which the user works. Abuse of this privilege may result in suspension or termination of all access to or use of the County's Systems at the County's sole discretion. It may also result in disciplinary action, up to and including termination of employment, at the discretion of the appropriate elected official or governmental unit.

22 Monitoring and Access. Subject to the requirements and limitations of applicable law and the provisions of this policy as herein provided, the County reserves, at its sole discretion, to access, read, monitor, disclose, and use the County's Systems and the contents of the communications, information, or data sent or received over the County's Systems, including, but not limited to, social media sites, electronic communications deleted by the user that are retrievable from the County's Systems or a receiving or sending e-mail system. Electronic communications, information, and data should be treated as confidential by all users and accessed only by the intended recipient or when authorized in advance by the intended recipient, or as provided below:

- a. Except as otherwise expressly permitted in this policy, no user or other person (including a member of the Information Technology Department) shall access the electronic information of any County employee (other than the County Administrator), unless advance written approval of the County Administrator is obtained. In the case of the County Administrator, advance written approval of the Chairperson of the Board of Commissioners shall be required.
- b. No user (including a member of the Information Technology Department) shall access the electronic information of any employee or judge (other than the Chief Judge) of the Monroe County Courts, unless advance written approval of the Chief Judge of the respective court is obtained. In the case of the Chief Judge of any of the Monroe County Courts, advance written approval of the State Court Administrator shall be required.
- c. No user (including a member of the Information Technology Department) shall access the electronic information of any employee of the Sheriff,

Prosecutor, Clerk/Register of Deeds, Treasurer, or the Drain Commissioner, unless advance written approval of the respective elected official is obtained.

- d. No user (including a member of the Information Technology Department) shall access the electronic information of the Sheriff, Prosecutor, Clerk/Register of Deeds, Treasurer, or the Drain Commissioner, unless advance written approval of two (2) Chief Judges of any of the Monroe County Court's is obtained.
- e. No user (including a member of the Information Technology Department) shall access the electronic information of any member of the Board of Commissioners (other than the Chairperson), unless advance written approval of the County Administrator and the Chairperson of the Board of Commissioners is obtained. In the case of the Chairperson of the Board of Commissioners, advance written approval of the County Administrator and the Vice-Chairperson of the Board of Commissioners shall be required.

Approvals provided pursuant to this policy shall be for a maximum of seven (7) calendar days or as specified in the writing approving said access, whichever is lesser. Periods exceeding seven (7) calendar days shall require a new authorization, which authorization shall also not exceed seven (7) calendar days.

- 23 Confidentiality. Users should be aware that e-mail messages composed or received through the use of the County's Systems are public information and subject to FOIA (Freedom of Information Act.) Users do not have a personal privacy right in electronic communications, voice mail, or any other part of the County's Systems, and therefore should have no expectation of privacy or confidentiality. Users must therefore exercise special care in all electronic and/or voice mail communications, and use of the County's Systems.
- 24 Prohibited Uses. Certain uses of the County's Systems are not allowed. Except where otherwise expressly permitted by this policy, or as may be required for the discharge of appropriate law enforcement functions under applicable state, federal or local law, the following uses are prohibited:
 - a. Reading, accessing, using, copying or transmitting electronic content (including but not limited to e-mail, instant messaging, blogs, RSS feeds, etc.), or otherwise using the County's Systems, for any purpose which violates federal, state, or local laws.
 - b. Misrepresenting one's identity to compose or intercept messages.
 - c. Revealing access information, internal Internet Protocol (IP) address(es) or password(s) to another person, unless approved by the Director of the Information Technology Department, in writing.
 - d. Using County's Systems for commercial purposes other than County business, such as using County Systems for religious or political purposes and using the County Systems for gambling, betting pools, or investment

clubs. County Systems will not be used for any activity violating local, state or federal law.

- e. Reading, accessing, using, copying or transmitting electronic offensive or malicious messages, which include, but are not limited to, messages containing profanity, sexually explicit content, race, natural origin or gender specific comments, threats or harassment.
- f. Installing new, properly licensed software that has not been approved by the County Information Technology Department. This does not include updates of existing, installed applications or printer drivers.
- g. No personal devices are to be connected to County equipment without the prior approval of the County Information Technology Department. Public access is provided for internet access only. Individuals wishing WIFI connectivity will contact the IT Department for proper connection instructions.
- h. Adding to or removing content from Official County social media sites, without prior approval of Department Head.
- i. Personal cell phone use, unless prior authorization by department heads, is limited to break time only.

25. Violation of Policy. User's who misuse the County's Systems, or knowingly allow others to do so, are subject to disciplinary action, up to and including termination of employment, at the discretion of the appropriate elected official or governmental unit, and/or possible legal action. Furthermore, the County of Monroe reserves the right to suspend or terminate any person's use and/or access to County's Systems at its sole discretion.

26. User Acknowledgment/Agreement. All users shall execute a copy of the attached "Acknowledgment of Monroe County's Electronic Communications Policy," a copy of which shall be placed in each person's official personnel file.

All employees of the Information Technology Department shall, as a condition of employment, also execute the "Agreement Regarding Access and Dissemination of Electronic Information," a copy of which shall be placed in each person's official personnel file.

- 3. Definitions: The term "user" and "users" as used in this document shall refer to all persons who are permitted to use the County's information systems, electronic communications and voice mail systems. "County's Systems" shall be defined as the County's information systems (including, but not limited to, the computers, cellular mobile devices, servers, Internet access, network infrastructure, and storage devices, electronic communications and voice mail systems.
- 4. Applications: This policy shall apply to all employees, appointed and elected officials, and all offices, departments and administrative units of Monroe County Government.
- 5. Responsibility: The County Administrator/Chief Financial Officer and/or his designee shall be responsible for implementing and overseeing 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 May 23, 2000.

Revised pursuant to action of the Monroe County
Board of Commissioners, dated February 14, 2007.

Revised pursuant to action of the Monroe County
Board of Commissioners, dated November 15, 2011.

ACKNOWLEDGMENT OF MONROE COUNTY'S
ELECTRONIC COMMUNICATIONS POLICY

I understand that the County's information systems electronic communications and voice mail systems (collectively referred to as "the County's Systems") are the County's property and are to be used for the County's business. I also understand that personal use of the County's Systems (other than as permitted by County policy) is strictly prohibited. I further understand that misuse of the County's Systems, or knowingly allowing others to do so, may result in the suspension or termination of my use and/or access to the County's Systems, and may result in disciplinary action, up to and including my discharge, and/or possible legal action.

I understand that the County reserves the right to access, monitor, review, use, and disclose information obtained through the County's Systems at any time, with or without advance notice to me and with or without my consent.

I agree to abide by the terms of the County's Electronic Communications Policy, a copy of which has been provided to me.

I confirm that I have read this acknowledgment and have had an opportunity to ask questions about it.

Name (Printed)

Signature

Date

Section Name: Employee Relations Effective Date: March 9, 1999
Section Number: 400 Date of Revision: March 12, 2002
Policy Number: 446
Page: 1 of 2

Subject: Employee Service Awards

1. Purpose. This policy establishes guidelines in the presentation of Service Awards to all eligible, full-time employees of Monroe County.
2. Statement of Policy.
 - 2.1 On the effective date of this policy, all full-time employees and retiree's of Monroe County are eligible to receive Service Awards.
 - 2.2 Service Awards will be presented to eligible employees in the following intervals:
 - 20 years
 - 25 years
 - 30 years
 - Retirement
 - 2.3 Employees must complete the required number of years of continuous County employment by December 31st of the year the award will be presented.
 - 2.4 The County Board of Commissioners may from time to time, change the type of Awards to be presented. Changes must be made prior to February 1st of the year the change is to be made.
 - 2.5 The Chairman of the Board of Commissioners, or their designee, will present the Employee Service Awards at a time certain, set by the Board of Commissioners.
 - 2.6 The spouses of these employees will be invited to this session, as well as each employee's respective Department Head.
3. Definitions. None.
4. Application. This policy applies to all employees and officials of the County of Monroe.
5. Responsibility. The Administrative Assistant to the Board of Commissioners and/or her designee will be responsible for overseeing and implementing this policy.
6. Definitions. None
7. Administrative Procedure. None.

8. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 9, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 12, 2002.

Section Name:	Building & Property	Effective Date:	June 20, 2017
Section Number:	700	Date of Revision:	
Policy Number:	700		
Page:	1 of 9		
Subject:	Courthouse Security		

1. Purpose: The purpose of this policy is to describe and establish a general procedure and process to maintain a “Weapons Free Zone”; to improve and then manage the safety and security of visitors, jurors, witnesses and employees while at the Monroe County Courthouse. The policy will serve to prevent unwarranted and or dangerous items from entering the facility.

2. Statement of Policy:

- 2.1 Entrances/ Exits:

- a) Public Main Entrance: To affect the security level desired, all entry into and exit from the facility shall be through a single designated location. The County/Courts will allow only access through the entrance to the facility at the Annex atrium adjacent to the city/county plaza. This location will be staffed with sufficient security officers to screen all persons entering the facility through this location.

- b) Employee Entrances: On normal business days during screening hours, as described in 2.3, all employees shall enter the facility through the main public entrance.

Outside of the normal office hours/screening hours, those employees granted authorization to enter the County/Courts, shall gain access into the facility by way of a card access system at the entrance equipped with a card reader.

- c) Inmate Entrance: Sheriff employees will utilize the 3rd floor prisoner transport bridge to the facility to escort inmates into the facility. No inmates will be provided entry into the facility by way of the other entrances unless in emergency situations or due to wheelchair access.

- d) Exits: All existing exits from the facility will be restricted from normal use except in cases of fire, evacuation or other similar emergencies.

- Door Alarms- Each existing door will be equipped with a local audible alarm and alarm will activate when the door is opened. Security, bailiffs and building maintenance staff have override keys to silence and reset the alarm(s). The exception will be the facility maintenance area door.

- 2.2 Signage: Signage will be posted in appropriate locations both inside and outside the facility for purposes of informing and instructing visitors about entry locations and procedures. The public entrance will be posted with appropriate signage stating the County/Courts policy of not allowing weapons into the facility. Directional signs will be installed at the exterior locations to assist persons in finding the main public entrance.
- 2.3 Screening Hours: The security screening station will operate in conjunction with the facility's hours of operation. Established hours for the screening station will be Monday through Friday 7:30 a.m. to 5:15 p.m. and as needed for scheduled evening meetings.
- 2.4 Security Screening Process: The process outlined below will serve to prevent unauthorized and dangerous items from entering the facility. Any decision regarding the entry of persons to the facility shall reside with the security officer and be made with the information available at the time entry is attempted. Security staff will utilize a weapon screening process to achieve this objective. Weapons screening will consist of hand held metal detectors, walk through magnetometers and X-ray machines for checking parcels, containers, purses, briefcases, etc.
- a) Prior to passing through the walk-through magnetometer each person shall be advised to empty their pockets of all items that may activate the device. Containers will be provided for pocket and/or "carry in" contents. Briefcases, carrying cases, boxes and/or parcels are to be placed on the X-ray belt and/or may be subject to visual inspection.
 - b) In the event the magnetometer is activated, security staff will direct the individual to be searched with a hand held magnetometer to locate the activating items before gaining entry into the facility.
 - c) When the security officer discovers a dangerous item during the screening process, the security officer will allow the person to remove the item from the facility and may return to pass through the screening station without such item(s).
 - d) Any items left or forfeited to the security officer will not be returned to the owner. The County or the security officer will not be required to hold any items while a person is in the facility.
- 2.5 Prohibited Items: The following is a partial listing of items prohibited from being allowed into the facility:
- Firearms of any type
 - Edged weapons such as knives, pocket knives, scissors, certain hand tools that could be considered an edged weapon

- Any type of chemical weapon
- Clubs, bats, pipes
- Any type of explosive device

A detailed listing of prohibited items is found attached to this policy as **Exhibit 1**.

2.6 Authorized Personnel to Carry Firearm in the Facility: Except for personnel listed below, the County and Courts of Monroe in promoting a Weapons Free Zone, prohibits all persons who enter the Courthouse from carrying a handgun, firearm, or a prohibited weapon of any kind. This includes law enforcement personnel of a non-local jurisdiction and individuals holding a valid concealed weapons license.

- a) Local Jurisdiction Law Enforcement Personnel: Local jurisdiction means police agencies located within Monroe County including but not limited to, the Monroe County Sheriff Office, Monroe City Police, Carleton Police, Erie Police, Luna Pier Police, Milan Police and South Rockwood Police. (The Michigan State Police, MSP-Motor Carrier Division, DNR officers and Federal law enforcement officers assigned to the Monroe area are included as local jurisdiction law enforcement personnel).

Uniformed on duty local jurisdiction law enforcement personnel **and** Non-Uniformed on duty local jurisdiction law enforcement personnel:

- Must show badge and ID to Security Officers
- Must be appearing in Court or conducting official court business within the facility

- b) Courthouse Personnel: Courthouse personnel, as listed below, who are authorized to carry firearms in the performance of their duties and/or authorized by the Chief Judge of Monroe Courts and are in compliance with the Monroe County Firearm Authorization and Qualification Policy found in **Exhibit 2:**

- Security Officers
- Court Bailiffs
- Judges
- Others allowed by the Monroe County Courts Chief Judge

2.7 Security Officers: The security officers shall carry out the primary purpose of screening all persons entering the facility and shall follow the policy of the County in this regard. They must be familiar with the policy and procedure and activities conducted within the facility.

- a) Any decision regarding the entry of persons to the facility shall reside with the security officer and be made with the information available at the time entry is attempted. This information will be from the metal detector

screening, visual observations and responses to any inquiries made from the security staff.

- b) Security officers will be equipped with the following:
 - Security Uniform
 - Bullet Proof Vest (optional)
 - Firearm Holster
 - Ammunition
 - Portable Two-way Radio and Ear Piece
- c) Security officers will be dressed in a security officer uniform in an effort to make them visible and accessible to the public as a security officer. In addition to their security duties listed they may provide information and assistance to visitors in directing them to needed offices within the facility.
- d) Security Officers, upon expressed written approval by the Monroe County Courts Chief Judge, shall be allowed to carry and possess a firearm within the facility while on duty provided the security officer is in compliance with the with Monroe County firearm authorization and qualification policy found in **Exhibit 2**.
- e) Security Officers, upon written approval of the Chief Judge of Monroe Courts, shall be allowed to carry and possess chemical weapons within the facility while on duty, provided the security officer is in compliance with the Monroe County firearm authorization and qualification policy found in **Exhibit 2**.

2.8 Bailiffs:

- a) Court bailiffs and security officers will cooperate and coordinate the needed responses to the daily activities of the facility and court operations. All bailiffs and security officers will communicate by way of two-way radio, telephone, and person to person contact throughout the day. Responses to disturbances will be coordinated with bailiffs and security personnel. The most effective security within the facility will require a unified and coordinated approach by bailiffs and security officers.
- b) Court bailiffs, upon expressed written approval of the Monroe County Courts Chief Judge, shall be allowed to carry and possess a firearm within the facility while on duty, provided the bailiff is in compliance with the with Monroe County firearm authorization and qualification policy found in **Exhibit 2**. If the baliff's firearm is concealed, the bailiff must possess either a valid and/or in Good Standing LEOSA certificate and/or a Concealed Pistol License (CPL) permit.

- c) Court bailiffs will be provided distinguishing identification cards to allow for quick entry into the facility in order to be in place and prepare to conduct daily operations. The security staff will be provided a list of those bailiffs who are allowed to carry and possess a firearm.

2.9 Communications/Duress Alarms/CCTV Systems:

- a) It is the objective of this policy to deter unwanted activity and to maintain a Weapons Free Zone within the facility by the use of communication devices, alarm systems, video monitoring in selected areas of the facility, and proactive procedures and practices.
- b) Communications will be achieved primarily with the use of two-way portable radios supplied to the bailiffs and security officers. Monitoring of an unusual event or incident within the facility will be undertaken by bailiffs and security officers. The additional support of the Monroe County Sheriff personnel and City of Monroe Police officers will be utilized when called upon by bailiffs or security officers through Monroe County Central Dispatch. Use of the two-way radio communications will be used to notify bailiffs and security officers of problems and disturbances requiring a response.
- c) Duress Alarms are located in selected offices and locations of the facility. These alarms are silent in the location where activated and will display at a designated control panel location. Security officers and/or bailiffs will respond. If a more formal response by uniformed police officers is required then security officer and/or bailiff will request back-up by two-way radio. All duress alarms will be responded to with the alarm being deactivated by security staff or bailiff.

Activation of duress alarms will be made when:

- Staff's physical safety is in danger and/or someone else may be in danger
- Staff does not want to escalate the current situation or alert bystanders
- It appears that a subject may become unruly, hostile or may harm themselves or others
- A medical emergency

2.10 Supply Deliveries to Facility: Vendor drivers who are making deliveries of products and supplies to the facility must first contact the Finance Department via a two way speaker phone located in the delivery area in order to gain access to the facility. Packages and products will remain in the delivery area until processed for delivery to the user departments.

2.11 Emergency Evacuation: The occupants of the facility will follow the established policy for emergency evacuation of the facility in the event the situation arises to evacuate. Nothing contained in this policy should preclude or conflict with the steps to be taken in an emergency and the ensuing evacuation.

3. Definitions: None.

4. Application: This policy shall apply to all courts, departments and administrative units of Monroe County government.

5. Responsibility: The County Administrator/Chief Financial Officer shall be responsible for implementing and overseeing this policy. Consistent with the authority and responsibility of the Chief Judge of Monroe County Courts.

6. Administrative Procedure: As outlined in Exhibit 2.

7. Funding: The funding necessary to implement the policy and the resulting activities will be appropriated through the Monroe County Board of Commissioners.

8. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners and Monroe County Courts Chief Judge, dated June 20, 2017.

EXHIBIT 1
DETAILED LIST OF RESTRICTED ITEMS

Listed below are items individuals are not allowed to bring inside the Monroe County Courthouse. Non-cooperation will result in items being confiscated and possible criminal prosecution under applicable statutes or ordinances.

- Alcoholic Beverages
- Baseball Bats
- Box Cutters/Utility Knives
- Brass Knuckles
- Bullets or anything similar
- Chains/Ropes
- Darts with metal ends
- Drug Paraphernalia
- Flat Irons
- Guns (including models, replicas or toys)
- Handcuffs
- Large Scissors
- Mace or Pepper Spray
- Master Locks
- Noisemakers
- Pen Knives
- Razors/Razor Blades
- Spikes
- Tools/Tool Accessories-Unless Authorized & with ID
- Any other item(s) deemed dangerous by Security Officers will be excluded when necessary

EXHIBIT 2

COUNTY OF MONROE FIREARMS AUTHORIZATION AND QUALIFICATION POLICY AND PROCEDURE

EFFECTIVE DATE: JUNE 6, 2017

REVISED DATE:

PURPOSE:

To establish policy, procedure and regulations for the authorization, qualification and maintenance of firearms by all court officers, court bailiffs of the Monroe County Court System and Monroe County security personnel who are authorized to carry firearms as part of their assigned duties.

SCOPE:

This policy applies to all personnel of the 38th Judicial Circuit Court, the 1st District Court, the Monroe County Probate Court, Monroe County and Courthouse Security, hereafter referred to as “Monroe County/Court Security”, who are to carry a firearm during the course of their official duties

APPLICATION CLAUSE:

This policy constitutes County/Court policy and is not intended to enlarge the employee’s civil and/or criminal liability in any way. It should not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employee’s legal duty is imposed by law. Violations of this directive, if substantiated, can only form the basis for intra-departmental/court administrative sanctions.

POLICY AND PROCEDURE:

All duty appointed and sworn court officers/bailiffs and security personnel of the Monroe County/Court Security, while in the capacity of their position and having met the firearms qualification standard set forth in this policy, as well as having met the appropriate concealed weapons licensing requirements, shall be authorized to carry firearms, provided they meet the following criteria or such authorization shall be revoked:

1. Any court officer/bailiff must demonstrate fundamental firearms proficiency with said firearm and qualification with said firearm is mandatory. This shall be as scheduled by the Monroe County Courts Chief Judge and/or his/her designee and completed prior to firearm authorization being granted. Authorization to each person

authorized to carry a firearm shall be in writing by the Monroe County Courts Chief Judge.

2. Any personnel authorized to carry a firearm in the capacity of their duties shall annually qualify on their designated firearm by a course set forth by Monroe County and approved by the Monroe County Courts Chief Judge. If any person authorized to carry a firearm fails to meet the minimum passing score, authorization to carry a firearm shall be revoked. Any such employee who fails to qualify shall not be authorized to carry firearms until such time as qualification is attained.
3. Any employee who fails to qualify within a thirty (30) day period shall have authorization permanently revoked pending successful completion of remedial firearms training or other action as specified by the Monroe County Courts Chief Judge or his/her designee.
4. Employees of the Monroe County/Court Security are responsible to report any change in the status of their firearm qualification to the Monroe County Courts Chief Judge or his/her designee.

HOLSTERS:

The holsters for all firearms authorized shall be of a type which promotes weapon retention and inhibits weapon loss. All holsters shall be of a type set forth by Monroe County and approved by the Monroe County Courts Chief Judge or his/her designee. Approved holsters are provided at no charge to the individual.

OFF-DUTY FIREARMS POLICY:

The County of Monroe and the Monroe County Court System does not authorize carrying or use of firearms while off duty for court officers/bailiffs and this policy specifically does not authorize off-duty firearm use.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners and Monroe County Courts Chief Judge, dated June 20, 2017.

Section Name: Building & Property
 Section Number: 700
 Policy Number: 700
 Page: 1 of 9
 Subject: Courthouse Security

Effective Date: June 20, 2017
 Date of Revision: October 19, 2021

Purpose:

The purpose of this policy is to describe and establish a general procedure and process to maintain a “Weapons Free Zone”; to improve and then manage the safety and security of visitors, jurors, witnesses and ~~employees~~ **others** while at the Monroe County Courthouse. The policy will serve to prevent unwarranted and or dangerous items from entering the facility.

Scope:

This policy shall apply to all courts, departments and administrative units of Monroe County government.

Statement of Policy:

A. Entrances/ Exits:

1. Public Main Entrance: To affect the security level desired, all **public** entry into and exit from the facility shall be through a single designated location. The County/Courts will allow only access through the entrance to the facility at the **main** Annex atrium adjacent to the city/county plaza. This location will be staffed with sufficient security officers to screen all persons entering the facility through this location.
2. Employee Entrances: On normal business days during screening hours, as described in 2.3, all employees shall enter the facility through **the alternate employee entrance by use of an assigned keyless entry access card. This applies to employees assigned to work at the facility and those employees who have official business within the facility. If an employee has not been assigned a keyless entry card, the employee shall enter via the main entrance and comply with the security screening protocols.** ~~the main public entrance.~~

Outside of the normal office hours/screening hours, those employees granted authorization to enter the County/Courts, shall gain access into the facility by way of **procedure as outlined in section 2, above.** ~~a card access system at the entrance equipped with a card reader.~~

3. Inmate Entrance: Sheriff employees will utilize the 3rd floor prisoner transport bridge to the facility to escort inmates into the facility. No inmates will be provided entry into the facility by way of the other entrances unless in emergency situations or due to wheelchair access.
4. Exits: All existing exits from the facility will be restricted from normal use except in cases of fire, evacuation or other similar emergencies.

- Door Alarms- Each existing door will be equipped with a local audible alarm and alarm will activate when the door is opened. Security, bailiffs and building maintenance staff have override keys to silence and reset the alarm(s) **at the door location and main control panel**. The exception will be the facility maintenance area door.
- B.** Signage: Signage will be posted in appropriate locations both inside and outside the facility for purposes of informing and instructing visitors about entry locations and procedures. The public entrance will be posted with appropriate signage stating the County/Courts policy of not allowing weapons into the facility. Directional signs will be installed at the exterior locations to assist persons in finding the main public entrance.
- C.** Screening Hours: The security screening station will operate in conjunction with the facility's hours of operation. Established hours for the screening station will be Monday through Friday 7:30 a.m. to **5:00**~~5:15~~ p.m. and as **may be** needed for scheduled **jury trials and** evening meetings.
- D.** Security Screening Process: The process outlined below will serve to prevent unauthorized and dangerous items from entering the facility. Any decision regarding the entry of persons to the facility shall reside with the security officer and be made with the information available at the time entry is attempted. Security staff will utilize a weapon screening process to achieve this objective. Weapons screening will consist of hand held metal detectors, walk through magnetometers and X-ray machines for checking parcels, containers, purses, briefcases, etc.
1. Prior to passing through the walk-through magnetometer each person shall be advised to empty their pockets of all items **that may activate the device**. **This may also include belts with large buckles that could activate the magnetometer. In addition, cell phones and cell phone waist holders that contain metal and large jewelry items are also to be removed to assist in the weapons screening process.** Containers will be provided for pocket and/or "carry in" contents. Briefcases, carrying cases, boxes and/or parcels are to be placed on the X- ray belt and/or may be subject to visual inspection.
 2. In the event the magnetometer is activated, security staff will direct the individual to be searched with a hand held magnetometer to locate the activating items before gaining entry into the facility.
 3. When the security officer discovers a dangerous item during the screening process, the security officer will allow the person to remove the item from the facility and may return to pass through the screening station without such item(s).
 4. Any items left or forfeited to the security officer ~~will~~ **may not** be returned to the owner. The County or the security officer will not be required to hold any

items while a person is in the facility.

E. Prohibited Items: The following is a partial listing of items prohibited from being allowed into the facility:

- Firearms of any type
- **Stun guns and tasers**
- Edged weapons such as knives, pocket knives, **box cutters**, scissors, certain hand tools **such as screwdrivers, pliers, and hammers** that could be considered an edged weapon
- Any type of chemical weapon
- Clubs, bats, pipes
- Any type of explosive device

A detailed listing of prohibited items is found attached to this policy as **Exhibit 1**.

F. Authorized Personnel to Carry Firearm in the Facility: Except for personnel listed below, the County and Courts of Monroe in promoting a Weapons Free Zone, prohibits all persons who enter the Courthouse from carrying a handgun, firearm, **tasers** or a prohibited weapon of any kind. This includes law enforcement personnel of a non-local jurisdiction and individuals holding a valid concealed weapons license.

1. **Local Jurisdiction Law Enforcement Personnel:** Local jurisdiction means police agencies located within Monroe County including but not limited to, the Monroe County Sheriff Office, Monroe City Police, Carleton Police, Erie Police, Luna Pier Police, Milan Police and South Rockwood Police. (The Michigan State Police, MSP-Motor Carrier Division, DNR officers and Federal law enforcement officers assigned to the Monroe area are included as local jurisdiction law enforcement personnel).

Uniformed on duty local jurisdiction law enforcement personnel **and** Non-Uniformed on duty local jurisdiction law enforcement personnel:

- Must show badge and ID to Security Officers
 - Must be appearing in Court or conducting official court **or County** business within the facility
2. **Courthouse Personnel:** Courthouse personnel, as listed below, who are authorized to carry firearms in the performance of their duties and/or authorized by the Chief Judges of Monroe Courts and are in compliance with the Monroe County Firearm Authorization and Qualification Policy found in **Exhibit 2:**
 - Security Officers
 - Court Bailiffs
 - Judges

- Others allowed by the **Chief Judges of** Monroe County Courts ~~Chief Judge~~

G. Security Officers: The security officers shall carry out the primary purpose of screening all persons entering the facility and shall follow the policy of the County in this regard. They must be familiar with the policy and procedure and activities conducted within the facility.

1. Any decision regarding the entry of persons to the facility shall reside with the security officer and be made with the information available at the time entry is attempted. This information will be from the metal detector screening, **results of the x-ray of items**, visual observations and responses to any inquiries made from the security staff.
2. Security officers will be equipped with the following:
 - Security Uniform
 - Bullet Proof Vest (optional)
 - Firearm Holster
 - Ammunition
 - Portable Two-way Radio and **earpiece** ~~Ear Piece~~
3. Security officers will **each** be dressed in a security officer uniform in an effort to make them visible and accessible to the public as a security officer. In addition to their security duties listed **in the County job description**, they may provide information and assistance to visitors in directing them to needed offices within the facility.
4. Security Officers, ~~upon expressed written approval by the Monroe County Courts Chief Judge,~~ shall be allowed to carry and possess a firearm within the facility while on duty provided the security officer is in compliance with the ~~with~~ Monroe County firearm authorization and qualification policy found in **Exhibit 2**.
5. Security Officers, ~~upon written approval of the Chief Judge of Monroe Courts,~~ shall be allowed to carry and possess chemical weapons within the facility while on duty, provided the security officer is in compliance with the Monroe County firearm authorization and qualification policy found in **Exhibit 2**.

H. Bailiffs:

1. Court bailiffs and security officers will cooperate and coordinate the needed responses to the daily activities of the facility and court operations. All bailiffs and security officers will communicate by way of two-way radio, telephone, and person to person contact throughout the day. Responses to disturbances will be coordinated with bailiffs and security personnel. The most effective

security within the facility will require a unified and coordinated approach by bailiffs and security officers.

2. Court bailiffs, upon expressed written approval of the **Chief Judges of** Monroe County Courts, ~~Chief Judge~~, shall be allowed to carry and possess a firearm within the facility while on duty, provided the bailiff is in compliance with the with Monroe County firearm authorization and qualification policy found in **Exhibit 2**. If the bailiff's firearm is concealed, the bailiff must possess either a valid and/or in Good Standing LEOSA certificate and/or a Concealed Pistol License (CPL) permit.
3. Court bailiffs will be provided distinguishing identification cards to allow for quick entry into the facility in order to be in place and prepare to conduct daily operations. The security staff will be provided a list of those bailiffs who are allowed to carry and possess a firearm.

I. Communications/Duress Alarms/CCTV Systems:

1. It is the objective of this policy to deter unwanted activity and to maintain a Weapons Free Zone within the facility by the use of communication devices, alarm systems, video monitoring in selected areas of the facility, **including select exterior areas**, and proactive procedures and practices.
2. Communications will be achieved primarily with the use of two-way portable radios supplied to the bailiffs and security officers. Monitoring of an unusual event or incident within the facility will be undertaken by bailiffs and security officers. The additional support of the Monroe County Sheriff personnel and City of Monroe Police officers will be utilized when called upon by bailiffs or security officers through Monroe County Central Dispatch. Use of the two-way radio communications will be used to notify bailiffs and security officers of problems and disturbances requiring a response.
3. Duress Alarms are located in selected offices and locations of the facility. These alarms are silent in the location where activated and will display at a designated control panel location. Security officers and/or bailiffs will respond. If a more formal response by uniformed police officers is required then security officer and/or bailiff will request back-up by two- way radio. All duress alarms will be responded to with the alarm being deactivated by security staff or bailiff.

Activation of duress alarms will be made when:

- Staff's physical safety is in danger and/or someone else may be in danger
- Staff does not want to escalate the current situation or alert by-standers

- It appears that a subject may become unruly, hostile or may harm themselves or others
- A medical emergency

J. Supply Deliveries to Facility: Vendor drivers who are making deliveries of products and supplies to the facility must first contact the Finance Department via a two way speaker phone located in the delivery area in order to gain access to the facility. Packages and products will remain in the delivery area until processed for delivery to the user departments.

K. Emergency Evacuation: The occupants of the facility will follow the established policy **plans** for emergency evacuation of the facility in the event the situation arises to evacuate. Nothing contained in this policy should preclude or ~~conflict with~~ **inhibit** the steps to be taken in an emergency and the ensuing evacuation.

Definitions: None.

~~2. Application: This policy shall apply to all courts, departments and administrative units of Monroe County government.~~ **Moved to Scope**

Policy Compliance:

- 1. Responsibility:** The County Administrator/Chief Financial Officer shall be responsible for implementing and overseeing this policy **€ consistent** with the authority ~~and responsibility~~ of the Chief Judges of Monroe County Courts. **Collaboration and coordination of overall security is more effective through the efforts of everyone working together towards the policy purpose(s).**

Administrative Procedure: As outlined in Exhibit 2.

Funding: The funding necessary to implement the policy and the resulting activities will be appropriated through the Monroe County Board of Commissioners.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners and Monroe County Courts Chief Judge, dated June 20, 2017.

Revised pursuant to action of the Monroe County Board of Commissioners and the Chief Judges of Monroe County Courts, dated October 19, 2021.

EXHIBIT 1
DETAILED LIST OF RESTRICTED ITEMS

Listed below are items individuals are not allowed to bring inside the Monroe County Courthouse. Non-cooperation will result in items being confiscated and possible criminal prosecution under applicable statutes or ordinances.

- Alcoholic Beverages
- Baseball Bats
- Box Cutters/Utility Knives
- Brass Knuckles
- Bullets or anything similar
- Chains/Ropes
- Darts with metal ends
- Drug Paraphernalia
- Flat Irons
- Guns (including models, replicas or toys)
- [Stun guns and tasers](#)
- Handcuffs
- Large Scissors
- Mace or Pepper Spray
- Master Locks
- Noisemakers
- Pen Knives
- Razors/Razor Blades
- Spikes
- Tools/Tool Accessories-Unless Authorized & with ID ([screwdrivers, pliers and hammers](#))
- Any other item(s) deemed dangerous by Security Officers will be excluded when necessary

EXHIBIT 2

COUNTY OF MONROE FIREARMS AUTHORIZATION AND QUALIFICATION POLICY AND PROCEDURE

EFFECTIVE DATE: JUNE 6, 2017

REVISED DATE: **OCTOBER 19, 2021**

PURPOSE:

To establish policy, procedure and regulations for the authorization, qualification and maintenance of firearms by all court officers, court bailiffs of the Monroe County Court System and Monroe County security personnel who are authorized to carry firearms as part of their assigned duties.

SCOPE:

This policy applies to all personnel of the 38th Judicial Circuit Court, the 1st District Court, the Monroe County Probate Court, Monroe County and Courthouse Security, hereafter referred to as “Monroe County/Court Security”, who are to carry a firearm during the course of their official duties

APPLICATION CLAUSE:

This policy constitutes County/Court policy and is not intended to enlarge the employee’s civil and/or criminal liability in any way. It should not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employee’s legal duty is imposed by law. Violations of this directive, if substantiated, can only form the basis for intra-departmental/court administrative sanctions.

POLICY AND PROCEDURE:

All duty appointed and sworn court officers/bailiffs and security personnel of the Monroe County/Court Security, while in the capacity of their position and having met the firearms qualification standard set forth in this policy, as well as having met the appropriate concealed weapons licensing requirements, shall be authorized to carry firearms, provided they meet the following criteria or such authorization shall be revoked:

1. Any court officer/bailiff must demonstrate fundamental firearms proficiency with said firearm and qualification with said firearm is mandatory. This shall be as scheduled by the **Chief Judges of Monroe County Courts** ~~Chief Judge~~ and/or his/her designees and completed prior to firearm authorization being granted. Authorization to each person

authorized to carry a firearm shall be in writing by the **Chief Judges** Monroe County Courts. ~~Chief Judge.~~

2. Any personnel authorized to carry a firearm in the capacity of their duties shall annually qualify on their designated firearm by a course set forth by Monroe County and approved by the Monroe County Courts Chief Judges. If any person authorized to carry a firearm fails to meet the minimum passing score, authorization to carry a firearm shall be revoked. Any such employee who fails to qualify shall not be authorized to carry firearms until such time as qualification is attained.
3. Any employee who fails to qualify within a thirty (30) day period shall have authorization permanently revoked pending successful completion of remedial firearms training or other action as specified by the Monroe County Courts Chief Judges. ~~or his/her designee.~~
4. Employees of the Monroe County/Court Security are responsible to report any change in the status of their firearm qualification to the Monroe County Courts Chief Judges. ~~or his/her designee.~~

HOLSTERS:

The holsters for all firearms authorized shall be of a type which promotes weapon retention and inhibits weapon loss. All holsters shall be of a type set forth by Monroe County and approved by the Monroe County Courts Chief Judges ~~or his/her designee.~~ Approved holsters are provided at no charge to the individual.

OFF-DUTY FIREARMS POLICY:

The County of Monroe and the Monroe County Court System does not authorize carrying or use of firearms while off duty for court officers/bailiffs and this policy specifically does not authorize off-duty firearm use.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners and Monroe County Courts Chief Judge, dated June 20, 2017.

Revised pursuant to action of the Monroe County Board of Commissioners and the Chief Judges of Monroe County Courts, dated October 19, 2021.

Section Name: Building & Property
Section Number: 700
Policy Number: 700

Effective Date: June 20, 2017
Date of Revision: October 19, 2021

Subject: Courthouse Security

Purpose:

The purpose of this policy is to describe and establish a general procedure and process to maintain a “Weapons Free Zone”; to improve and then manage the safety and security of visitors, jurors, witnesses and others while at the Monroe County Courthouse. The policy will serve to prevent unwarranted and or dangerous items from entering the facility.

Scope:

This policy shall apply to all courts, departments and administrative units of Monroe County government.

Statement of Policy:

A. Entrances/ Exits:

1. Public Main Entrance: To affect the security level desired all public entry into and exit from the facility shall be through a single designated location. The County/Courts will allow only access through the entrance to the facility at the main Annex atrium adjacent to the city/county plaza. This location will be staffed with sufficient security officers to screen all persons entering the facility through this location.
2. Employee Entrances: On normal business days during screening hours, as described in 2.3, all employees shall enter the facility through the alternate employee entrance by use of an assigned keyless entry access card. This applies to employees assigned to work at the facility and those employees who have official business within the facility. If an employee has not been assigned a keyless entry card, the employee shall enter via the main entrance and comply with the security screening protocols.

Outside of the normal office hours/screening hours, those employees granted authorization to enter the County/Courts, shall gain access into the facility by way of procedure as outlined in section 2, above.

3. Inmate Entrance: Sheriff employees will utilize the 3rd floor prisoner transport bridge to the facility to escort inmates into the facility. No inmates will be provided entry into the facility by way of the other entrances unless in emergency situations or due to wheelchair access.
4. Exits: All existing exits from the facility will be restricted from normal use except in cases of fire, evacuation or other similar emergencies.

- Door Alarms- Each existing door will be equipped with a local audible alarm and alarm will activate when the door is opened. Security, bailiffs and building maintenance staff have override keys to silence and reset the alarm(s) at the door location and main control panel. The exception will be the facility maintenance area door.
- B. Signage: Signage will be posted in appropriate locations both inside and outside the facility for purposes of informing and instructing visitors about entry locations and procedures. The public entrance will be posted with appropriate signage stating the County/Courts policy of not allowing weapons into the facility. Directional signs will be installed at the exterior locations to assist persons in finding the main public entrance.
- C. Screening Hours: The security screening station will operate in conjunction with the facility's hours of operation. Established hours for the screening station will be Monday through Friday 7:30 a.m. to 5:00 p.m. and as may be needed for scheduled jury trials and evening meetings.
- D. Security Screening Process: The process outlined below will serve to prevent unauthorized and dangerous items from entering the facility. Any decision regarding the entry of persons to the facility shall reside with the security officer and be made with the information available at the time entry is attempted. Security staff will utilize a weapon screening process to achieve this objective. Weapons screening will consist of hand held metal detectors, walk through magnetometers and X-ray machines for checking parcels, containers, purses, briefcases, etc.
1. Prior to passing through the walk-through magnetometer each person shall be advised to empty their pockets of all items that may activate the device. This may also include belts with large buckles that could activate the magnetometer. In addition, cell phones and cell phone waist holders that contain metal and large jewelry items are also to be removed to assist in the weapons screening process. Containers will be provided for pocket and/or "carry in" contents. Briefcases, carrying cases, boxes and/or parcels are to be placed on the X- ray belt and/or may be subject to visual inspection.
 2. In the event the magnetometer is activated, security staff will direct the individual to be searched with a hand held magnetometer to locate the activating items before gaining entry into the facility.
 3. When the security officer discovers a dangerous item during the screening process, the security officer will allow the person to remove the item from the facility and may return to pass through the screening station without such item(s).
 4. Any items left or forfeited to the security officer may not be returned to the owner. The County or the security officer will not be required to hold any

items while a person is in the facility.

- E. Prohibited Items: The following is a partial listing of items prohibited from being allowed into the facility:

- Firearms of any type
- Stun guns and tasers
- Edged weapons such as knives, pocket knives, box cutters, scissors, certain hand tools such as screwdrivers, pliers, and hammers that could be considered an edged weapon
- Any type of chemical weapon
- Clubs, bats, pipes
- Any type of explosive device

A detailed listing of prohibited items is found attached to this policy as **Exhibit 1**.

- F. Authorized Personnel to Carry Firearm in the Facility: Except for personnel listed below, the County and Courts of Monroe in promoting a Weapons Free Zone, prohibits all persons who enter the Courthouse from carrying a handgun, firearm, tasers or a prohibited weapon of any kind. This includes law enforcement personnel of a non-local jurisdiction and individuals holding a valid concealed weapons license.

1. Local Jurisdiction Law Enforcement Personnel: Local jurisdiction means police agencies located within Monroe County including but not limited to, the Monroe County Sheriff Office, Monroe City Police, Carleton Police, Erie Police, Luna Pier Police, Milan Police and South Rockwood Police. (The Michigan State Police, MSP-Motor Carrier Division, DNR officers and Federal law enforcement officers assigned to the Monroe area are included as local jurisdiction law enforcement personnel).

Uniformed on duty local jurisdiction law enforcement personnel and Non-Uniformed on duty local jurisdiction law enforcement personnel:

- Must show badge and ID to Security Officers
- Must be appearing in Court or conducting official court or County business within the facility

2. Courthouse Personnel: Courthouse personnel, as listed below, who are authorized to carry firearms in the performance of their duties and/or authorized by the Chief Judges of Monroe Courts and are in compliance with the Monroe County Firearm Authorization and Qualification Policy found in **Exhibit 2**:

- Security Officers
- Court Bailiffs
- Judges
- Others allowed by the Chief Judges Monroe County Courts

G. Security Officers: The security officers shall carry out the primary purpose of screening all persons entering the facility and shall follow the policy of the County in this regard. They must be familiar with the policy and procedure and activities conducted within the facility.

1. Any decision regarding the entry of persons to the facility shall reside with the security officer and be made with the information available at the time entry is attempted. This information will be from the metal detector screening, results of the x-ray of items, visual observations and responses to any inquiries made from the security staff.
2. Security officers will be equipped with the following:
 - Security Uniform
 - Bullet Proof Vest (optional)
 - Firearm Holster
 - Ammunition
 - Portable Two-way Radio and earpiece
3. Security officers will each be dressed in a security officer uniform in an effort to make them visible and accessible to the public as a security officer. In addition to their security duties listed in the County job description, they may provide information and assistance to visitors in directing them to needed offices within the facility.
4. Security Officers shall be allowed to carry and possess a firearm within the facility while on duty provided the security officer is in compliance with the with Monroe County firearm authorization and qualification policy found in **Exhibit 2**.
5. Security Officers, shall be allowed to carry and possess chemical weapons within the facility while on duty, provided the security officer is in compliance with the Monroe County firearm authorization and qualification policy found in **Exhibit 2**.

H. Bailiffs:

1. Court bailiffs and security officers will cooperate and coordinate the needed responses to the daily activities of the facility and court operations. All bailiffs and security officers will communicate by way of two-way radio, telephone, and person to person contact throughout the day. Responses to disturbances will be coordinated with bailiffs and security personnel. The most effective security within the facility will require a unified and coordinated approach by bailiffs and security officers.
2. Court bailiffs, upon expressed written approval of the Chief Judges Monroe County Courts, shall be allowed to carry and possess a firearm within the

facility while on duty, provided the bailiff is in compliance with the with Monroe County firearm authorization and qualification policy found in **Exhibit 2**. If the bailiff's firearm is concealed, the bailiff must possess either a valid and/or in Good Standing LEOSA certificate and/or a Concealed Pistol License (CPL) permit.

3. Court bailiffs will be provided distinguishing identification cards to allow for quick entry into the facility in order to be in place and prepare to conduct daily operations. The security staff will be provided a list of those bailiffs who are allowed to carry and possess a firearm.

I. Communications/Duress Alarms/CCTV Systems:

1. It is the objective of this policy to deter unwanted activity and to maintain a Weapons Free Zone within the facility by the use of communication devices, alarm systems, video monitoring in selected areas of the facility, including select exterior areas, and proactive procedures and practices.
2. Communications will be achieved primarily with the use of two-way portable radios supplied to the bailiffs and security officers. Monitoring of an unusual event or incident within the facility will be undertaken by bailiffs and security officers. The additional support of the Monroe County Sheriff personnel and City of Monroe Police officers will be utilized when called upon by bailiffs or security officers through Monroe County Central Dispatch. Use of the two-way radio communications will be used to notify bailiffs and security officers of problems and disturbances requiring a response.
3. Duress Alarms are located in selected offices and locations of the facility. These alarms are silent in the location where activated and will display at a designated control panel location. Security officers and/or bailiffs will respond. If a more formal response by uniformed police officers is required then security officer and/or bailiff will request back-up by two- way radio. All duress alarms will be responded to with the alarm being deactivated by security staff or bailiff.

Activation of duress alarms will be made when:

- Staff's physical safety is in danger and/or someone else may be in danger
- Staff does not want to escalate the current situation or alert by-standers
- It appears that a subject may become unruly, hostile or may harm themselves or others
- A medical emergency

- J. Supply Deliveries to Facility: Vendor drivers who are making deliveries of products and supplies to the facility must first contact the Finance Department via a two way speaker phone located in the delivery area in order to gain access to the facility. Packages and products will remain in the delivery area until processed for delivery to the user departments.
- K. Emergency Evacuation: The occupants of the facility will follow the established plans for emergency evacuation of the facility in the event the situation arises to evacuate. Nothing contained in this policy should preclude or inhibit the steps to be taken in an emergency and the ensuing evacuation.

Definitions: None.

Policy Compliance:

1. Responsibility: The County Administrator/Chief Financial Officer shall be responsible for implementing and overseeing this policy consistent with the authority of the Chief Judges of Monroe County Courts. Collaboration and coordination of overall security is more effective through the efforts of everyone working together towards the policy purpose(s).

Administrative Procedure: As outlined in Exhibit 2.

Funding: The funding necessary to implement the policy and the resulting activities will be appropriated through the Monroe County Board of Commissioners.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners and Monroe County Courts Chief Judge, dated June 20, 2017.

Revised pursuant to action of the Monroe County Board of Commissioners and the Chief Judges of Monroe County Courts, dated October 19, 2021.

EXHIBIT 1
DETAILED LIST OF RESTRICTED ITEMS

Listed below are items individuals are not allowed to bring inside the Monroe County Courthouse. Non-cooperation will result in items being confiscated and possible criminal prosecution under applicable statutes or ordinances.

- Alcoholic Beverages
- Baseball Bats
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- Brass Knuckles
- Bullets or anything similar
- Chains/Ropes
- Darts with metal ends
- Drug Paraphernalia
- Flat Irons
- Guns (including models, replicas or toys)
- Stun guns and tasers
- Handcuffs
- Large Scissors
- Mace or Pepper Spray
- Master Locks
- Noisemakers
- Pen Knives
- Razors/Razor Blades
- Spikes
- Tools/Tool Accessories-Unless Authorized & with ID (screwdrivers, pliers and hammers)
- Any other item(s) deemed dangerous by Security Officers will be excluded when necessary

EXHIBIT 2

COUNTY OF MONROE FIREARMS AUTHORIZATION AND QUALIFICATION POLICY AND PROCEDURE

EFFECTIVE DATE: JUNE 6, 2017

REVISED DATE: OCTOBER 19, 2021

PURPOSE:

To establish policy, procedure and regulations for the authorization, qualification and maintenance of firearms by all court officers, court bailiffs of the Monroe County Court System and Monroe County security personnel who are authorized to carry firearms as part of their assigned duties.

SCOPE:

This policy applies to all personnel of the 38th Judicial Circuit Court, the 1st District Court, the Monroe County Probate Court, Monroe County and Courthouse Security, hereafter referred to as “Monroe County/Court Security”, who are to carry a firearm during the course of their official duties

APPLICATION CLAUSE:

This policy constitutes County/Court policy and is not intended to enlarge the employee’s civil and/or criminal liability in any way. It should not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employee’s legal duty is imposed by law. Violations of this directive, if substantiated, can only form the basis for intra-departmental/court administrative sanctions.

POLICY AND PROCEDURE:

All duty appointed and sworn court officers/bailiffs and security personnel of the Monroe County/Court Security, while in the capacity of their position and having met the firearms qualification standard set forth in this policy, as well as having met the appropriate concealed weapons licensing requirements, shall be authorized to carry firearms, provided they meet the following criteria or such authorization shall be revoked:

1. Any court officer/bailiff must demonstrate fundamental firearms proficiency with said firearm and qualification with said firearm is mandatory. This shall be as scheduled by the Chief Judges of Monroe County Courts and/or his/her designees and completed prior to firearm authorization being granted. Authorization to each person

authorized to carry a firearm shall be in writing by the Chief Judges Monroe County Courts.

2. Any personnel authorized to carry a firearm in the capacity of their duties shall annually qualify on their designated firearm by a course set forth by Monroe County and approved by the Monroe County Courts Chief Judges. If any person authorized to carry a firearm fails to meet the minimum passing score, authorization to carry a firearm shall be revoked. Any such employee who fails to qualify shall not be authorized to carry firearms until such time as qualification is attained.
3. Any employee who fails to qualify within a thirty (30) day period shall have authorization permanently revoked pending successful completion of remedial firearms training or other action as specified by the Monroe County Courts Chief Judges.
4. Employees of the Monroe County/Court Security are responsible to report any change in the status of their firearm qualification to the Monroe County Courts Chief Judges.

HOLSTERS:

The holsters for all firearms authorized shall be of a type which promotes weapon retention and inhibits weapon loss. All holsters shall be of a type set forth by Monroe County and approved by the Monroe County Courts Chief Judges. Approved holsters are provided at no charge to the individual.

OFF-DUTY FIREARMS POLICY:

The County of Monroe and the Monroe County Court System does not authorize carrying or use of firearms while off duty for court officers/bailiffs and this policy specifically does not authorize off-duty firearm use.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners and Monroe County Courts Chief Judge, dated June 20, 2017.

Revised pursuant to action of the Monroe County Board of Commissioners and the Chief Judges of Monroe County Courts, dated October 19, 2021.

Section Name: Buildings and Property Effective Date: December 16, 1986
Section Number: 700 Date of Revision: March 23, 1999
Policy Number: 705
Page: 1 of 2

Subject: Smoke Free Workplace

1. Purpose. The purpose of this policy is to provide a smoke free environment for all employees and citizens who utilize County facilities and vehicles, and to provide a healthier workplace for all employees of the County of Monroe.
2. Statement of Policy.
 - 21 Michigan Public Act 198 of 1986 established requirements for protecting the health of people in public buildings by establishing guidelines for smoking in public buildings. In an attempt to protect the health and safety of all County employees and the public who utilize County facilities, smoking shall be prohibited in all County facilities and vehicles, either owned or leased.
 - 22 Smoking is strictly prohibited within fifty feet of the entrance to all County facilities and vehicles. Smokers shall not interfere with the normal entrance area to any buildings and shall use adequate disposal containers provided and maintained by the County.
 - 23 Signs designating the building as “Smoke Free” shall be posted at all entrances and in all County Buildings and Vehicles.
 - 24 Smoking in County Buildings or vehicles shall be considered a violation of County policy and subject the employee to disciplinary action.
3. Definitions. None
4. Application. This policy applies to all employees of the County of Monroe, vendors, guests and customers. It also applies to and shall be included in any lease of County owned or leased space. Exclusions from this policy shall be allowed for leases and contracts, which are executed for the purpose of providing residential services, such as a group home for clients. This exclusion shall be in conformance with applicable statutes, ordinances and regulations governing the operation of such facilities.
5. Responsibility. The Building and Grounds Supervisor will have the responsibility for overseeing and implementing this policy. Managers and supervisors shall be responsible for the enforcement of this policy for employees and the public.
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 December 16, 1986.

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

Section Name: Buildings and Property Effective Date: December 16, 1986
Section Number: 700 Date of Revision: ~~March 23, 1999~~ **October 19, 2021**
Policy Number: 705
Page: ~~1~~ of 2

Subject: Smoke **and Vape** Free Workplace

Overview:

To protect and enhance indoor air quality and contribute to the health and well-being of all employee and visitors the County of Monroe shall be entirely smoke and vape free.

Purpose:

The purpose of this policy is to provide a smoke **and vape** free environment for all employees and citizens who utilize County facilities and vehicles, and to provide a healthier workplace for all employees of the County of Monroe.

Scope:

This policy applies to all employees of the County of Monroe, vendors, guests and customers. It also applies to and shall be included in any lease of County owned or leased space. Exclusions from this policy shall be allowed for leases and contracts, which are executed for the purpose of providing residential services, such as a group home for clients. This exclusion shall be in conformance with applicable statutes, ordinances and regulations governing the operation of such facilities.

Statement of Policy:

- A. Michigan Public Act 198 of 1986 established requirements for protecting the health of people in public buildings by establishing guidelines for smoking in public buildings. In an attempt to protect the health and safety of all County employees and the public who utilize County facilities, smoking shall be prohibited in all County facilities and vehicles, either owned or leased.
- B. Smoking **and vaping** is strictly prohibited within fifty feet of the entrance to all County facilities and vehicles. Smokers shall not interfere with the normal entrance area to any buildings and shall use adequate disposal containers provided and maintained by the County.
- C. Signs designating the building as “Smoke Free” shall be posted at all entrances and in all County Buildings and Vehicles.
- D. Smoking **and vaping** in County Buildings or vehicles shall be considered a violation of County policy and subject the employee to disciplinary action.

Definitions:

- A. Smoking: Smoking refers to the use of traditional tobacco products.
- B. Vaping: Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

~~Application. This policy applies to all employees of the County of Monroe, vendors, guests and customers. It also applies to and shall be included in any lease of County owned or leased space. Exclusions from this policy shall be allowed for leases and contracts, which are executed for the purpose of providing residential services, such as a group home for clients. This exclusion shall be in conformance with applicable statutes, ordinances and regulations governing the operation of such facilities.~~ **Moved to Scope**

Policy Compliance:

- A. Responsibility.
 - 1. Employee: Shall be responsible to follow the policy as outlined.
 - 2. Elected Official/Judges/Department Head or their designee(s): Shall be responsible for the enforcement of this policy for employees and the public.
 - 3. Maintenance Staff: Shall be responsible to ensure signs have been posted in compliance with this policy.

~~The Building and Grounds Supervisor will have the responsibility for overseeing and implementing this policy. Managers and supervisors shall be responsible for the enforcement of this policy for employees and the public.~~

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated December 16, 1986.

Revised pursuant to action of the Monroe County Board of Commissioners **and the Chief Judges of Monroe County**, dated March 23, 1999 **and October 19, 2021**.

Section Name: Buildings and Property Effective Date: December 16, 1986
Section Number: 700 Date of Revision: October 19, 2021
Policy Number: 705

Subject: Smoke and Vape Free Workplace

Overview:

To protect and enhance indoor air quality and contribute to the health and well-being of all employee and visitors the County of Monroe shall be entirely smoke and vape free.

Purpose:

The purpose of this policy is to provide a smoke and vape free environment for all employees and citizens who utilize County facilities and vehicles, and to provide a healthier workplace for all employees of the County of Monroe.

Scope:

This policy applies to all employees of the County of Monroe, vendors, guests and customers. It also applies to and shall be included in any lease of County owned or leased space. Exclusions from this policy shall be allowed for leases and contracts, which are executed for the purpose of providing residential services, such as a group home for clients. This exclusion shall be in conformance with applicable statutes, ordinances and regulations governing the operation of such facilities.

Statement of Policy:

- A. Michigan Public Act 198 of 1986 established requirements for protecting the health of people in public buildings by establishing guidelines for smoking in public buildings. In an attempt to protect the health and safety of all County employees and the public who utilize County facilities, smoking shall be prohibited in all County facilities and vehicles, either owned or leased.
- B. Smoking and vaping is strictly prohibited within fifty feet of the entrance to all County facilities and vehicles. Smokers shall not interfere with the normal entrance area to any buildings and shall use adequate disposal containers provided and maintained by the County.
- C. Signs designating the building as “Smoke Free” shall be posted at all entrances and in all County Buildings and Vehicles.
- D. Smoking and vaping in County Buildings or vehicles shall be considered a violation of County policy and subject the employee to disciplinary action.

Definitions:

- A. Smoking: Smoking refers to the use of traditional tobacco products.
- B. Vaping: Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

Policy Compliance:

- A. Responsibility.
 - 1. Employee: Shall be responsible to follow the policy as outlined.
 - 2. Elected Official/Judges/Department Head or their designee(s): Shall be responsible for the enforcement of this policy for employees and the public.
 - 3. Maintenance Staff: Shall be responsible to ensure signs have been posted in compliance with 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 December 16, 1986.

Revised pursuant to action of the Monroe County Board of Commissioners and the Chief Judges of Monroe County, dated March 23, 1999 and October 19, 2021.

Section Name: Information Security
Section Number: 800
Policy Number: 801

Effective Date: April 2, 2019

Subject: Acceptable Use Policy

Overview: Monroe County (the “County”) is committed to protecting its employees, partners and the organization from illegal or damaging actions by individuals, either knowingly or unknowingly, that involve the County’s information systems. This policy applies to all employees, contractors, consultants, temporary staff, and other people or organizations who perform work for or at the County and use the County’s information technology resources (“Users”).

- A. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts, providing electronic mail, www browsing, and File Transfer Protocol (FTP) are the property of the County. These systems are to be used for business purposes in serving the interests of the organization, and of our constituents and customers in the course of normal operations.
- B. Effective security is a team effort involving the participation and support of every Monroe County User who deals with information and/or information systems. It is the responsibility of every User to know these guidelines, and to conduct their activities accordingly. Any User granted access to County systems should be provided with a copy of this Policy.

Purpose: The purpose of this Policy is to set forth best practices and outline the acceptable use of computer equipment at the County. These rules are in place to protect the User (in his or her official capacity) and the County. Inappropriate use could expose Monroe County and its users to risks including virus or malware attacks, compromise of network systems services, and legal issues.

Scope: This policy applies to the use of information, electronic and computing devices, and network resources to conduct County business or interact with internal networks and business systems, whether owned or leased by the County, the User, or a third party. All Users are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with County policies and standards, and local laws and regulations. Exceptions to this Policy must be thoroughly documented and approved by the department head or elected official, IT department head and county administrator.

Statement of Policy:

A. General Use and Ownership:

- 1. Monroe County, State or Federal proprietary information stored on electronic and computing devices, whether owned or leased by Monroe County, the User or third party, remains the sole property of the County, State of Michigan or Federal Government. Users must ensure through legal or technical means that the proprietary information is protected.

2. Users have the responsibility to promptly report the theft, loss or unauthorized disclosure of County, State or Federal proprietary information as well as computers or storage devices containing such information.
3. Users may access, use or share County proprietary information only to the extent it is authorized and necessary to fulfill their assigned job duties or contractual obligations.
4. Users are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, Users should be guided by applicable departmental policies on personal use, and if there is any uncertainty, Users should consult their supervisor, manager, or contract administrator.
5. For security and network maintenance purposes, authorized individuals within the County may monitor equipment, systems and network traffic at any time.
6. The County reserves the right to audit networks, systems and computers on a periodic basis to ensure compliance with this policy. Users should have no expectation of privacy in personal materials stored, whether incidentally or intentionally, on the County's systems. At the discretion of the County, materials may be examined internally or disclosed to third parties, and except as required by law, the County assumes no specific duty to inform Users how their personal data transmitted or stored on County systems is stored, backed up, deleted, examined, or disclosed.

B. Security and Proprietary Information:

1. All mobile and computing devices that connect to the internal network must comply with the *Minimum Security Standards for Network Devices*.
2. System level and user level passwords must comply with the *System Authentication Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
3. All computing devices used to access or store County data must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. Users must lock the screen or log off when the device is unattended. All desktop and laptop computing devices used to handle County data must have whole-disk encryption active (e.g., Bitlocker, FileVault, etc.).
4. Postings by Users, from a County email address or any login name that indicates an affiliation to the County, to newsgroups, social media, listservs, etc. must only be for County business and the County's interests.
5. Users must exercise extreme caution when opening email attachments received from unknown senders. These may contain malware or viruses. If in doubt, a User should request assistance from IT staff.

C. Unacceptable Use:

1. The activities in the following sections are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g. systems administration staff may need to disable the network access of a host if that host is disrupting production services.)
2. Under no circumstances is a User authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing County owned resources.
3. The lists in Sections D-F below are by no means exhaustive, but are intended to illustrate activities which fall into the category of unacceptable use.

D. System and Network Activities: The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or organization protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to; the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by the County.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the County or the end user does not have an active license.
3. Accessing data, a server or an account for any purpose other than conducting County business, even if the User has authorized access.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional control laws, is illegal. The appropriate County management should be consulted prior to export of any material that is in question.
5. Knowing introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.)
6. Revealing a User’s or another user’s account password to others or allowing use of your account by others. This includes but is not limited to family and other household members when work is being done at home.
7. Using County computing assets to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in Michigan or the user’s local jurisdiction.
8. Using County computing assets to acquire, store, or distribute material of a pornographic nature. In the event that County personnel discover that a User is engaging in such activities, it may inform law enforcement with no prior notice to the User.

9. Making fraudulent offers of products, items, or services originating from any County account or any spoofed County account.
10. Creating or attempting to create security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the User is not an intended recipient or logging into a server or account that the User is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to; network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Port scanning or security scanning is expressly prohibited except as expressly permitted, in writing, by the IT Department.
12. Executing any form of network monitoring which will intercept data, unless this activity is part of the User’s normal job/duty.
13. Circumventing user authentication or security of any host, network or account.
14. Introducing honeypots, honeynets, or similar technology on the County network.
15. Interfering with or denying service to any other User (for example denial of service attacks).
16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, another User’s access,, via any means, locally or via the Internet/Intranet/Extranet

Email Communication Activities:

1. When using County resources to access and use the Internet, Users may be perceived to represent the organization. Whenever Users state a personal opinion in a forum where they are explicitly or implicitly (i.e., readily) affiliated with the County, they must also clearly indicate that “the opinions expressed are my own and not necessarily those of Monroe County”. Questions may be addressed to the IT Department.
2. Sending unsolicited email messages, including the sending of “junk mail” or other advertising materials to individuals who did not specifically request such material (email spam)
3. Any form of harassment via email, social media, telephone or paging, whether through language, frequency, or size of messages.
4. Unauthorized use, or forging, of email header information.
5. Solicitation of email for any other email address, other than that of the poster’s account, with the intent to harass or to collect replies.

6. Creating or forwarding “chain letters”, “Ponzi”, or other “pyramid” schemes of any type.
7. Use of unsolicited email originating from within County infrastructure to advertise and goods or services that are not offerings of the County.
8. Posting the same or similar non-business-related messages to large numbers of chat board participants or Usenet newsgroups (newsgroup spam).

F. Blogging and Social Media:

1. Blogging or use of social media by Users, during business hours and using their personal email address, whether using the County’s property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. De minimis personal use is permitted, subject to the policies, rules and regulations of the County and the individual department in which the user works. Abuse of this privilege may result in suspension or termination of all access to or use of the County’s systems at the County’s sole discretion. It may also result in disciplinary action, up to and including termination of employment or contract, at the discretion of the appropriate elected official or governmental unit. Blogging or use of social media from the County’s systems is also subject to monitoring.
2. The County’s Confidential Information Policy also applies to blogging and social media posts. As such, Users are prohibited from revealing any County confidential information or proprietary information, trade secrets or any other materials covered by the organizations Confidential Information Policy when engaged in blogging or social media, regardless of whether they use a personal or organizational login, or make anonymous posts.
3. Users shall not engage in any blogging or social media posting that may harm or tarnish the image, reputation and/or goodwill of the County and /or any of its Users. Users are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by the Monroe County Non-Discrimination and Anti-Harassment policy.
4. Users may also not attribute personal statements, opinions or beliefs to Monroe County when engaged in blogging. If a User is expressing his or her beliefs and/or opinions in blogs, the User may not, expressly or implicitly, represent themselves as an employee or representative of Monroe County. Users assume any and all risk associated with blogging.

Policy Compliance:

- A. Responsibility- All Elected Officials/Judges/Department Heads, or their designee(s), are responsible for implementing the policies and procedures and ensuring staff compliance in their respective areas and with respective contractors.

- B. Compliance measurement - The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits.
- C. Exceptions-Any exceptions to the policy must be approved by the IT Department and Department Head or Elected Official for whom the User works.
- D. Non-Compliance – A User found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or contract.

Definitions:

- A. FTP - File Transfer Protocol
- B. Honeypot - is a computer security mechanism set to detect, deflect, or, in some manner, counteract attempts at unauthorized use of information systems.
- C. Honeynet - is a network setup with intentional vulnerabilities; its purpose is to invite attack, so that an attacker's activities and methods can be studied and that information used to increase network security.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated April 2, 2019

Section Name: Information Security
Section Number: 800
Policy Number: 801

Effective Date: April 2, 2019
Date of Revision: October 19 2021

Subject: Acceptable Use Policy

Overview: Monroe County (the “County”) is committed to protecting its employees, partners and the organization from illegal or damaging actions by individuals, either knowingly or unknowingly, that involve the County’s information systems. This policy applies to all employees, contractors, consultants, temporary staff, and other people or organizations who perform work for or at the County and use the County’s information technology resources (“Users”).

- A. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts, providing electronic mail, www browsing, and File Transfer Protocol (FTP) are the property of the County. These systems are to be used for business purposes in serving the interests of the organization, and of our constituents and customers in the course of normal operations.
- B. Effective security is a team effort involving the participation and support of every Monroe County User who deals with information and/or information systems. It is the responsibility of every User to know these guidelines, and to conduct their activities accordingly. Any User granted access to County systems should be provided with a copy of this Policy.

Purpose: The purpose of this Policy is to set forth best practices and outline the acceptable use of computer equipment at the County. These rules are in place to protect the User (in his or her official capacity) and the County. Inappropriate use could expose Monroe County and its users to risks including virus or malware attacks, compromise of network systems services, and legal issues.

Scope: This policy applies to the use of information, electronic and computing devices, and network resources to conduct County business or interact with internal networks and business systems, whether owned or leased by the County, the User, or a third party. All Users are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with County policies and standards, and local laws and regulations. Exceptions to this Policy must be thoroughly documented and approved by the department head or elected official, IT department head and county administrator.

Statement of Policy:

A. General Use and Ownership:

1. Monroe County, State or Federal proprietary information stored on electronic and computing devices, whether owned or leased by Monroe County, the User or third party, remains the sole property of the County, State of Michigan or Federal Government. Users must ensure through legal or technical means that the proprietary information is protected.

2. Users have the responsibility to promptly report the theft, loss or unauthorized disclosure of County, State or Federal proprietary information as well as computers or storage devices containing such information.
3. Users may access, use or share County proprietary information only to the extent it is authorized and necessary to fulfill their assigned job duties or contractual obligations.
4. **The County's Systems are provided to users to conduct County business. County's Systems are to be used for work related purposes. Users shall comply with all policies, rules and regulations of the County. De minimus personal use is permitted, subject to the policies, rules and regulations of the County and the individual department in which the user works. Abuse of this privilege may result in suspension or termination of all access to or use of the County's Systems at the County's sole discretion. It may also result in disciplinary action, up to and including termination of employment, at the discretion of the appropriate elected official or governmental unit.**
- 4.5. Users are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, Users should be guided by applicable departmental policies on personal use, and if there is any uncertainty, Users should consult their supervisor, manager, or contract administrator.
- 5.6. For security and network maintenance purposes, authorized individuals within the County may monitor equipment, systems and network traffic at any time.
- 6.7. The County reserves the right to audit networks, systems and computers on a periodic basis to ensure compliance with this policy. Users should have no expectation of privacy in personal materials stored, whether incidentally or intentionally, on the County's systems. At the discretion of the County, materials may be examined internally or disclosed to third parties, and except as required by law, the County assumes no specific duty to inform Users how their personal data transmitted or stored on County systems is stored, backed up, deleted, examined, or disclosed.

B. Security and Proprietary Information:

1. All mobile and computing devices that connect to the internal network must comply with the *Minimum Security Standards for Network Devices*.
2. System level and user level passwords must comply with the *System Authentication Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
3. All computing devices used to access or store County data must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. Users must lock the screen or log off when the device is unattended. All desktop and laptop computing devices used to handle County data must have whole-disk encryption active (e.g., Bitlocker, FileVault, etc.).

4. Postings by Users, from a County email address or any login name that indicates an affiliation to the County, to newsgroups, social media, listservs, etc. must only be for County business and the County's interests.
5. Users must exercise extreme caution when opening email attachments received from unknown senders. These may contain malware or viruses. If in doubt, a User should request assistance from IT staff.

C. Unacceptable Use:

1. The activities in the following sections are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g. systems administration staff may need to disable the network access of a host if that host is disrupting production services.)
2. Under no circumstances is a User authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing County owned resources.
3. The lists in Sections D-F below are by no means exhaustive, but are intended to illustrate activities which fall into the category of unacceptable use.

D. System and Network Activities: The following activities are strictly prohibited, with no exceptions:

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2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the County or the end user does not have an active license.
3. Accessing data, a server or an account for any purpose other than conducting County business, even if the User has authorized access.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional control laws, is illegal. The appropriate County management should be consulted prior to export of any material that is in question.
5. Knowing introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.)
6. Revealing a User's or another user's account password to others or allowing use of

your account by others. This includes but is not limited to family and other household members when work is being done at home.

7. Using County computing assets to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in Michigan or the user's local jurisdiction.
8. Using County computing assets to acquire, store, or distribute material of a pornographic nature. In the event that County personnel discover that a User is engaging in such activities, it may inform law enforcement with no prior notice to the User.
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11. Port scanning or security scanning is expressly prohibited except as expressly permitted, in writing, by the IT Department.
12. Executing any form of network monitoring which will intercept data, unless this activity is part of the User's normal job/duty.
13. Circumventing user authentication or security of any host, network or account.
14. Introducing honeypots, honeynets, or similar technology on the County network.
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16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, another User's access,, via any means, locally or via the Internet/Intranet/Extranet

E. Email Communication Activities:

1. When using County resources to access and use the Internet, Users may be perceived to represent the organization. Whenever Users state a personal opinion in a forum where they are explicitly or implicitly (i.e., readily) affiliated with the County, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of Monroe County". Questions may be addressed to the IT Department.

2. Sending unsolicited email messages, including the sending of “junk mail” or other advertising materials to individuals who did not specifically request such material (email spam)
3. Any form of harassment via email, social media, telephone or paging, whether through language, frequency, or size of messages.
4. Unauthorized use, or forging, of email header information.
5. Solicitation of email for any other email address, other than that of the poster’s account, with the intent to harass or to collect replies.
6. Creating or forwarding “chain letters”, “Ponzi”, or other “pyramid” schemes of any type.
7. Use of unsolicited email originating from within County infrastructure to advertise and goods or services that are not offerings of the County.
8. Posting the same or similar non-business-related messages to large numbers of chat board participants or Usenet newsgroups (newsgroup spam).

F. Blogging and Social Media:

1. Blogging or use of social media by Users, during business hours and using their personal email address, whether using the County’s property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. De minimis personal use is permitted, subject to the policies, rules and regulations of the County and the individual department in which the user works. Abuse of this privilege may result in suspension or termination of all access to or use of the County’s systems at the County’s sole discretion. It may also result in disciplinary action, up to and including termination of employment or contract, at the discretion of the appropriate elected official or governmental unit. Blogging or use of social media from the County’s systems is also subject to monitoring.
2. The County’s Confidential Information Policy also applies to blogging and social media posts. As such, Users are prohibited from revealing any County confidential information or proprietary information, trade secrets or any other materials covered by the organizations Confidential Information Policy when engaged in blogging or social media, regardless of whether they use a personal or organizational login, or make anonymous posts.
3. Users shall not engage in any blogging or social media posting that may harm or tarnish the image, reputation and/or goodwill of the County and /or any of its Users. Users are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by the Monroe County Non-Discrimination and Anti- Harassment policy.

- 4 Users may also not attribute personal statements, opinions or beliefs to Monroe County when engaged in blogging. If a User is expressing his or her beliefs and/or opinions in blogs, the User may not, expressly or implicitly, represent themselves as an employee or representative of Monroe County. Users assume any and all risk associated with blogging.

4G. Monitoring and Access.

Subject to the requirements and limitations of applicable law and the provisions of this policy as herein provided, the County reserves, at its sole discretion, to access, read, monitor, disclose, and use the County's Systems and the contents of the communications, information, or data sent or received over the County's Systems, including, but not limited to, social media sites, electronic communications deleted by the user that are retrievable from the County's Systems or a receiving or sending e-mail system. Electronic communications, information, and data should be treated as confidential by all users and accessed only by the intended recipient or when authorized in advance by the intended recipient, or as provided below:

1. Except as otherwise expressly permitted in this policy, no user or other person (including a member of the Information Technology Department) shall access the electronic information of any County employee (other than the County Administrator), unless advance written approval of the County Administrator is obtained. In the case of the County Administrator, advance written approval of the Chairperson of the Board of Commissioners shall be required.
2. No user (including a member of the Information Technology Department) shall access the electronic information of any employee or judge (other than the Chief Judge) of the Monroe County Courts, unless advance written approval of the Chief Judge of the respective court is obtained. In the case of the Chief Judge of any of the Monroe County Courts, advance written approval of the State Court Administrator shall be required.
3. No user (including a member of the Information Technology Department) shall access the electronic information of any employee of the Sheriff, Prosecutor, Clerk/Register of Deeds, Treasurer, or the Drain Commissioner, unless advance written approval of the respective elected official is obtained.
4. No user (including a member of the Information Technology Department) shall access the electronic information of the Sheriff, Prosecutor, Clerk/Register of Deeds, Treasurer, or the Drain Commissioner, unless advance written approval of two (2) Chief Judges of any of the Monroe County Court's is obtained.
5. No user (including a member of the Information Technology Department) shall access the electronic information of any member of the Board of Commissioners (other than the Chairperson), unless advance written approval of the County Administrator and the Chairperson of the Board of Commissioners is obtained. In the case of the Chairperson of the Board of Commissioners, advance written approval of the County Administrator and

the Vice-Chairperson of the Board of Commissioners shall be required.

56. Approvals provided pursuant to this policy shall be for a maximum of seven (7) calendar days or as specified in the writing approving said access, whichever is lesser. Periods exceeding seven (7) calendar days shall require a new authorization, which authorization shall also not exceed seven (7) calendar days.
67. Confidentiality. Users should be aware that e-mail messages composed or received through the use of the County's Systems are public information and subject to FOIA (Freedom of Information Act.) Users do not have a personal privacy right in electronic communications, voice mail, or any other part of the County's Systems, and therefore should have no expectation of privacy or confidentiality. Users must therefore exercise special care in all electronic and/or voice mail communications, and use of the County's Systems.

Policy Compliance:

- A. Responsibility- All Elected Officials/Judges/Department Heads, or their designee(s), are responsible for implementing the policies and procedures and ensuring staff compliance in their respective areas and with respective contractors.
- B. Compliance measurement - The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits.
- C. Exceptions-Any exceptions to the policy must be approved by the IT Department and Department Head or Elected Official for whom the User works.
- D. Non-Compliance – A User found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or contract.

Definitions:

- A. FTP - File Transfer Protocol
- B. Honeypot - is a computer security mechanism set to detect, deflect, or, in some manner, counteract attempts at unauthorized use of information systems.
- C. Honeynet - is a network setup with intentional vulnerabilities; its purpose is to invite attack, so that an attacker's activities and methods can be studied and that information used to increase network security.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated April 2, 2019

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 19, 2021.

**ACKNOWLEDGMENT OF
MONROE COUNTY'S ACCEPTABLE USE
POLICY #801**

I understand that the County's information systems electronic communications and voice mail systems (collectively referred to as "the County's Systems") are the County's property and are to be used for the County's business. I also understand that personal use of the County's Systems (other than as permitted by County policy) is strictly prohibited. I further understand that misuse of the County's Systems, or knowingly allowing others to do so, may result in the suspension or termination of my use and/or access to the County's Systems, and may result in disciplinary action, up to and including my discharge, and/or possible legal action.

I understand that the County reserves the right to access, monitor, review, use, and disclose information obtained through the County's Systems at any time, with or without advance notice to me and with or without my consent.

I agree to abide by the terms of the County's Acceptable Use Policy, a copy of which has been provided to me.

I confirm that I have read this acknowledgment and have had an opportunity to ask questions about it.

Name (Printed)

Signature

Date

Section Name: Information Security
Section Number: 800
Policy Number: 801

Effective Date: April 2, 2019
Date of Revision: October 19 2021

Subject: Acceptable Use Policy

Overview: Monroe County (the “County”) is committed to protecting its employees, partners and the organization from illegal or damaging actions by individuals, either knowingly or unknowingly, that involve the County’s information systems. This policy applies to all employees, contractors, consultants, temporary staff, and other people or organizations who perform work for or at the County and use the County’s information technology resources (“Users”).

- A. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts, providing electronic mail, www browsing, and File Transfer Protocol (FTP) are the property of the County. These systems are to be used for business purposes in serving the interests of the organization, and of our constituents and customers in the course of normal operations.
- B. Effective security is a team effort involving the participation and support of every Monroe County User who deals with information and/or information systems. It is the responsibility of every User to know these guidelines, and to conduct their activities accordingly. Any User granted access to County systems should be provided with a copy of this Policy.

Purpose: The purpose of this Policy is to set forth best practices and outline the acceptable use of computer equipment at the County. These rules are in place to protect the User (in his or her official capacity) and the County. Inappropriate use could expose Monroe County and its users to risks including virus or malware attacks, compromise of network systems services, and legal issues.

Scope: This policy applies to the use of information, electronic and computing devices, and network resources to conduct County business or interact with internal networks and business systems, whether owned or leased by the County, the User, or a third party. All Users are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with County policies and standards, and local laws and regulations. Exceptions to this Policy must be thoroughly documented and approved by the department head or elected official, IT department head and county administrator.

Statement of Policy:

A. General Use and Ownership:

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storage devices containing such information.

3. Users may access, use or share County proprietary information only to the extent it is authorized and necessary to fulfill their assigned job duties or contractual obligations.
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D. System and Network Activities: The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or organization protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to; the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the County.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the County or the end user does not have an active license.
3. Accessing data, a server or an account for any purpose other than conducting County business, even if the User has authorized access.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional control laws, is illegal. The appropriate County management should be consulted prior to export of any material that is in question.
5. Knowing introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.)
6. Revealing a User's or another user's account password to others or allowing use of your account by others. This includes but is not limited to family and other household members when work is being done at home.
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that is in violation of sexual harassment or hostile workplace laws in Michigan or the user's local jurisdiction.

8. Using County computing assets to acquire, store, or distribute material of a pornographic nature. In the event that County personnel discover that a User is engaging in such activities, it may inform law enforcement with no prior notice to the User.
9. Making fraudulent offers of products, items, or services originating from any County account or any spoofed County account.
10. Creating or attempting to create security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the User is not an intended recipient or logging into a server or account that the User is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to; network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
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3. Any form of harassment via email, social media, telephone or paging, whether through language, frequency, or size of messages.
4. Unauthorized use, or forging, of email header information.
5. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
6. Creating or forwarding "chain letters", "Ponzi", or other "pyramid" schemes of any type.
7. Use of unsolicited email originating from within County infrastructure to advertise and goods or services that are not offerings of the County.
8. Posting the same or similar non-business-related messages to large numbers of chat board participants or Usenet newsgroups (newsgroup spam).

F. Blogging and Social Media:

1. Blogging or use of social media by Users, during business hours and using their personal email address, whether using the County's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. De minimis personal use is permitted, subject to the policies, rules and regulations of the County and the individual department in which the user works. Abuse of this privilege may result in suspension or termination of all access to or use of the County's systems at the County's sole discretion. It may also result in disciplinary action, up to and including termination of employment or contract, at the discretion of the appropriate elected official or governmental unit. Blogging or use of social media from the County's systems is also subject to monitoring.
2. The County's Confidential Information Policy also applies to blogging and social media posts. As such, Users are prohibited from revealing any County confidential information or proprietary information, trade secrets or any other materials covered by the organizations Confidential Information Policy when engaged in blogging or social media, regardless of whether they use a personal or organizational login, or make anonymous posts.
3. Users shall not engage in any blogging or social media posting that may harm or tarnish the image, reputation and/or goodwill of the County and /or any of its Users. Users are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by the Monroe County Non-Discrimination and Anti- Harassment policy.
4. Users may also not attribute personal statements, opinions or beliefs to Monroe County when engaged in blogging. If a User is expressing his or her beliefs and/or opinions in blogs, the User may not, expressly or implicitly, represent themselves as an employee or representative of Monroe County. Users assume any and all risk associated with blogging.

G. Monitoring and Access.

Subject to the requirements and limitations of applicable law and the provisions of this policy as herein provided, the County reserves, at its sole discretion, to access, read, monitor, disclose, and use the County's Systems and the contents of the communications, information, or data sent or received over the County's Systems, including, but not limited to, social media sites, electronic communications deleted by the user that are retrievable from the County's Systems or a receiving or sending e-mail system. Electronic communications, information, and data should be treated as confidential by all users and accessed only by the intended recipient or when authorized in advance by the intended recipient, or as provided below:

1. Except as otherwise expressly permitted in this policy, no user or other person (including a member of the Information Technology Department) shall access the electronic information of any County employee (other than the County Administrator), unless advance written approval of the County Administrator is obtained. In the case of the County Administrator, advance written approval of the Chairperson of the Board of Commissioners shall be required.
2. No user (including a member of the Information Technology Department) shall access the electronic information of any employee or judge (other than the Chief Judge) of the Monroe County Courts, unless advance written approval of the Chief Judge of the respective court is obtained. In the case of the Chief Judge of any of the Monroe County Courts, advance written approval of the State Court Administrator shall be required.
3. No user (including a member of the Information Technology Department) shall access the electronic information of any employee of the Sheriff, Prosecutor, Clerk/Register of Deeds, Treasurer, or the Drain Commissioner, unless advance written approval of the respective elected official is obtained.
4. No user (including a member of the Information Technology Department) shall access the electronic information of the Sheriff, Prosecutor, Clerk/Register of Deeds, Treasurer, or the Drain Commissioner, unless advance written approval of two (2) Chief Judges of any of the Monroe County Court's is obtained.
5. No user (including a member of the Information Technology Department) shall access the electronic information of any member of the Board of Commissioners (other than the Chairperson), unless advance written approval of the County Administrator and the Chairperson of the Board of Commissioners is obtained. In the case of the Chairperson of the Board of Commissioners, advance written approval of the County Administrator and the Vice-Chairperson of the Board of Commissioners shall be required.
6. Approvals provided pursuant to this policy shall be for a maximum of seven (7) calendar days or as specified in the writing approving said access, whichever is lesser. Periods exceeding seven (7) calendar days shall require a new authorization, which authorization shall also not exceed seven (7) calendar days.

7. Confidentiality. Users should be aware that e-mail messages composed or received through the use of the County's Systems are public information and subject to FOIA (Freedom of Information Act.) Users do not have a personal privacy right in electronic communications, voice mail, or any other part of the County's Systems, and therefore should have no expectation of privacy or confidentiality. Users must therefore exercise special care in all electronic and/or voice mail communications, and use of the County's Systems.

Policy Compliance:

- A. Responsibility- All Elected Officials/Judges/Department Heads, or their designee(s), are responsible for implementing the policies and procedures and ensuring staff compliance in their respective areas and with respective contractors.
- B. Compliance measurement - The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits.
- C. Exceptions-Any exceptions to the policy must be approved by the IT Department and Department Head or Elected Official for whom the User works.
- D. Non-Compliance – A User found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or contract.

Definitions:

- A. FTP - File Transfer Protocol
- B. Honeypot - is a computer security mechanism set to detect, deflect, or, in some manner, counteract attempts at unauthorized use of information systems.
- C. Honeynet - is a network setup with intentional vulnerabilities; its purpose is to invite attack, so that an attacker's activities and methods can be studied and that information used to increase network security.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated April 2, 2019

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 19, 2021

ACKNOWLEDGMENT OF
MONROE COUNTY'S ACCEPTABLE USE
POLICY#801

I understand that the County's information systems electronic communications and voice mail systems (collectively referred to as "the County's Systems") are the County's property and are to be used for the County's business. I also understand that personal use of the County's Systems (other than as permitted by County policy) is strictly prohibited. I further understand that misuse of the County's Systems, or knowingly allowing others to do so, may result in the suspension or termination of my use and/or access to the County's Systems, and may result in disciplinary action, up to and including my discharge, and/or possible legal action.

I understand that the County reserves the right to access, monitor, review, use, and disclose information obtained through the County's Systems at any time, with or without advance notice to me and with or without my consent.

I agree to abide by the terms of the County's Acceptable Use Policy, a copy of which has been provided to me.

I confirm that I have read this acknowledgment and have had an opportunity to ask questions about it.

Name (Printed)

Signature

Date



MONROE COUNTY SHERIFF'S OFFICE

Troy Goodnough, Sheriff

100 East Second Street, Monroe, MI 48161-2163

Telephone: (734) 240-7400 • Fax: (734) 240-7480

October 15, 2021

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

Re: FY-2022 Public Act-2020

Dear Chairman Brant and Members of the Board:

The Michigan Department of Health and Human Services has pre-approved Monroe County to receive COVID relief funds for the Corrections Division. The MDHHS grant total is \$3,333,000 dollars dispersed among the eighty three counties. Under the current model, MDHHS's plan is to equally divide the funds between the Sheriff's Offices. Our grant portion will potentially be \$30,000 to \$40,000.00. We have been informed if any of the 83 counties do not participate in the grant, our portion will be increased as it's equally divided among those who participate. The funds will be utilized for COVID related expenses in the jail.

There are no matching funds required for this grant program.

The Monroe County Sheriff's Office is requesting approval to submit the required application and to accept the award.

Respectfully,

Captain Julie Massengill, Jail Administrator



Monroe County
MENTAL HEALTH RECOVERY COURT

Hon Jack Vitale, Presiding

Brandon Roof, Program Coordinator
106 East First Street • Monroe, Michigan 48161
Program Telephone • (734) 240-7116
Program Fax • (734) 240-7113



October 13, 2021

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

Re: FY 2022 MCMHRC Grant Award Notification

Dear Chairman Brant:

This letter is to inform the Board that the State Court Administrative Office (SCAO) has awarded the Monroe County Mental Health Recovery Court (MCMHRC) a grant in the amount of \$177,492.00 for the grant period October 1, 2021 through September 30, 2022. This represents a \$7,508.00 reduction from last year's award.

While the grant does not require a match from Monroe County, it is anticipated there will be a need for a general fund contribution in the amount of \$18,104.00 for expenses the grant cannot reimburse, such as overtime wages and fringes for one probation officer assigned to the MCMHRC and payroll processing fees, as well as expenses where the grant did not provide enough funds to cover the area of random drug testing and, to a lesser extent, electronic monitoring, emergency housing and employment services.

An additional appropriation of \$3,115.00 in 2021 and \$14,989.00 to be included in the 2022 budget are requested as the District Court does not have any funds to offset FY 2021-22 MCMHRC expenses.

Thank you for your consideration in accepting this grant award and general fund contribution. Please contact me if you require any additional information.

Regards,

Brandon Roof, MCMHRC Coordinator
1st District Court-Monroe County



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone 517-373-0128

Thomas P. Boyd
State Court Administrator

September 28, 2021

Honorable Jack Vitale, Chief Judge/Mental Health Court Judge
1st District Court
106 E. First St.
Monroe, MI 48161

Re: Michigan Mental Health Court Grant Program Award Notification
1st District Court — Adult Mental Health Court
SCAO UI: U20009

Dear Chief Judge Vitale:

I am pleased to inform you that your court has been awarded a grant in the amount of \$177,492 from the Michigan Mental Health Court Grant Program administered by the State Court Administrative Office. This award is for the grant period October 1, 2021, through September 30, 2022.

Your court's fiscal year 2022 contract will be e-mailed from DocuSign to your project director, Brandon Roof. Signed contracts must be returned by December 17, 2021. The budget, based on your court's actual award, must be updated in WebGrants by November 5, 2021. Instructions for revising your budget are attached to the message your project director will receive from WebGrants.

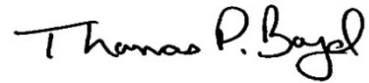
If you have any questions about the grant or need assistance regarding best practices, please contact Andrew Smith at 517-373-0954 or at smitha@courts.mi.gov. For assistance in publicizing the success of your court, please contact John Nevin at 517-373-0129 or nevinj@courts.mi.gov.

September 28, 2021

Page Two

Finally, you should know that the Michigan Supreme Court appreciates your effort and passion presiding over these life-saving courts. You and your treatment court team are to be commended for making a difference in so many lives.

Sincerely,

A handwritten signature in black ink that reads "Thomas P. Boyd". The signature is written in a cursive, flowing style.

Thomas P. Boyd
State Court Administrator

cc: Andrew Smith, Problem-Solving Courts Manager
Julia Norton, SCAO Region II Administrator
Michelle Marcero, Court Administrator
Brandon Roof, Mental Health Court Project Director



Monroe County Veterans' Treatment Court

Jack Penwarden – Program Coordinator
106 E. First Street – Monroe, Michigan 48161
(734) 240-7140

October 14, 2021

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

Re: FY2022 MCVTC Grant Award Notification

Dear Mr. Chairman Brant:

This is to inform the Board that the State Court Administrative Office (SCAO) has awarded the Monroe County Veterans Treatment Court (MCVTC) a grant in the amount of \$36,000.00 for the grant period October 1, 2021 through September 30, 2022.

While the grant does not require a match from Monroe County, it is anticipated there will be a need for a general fund contribution in the amount of \$10,705.00 to cover overtime wages and fringes for the probation officer assigned to the MCVTC, as well as \$400.00 for ADP payroll processing fees. These items are disallowable in the grant. The Court is requesting acceptance of the awarded grant amount and additional appropriations of \$2,832.00 in 2021 and \$7,873.00 to be included in the 2022 budget.

Please contact me if you require any additional information.

Regards,

Hon. Michael C. Brown, Presiding
Monroe County Veterans Treatment Court

MCB/lmb



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone 517-373-0128

Thomas P. Boyd
State Court Administrator

September 28, 2021

Honorable Jack Vitale, Chief Judge
1st District Court
106 E. First St.
Monroe, MI 48161

Re: Michigan Veterans Treatment Court Grant Program Award Notification
1st District Court — Veterans Treatment Court
SCAO UI: U30009

Dear Chief Judge Vitale:

I am pleased to inform you that your court has been awarded a grant in the amount of \$36,000 from the Michigan Veterans Treatment Court Grant Program administered by the State Court Administrative Office. This award is for the grant period October 1, 2021, through September 30, 2022.

Your court's fiscal year 2022 contract will be e-mailed from DocuSign to your project director, Judge Michael Brown. Signed contracts must be returned by December 17, 2021. The budget, based on your court's actual award, must be updated in WebGrants by November 5, 2021. Instructions for revising your budget are attached to the message your project director will receive from WebGrants.

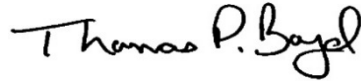
If you have any questions about the grant or need assistance regarding best practices, please contact Andrew Smith at 517-373-0954 or at smitha@courts.mi.gov. For assistance in publicizing the success of your court, please contact John Nevin at 517-373-0129 or nevinj@courts.mi.gov.

September 28, 2021

Page Two

Finally, you should know that the Michigan Supreme Court appreciates your effort and passion presiding over these life-saving courts. You and your treatment court team are to be commended for making a difference in so many lives.

Sincerely,

A handwritten signature in black ink that reads "Thomas P. Boyd". The signature is written in a cursive style with a large, stylized 'T' and 'B'.

Thomas P. Boyd
State Court Administrator

cc: Honorable Michael Brown, Program Judge/Project Director
Andrew Smith, Problem-Solving Courts Manager
Julia Norton, SCAO Region II Administrator
Michelle Marcero, Court Administrator

Holly Flint, Coordinator
Telephone: (734) 240-7115



Kim Faison, Assistant Coordinator
Telephone: (734) 240-7110

Monroe County Office of Community Corrections

125 East Second Street, Monroe, Michigan 48161-2197

Fax: (734) 240-7385

October 13, 2021

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

Re: Community Corrections 2022 Contract

Dear Chairman Brant and Commissioners:

On behalf of the Monroe County Community Corrections Advisory Board (CCAB), I am writing to request the Board of Commissioners accept and approve the State of Michigan Department of Corrections Contract for fiscal year 2022 Community Corrections grant funding. Acceptance of this funding was approved by the CCAB on September 14, 2021. The total grant award for Monroe County is \$304,625.00, reflecting an increase of \$1,503.00 over last fiscal year's award of \$303,122.00. Monroe County provided approximately \$116,271.00 in matching funds for the 2021 budget and the match for 2022 will be \$122,815.00. The 2022 County portion is included in the 2022 adopted budget. An additional County match is not needed to finish off the 2021 calendar year.

Thank you for your continued support of Monroe County Community Corrections.

Sincerely,

A handwritten signature in cursive script that reads "Holly Flint".

Holly Flint
Community Corrections Coordinator



MONROE COUNTY CENTRAL DISPATCH

9-1-1 District Board

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

9-1-1 • Police • Fire / Rescue • EMS

October 6, 2021

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

Re: Amended 9-1-1 Service Plan and Amended 9-1-1 Board Bylaws

Dear Chairman Brant and Commissioners:

Enclosed please find both clean and tracked copies of amendments to the above referenced documents. The 9-1-1 District Board met on Tuesday, October 4, 2021 and unanimously approved the revisions. The Board is now transmitting these documents to the Board of Commissioners for your review and action.

Please note the work of the 9-1-1 District Board is the culmination of much work over several meetings and the input of labor counsel, general counsel and the administration of the County along with our 911 Director.

On behalf of the 9-1-1 District Board, we recommend the Board of Commissioner approve the changes made in each of the documents and adopt the revisions at your next regularly scheduled meeting.

Thank you in advance for your consideration of this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "C. McCormick IV".

Charles F. McCormick IV,
Chief of Police, City of Monroe
Vice-Chairman
Monroe County 9-1-1 District Board

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.”



AMENDED E 9-1-1 SERVICE PLAN

FOR

THE COUNTY OF MONROE

MICHIGAN

~~APPROVED~~ Originally Adopted: July 7, 1998

Amendment Approved: October 19, 2021

~~DRAFT REVISION April 12, 2005~~

~~Draft Revision #2 August 16, 2005~~

~~Draft Revision #3 August 17, 2005~~

~~Draft Revision #4 December 6, 2005~~

~~Draft Revision #5 June 11, 2006~~

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**Page numbers adjusted during final formatting

MONROE COUNTY ENHANCED 9-1-1 SERVICE PLAN

PREFACE

- A. **Intent:** For decades the 911 system has served the needs of the public in emergencies. Next Generation 911 (“NG911”) will enhance the 911 systems to create a faster, more flexible, resilient, and scalable system that allows 911 to keep up with the communication technology used by the public. Put simply, NG911 is an Internet Protocol (“IP”)-based system that allows digital information (e.g. voice, photos, videos, text messages) to flow seamlessly from the public, through the 911 network and on to emergency responders.

Technology to implement NG911 systems is available now; the transition to NG911 involves much more than just new computers. Implementation of NG911 includes activities of many people, who coordinate efforts to plan and deploy a continually evolving system of hardware, software, standards, policies, protocols and training. One of the key tasks of NG911 implementation is to update the planning document. An important purpose of this Plan is to prepare Monroe County (“County”) for NG911 and technologies that will follow NG911.

This Enhanced 9-1-1 (E 9-1-1) Service Plan (“Service Plan”) is submitted by the Monroe County Board of Commissioners pursuant to the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended (“Public Act 32”), for the establishment and implementation of the Monroe County E 9-1-1 Service District, including a central dispatch system for all participating Public Agency’s within the Monroe County E 9-1-1 Service District. A 9-1-1 Service Plan for Monroe County was originally approved by the Monroe County Board of Commissioners on September 12, 1989 and was amended on December 2, 1997, with various amendments to the plan since adoption. The present Plan is designed to replace, supersede and update the Plan in light of present circumstances with the potential to more easily accommodate present and future technologies and management operations with the goal of facilitating a superior and ever improving E911 system within the County. ~~The Director of the Michigan Department of State Police or the Director’s representative has been consulted pursuant to Public Act 32 with respect to this Service Plan.~~

- B. **Scope:** This Service Plan identifies the Monroe County E 9-1-1 Service District and addresses the following system considerations, in accordance with Section 303 of Public

Act 32:

1. Technical Considerations - Article III
2. Operational Considerations - Article IV
3. Managerial Considerations - Article V
4. Fiscal Considerations - Article VI

By facilitating the development and maintenance of enhanced 911 services in the County, this Plan provides multiple benefits, including but not limited to:

1. Use of the universal, simple, easy-to-remember, three digit number for all emergencies in any location within the County;
2. Automatic number identification (“ANI”) and automatic location identification (“ALI”) for wire-based calls and geographic positioning identification for mobile and wireless technologies and automatic selective routing to increase the effectiveness of emergency response and dispatch services;
3. Establishment of financial, management and operational mechanisms designed to put the community in the best position to implement and maintain an up-to-date 911 System;
4. Establishment of a system for recruiting and training qualified telecommunicators, also known as “dispatchers” or “Emergency Communications Technicians (ECTs)”;
5. Establishment of centralized or consolidated dispatch to more efficiently and effectively serve all residents of the County regardless of location therein; and
6. Creating the environment to order and, therefore, facilitate the transition from wire-based to NG911.

Unless otherwise defined herein, the terms used in this Plan shall have their definition or meaning as used in the Act. The “Plan” as used herein shall refer to the “E-911 Plan” or “Enhanced 911 Plan” as used in the Act.

ARTICLE I

DESCRIPTION OF THE E 9-1-1 SERVICE DISTRICT

- A. **Geographic Area:** The Monroe County E 9-1-1 Service District shall encompass the entire geographic area within Monroe County, including all of the Public Agencies listed below.

The County Board and the Monroe County 9-1-1 District Board (“9-1-1 Board”) are authorized to cooperate with the State 9-1-1 Committee or any other state, federal or local body or official to install, operate, modify and maintain universal emergency number service systems, whether wire-based, cellular, wireless, digital, radio-based or other communication technologies within the Service District.

- B. **Public Agencies Within Monroe County:** The following Public Agencies within Monroe County shall participate in the Monroe County E 9-1-1 Service District:

1. Ash Township
2. Bedford Township
3. Berlin Charter Township
4. Dundee Township
5. Erie Township
6. Exeter Township
7. Frenchtown Charter Township
8. Ida Township
9. LaSalle Township
10. London Township
11. Milan Township
12. Monroe Charter Township
13. Raisinville Township
14. Summerfield Township
15. Whiteford Township
16. City of Luna Pier
17. City of Milan
18. City of Monroe
19. City of Petersburg
20. Village of Carleton
21. Village of Dundee
22. Village of Estral Beach
23. Village of Maybee
24. Village of South Rockwood

In an Administrative Findings Resolution, the County Board may periodically update the public agency information described or required as provided in this Section of the Plan.

- C. **Notice Of Service Plan To Public Agencies Within The E 9-1-1 Service District:**
Within five (5) days after the Monroe County Board of Commissioners adopts this revised E 9-1-1 Service Plan by resolution, the Monroe County Clerk shall forward a copy of such resolution together with a copy of the revised E 9-1-1 Service Plan, by certified mail, return receipt requested, to the clerk or other appropriate official of each Public Agency located within the E 9-1-1 Service District as defined in this Service Plan.
- D. **Notice Of Exclusion:** Pursuant to Public Act 32, the entire jurisdiction of each Public Agency within the geographic area covered by the E 9-1-1 Service District shall be included in the E 9-1-1 Service District and subject to this Service Plan unless a Public Agency files a Notice of Exclusion, as described in this Section, with the Monroe County

Clerk within 45 days after receipt of a copy of the resolution and a copy of the revised E 9-1-1 Service Plan adopted by the Monroe County Board of Commissioners. If the entire jurisdiction of a Public Agency is to be excluded from the E 9-1-1 Service District, then the Notice of Exclusion shall be in the form included as Attachment B. If less than the entire jurisdiction of public agency is to be excluded from the E 9-1-1 Service District, then the Notice of Exclusion shall be in the form included as Attachment C.

ARTICLE II

DEFINITIONS

From the Emergency Telephone Enabling Act - Act 32 of 1986 - 484.1102 Definitions Sec. 102 as used in this act:

- A. “Automatic Location Identification” or “ALI” means a 9-1-1 service feature provided by the service supplier that automatically provides the name and service address, or for a CMRS service supplier, the location associated with the calling party’s telephone number as identified by automatic number identification, to a 9-1-1 public safety answering point.
- B. “Automatic Number Identification” or “ANI” means a 9-1-1 service feature provided by the service supplier that automatically provides the calling party’s billing telephone number to a 9-1-1 Public Safety Answering Point.
- C. “Commercial Mobile Radio Service” or “CMRS” means commercial mobile radio service regulated under section 3 of title I and section 332 of title III of the communications act of 1934, chapter 652, 48 Stat. 1064, 47 U.S.C. 153 and 332, and the rules of the federal communications commission or provided pursuant to the wireless emergency service order. Commercial mobile radio service or CMRS includes all of the following:
 - a. A wireless 2-way communication device, a radio telephone used in cellular telephone service or personal communication service.
 - b. A functional equivalent of a radio telephone communications line used in cellular telephone service or personal communication service.
 - c. A network radio access line.
- D. “Commission” means the Michigan public service commission.
- E. “Committee” means the emergency 9-1-1 service committee created under section 712.

- F. “Common network costs” means the costs associated with the common network required to deliver a 9-1-1 call with ALI and ANI from a selective router to the proper PSAP and the costs associated with the 9-1-1 data distribution system of the primary 9-1-1 service supplier identified in a county 9-1-1 plan. As used in this subdivision, “common network” means the elements of a service supplier’s network that are not exclusive to the supplier or technology capable of accessing the 9-1-1 system.
- G. “Communication Service” means a service capable of accessing, connecting with, or interfacing with a 9-1-1 system, exclusively through the numerals 9-1-1 by means of a local telephone device, cellular telephone device, wireless communication device, interconnected voice over the internet device, or any other means.
- ~~D~~H. “CMRS connection” means each number assigned to a CMRS customer.
- ~~E~~I. “Consolidated Dispatch” means a countywide or regional emergency dispatch service that provides dispatch service for 75% or more of the law enforcement, fire fighting, emergency medical service, and other emergency service agencies within the geographical area of a 9-1-1 service district or serves 75% or more of the population within a 9-1-1 service district.
- J. “County 9-1-1 charge” means the charge allowed under sections 401b and 401e.
- ~~F~~K. “Database service provider” means a service supplier who maintain and supplies or contracts to maintain and supply an ALI database or a MSAG.
- ~~G~~L. “Direct dispatch method” means that the agency receiving the 9-1-1 call at the Public Safety Answering Point decides on the proper action to be taken and dispatches the appropriate available public safety service unit located closest to the request for public safety service.
- ~~H~~M. “Emergency response service” or “ERS” means a public or private agency that responds to events or situations that are dangerous or that are considered by a member of the public to threaten the public safety. An emergency response service includes a police or fire department, an ambulance service, or any other public or private entity trained and able to alleviate a dangerous or threatening situation.
- ~~I~~N. “Emergency service zone” or “ESZ” means the designation assigned by a county to each street name and address range that identifies which emergency response service is responsible for responding to an exchange access facility’s premises.
- ~~J~~O. “Emergency telephone charge” means the emergency telephone operational charge and emergency telephone technical charge.
- ~~K~~P. “Emergency telephone ~~9-1-1~~ district” or “9-1-1 service district” means the area in which 9-1-1 ~~S~~service is provided or is planned to be provided to service users under a 9-1-1

system implemented under this act.

- ~~L~~Q. “Emergency 9-1-1 district board” means the governing body created by the **board of commissioners of the** county or counties with authority over an emergency ~~telephone~~ **9-1-1** district.
- ~~M~~R. “Emergency telephone operational charge” means a charge **allowed under section 401** for non-network technical equipment and other costs directly related to the dispatch facility and the operation of 1 or more PSAP’s including, but not limited to, the costs of dispatch personnel and radio equipment necessary to provide 2-way communications between PSAP’s and a public safety agency. ~~Emergency.~~ Emergency telephone operational charge does not include non-PSAP related costs such as response vehicles and other personnel.
- ~~N~~ S. “Emergency telephone technical charge” means a charge **as allowed under section 401 or 401d for costs directly related to 9-1-1 service including plant-related costs associated with the use of the public switched telephone network from the end user to the selective router, the network start-up costs, customer notification costs, common network costs, administrative costs, database management costs, billing costs including an allowance for uncollectible technical and operational charges** and network nonrecurring and recurring installation, maintenance, service, and equipment charges of a ~~Service~~ **supplier** providing 9-1-1 service under this act. **Emergency telephone technical charge does not include costs recovered under sections 401b(10) and 408(2).**
- ~~Ø~~T. “Exchange access facility” means the access from a particular service user’s premise to the ~~telephone system~~ **communication service**. Exchange access facilities include service supplier provided access lines, PBX trunks, and Centrex line trunk equivalents, all **as** defined by tariffs of the service suppliers as approved by the Public Service Commission. Exchange access facilities do not include telephone pay station lines or WATS, FX or incoming only lines.
- ~~P~~U. “Final 9-1-1 service plan” means a tentative 9-1-1 service plan that has been modified only to reflect necessary changes resulting from any ~~failure exclusions of public safety agencies from the 9-1-1 service district of the tentative 9-1-1 service plan under section 306 and any failure of public safety agencies~~ **failure exclusions of public safety agencies** to be designated as PSAP’s or secondary PSAP’s under Section 307.
- V. “IP-based 9-1-1 service provider” means the provider of a standards-based digital (Internet Protocol) secure redundant managed 9-1-1 transport network used for routing and delivery of 9-1-1 connectivity with location information from a party requesting emergency services to a PSAP. An IP-based 90101 network can interface with other networks and transport other emergency services applications. An IP-based 9-1-1 network may be constructed from a mix of dedicated and shared facilities or networks, and may be interconnected at local, regional, state, federal, national, and international levels to form an IP-based inter-network of 9-1-1 connectivity.

- ~~Q~~W. “Master street address guide” or “MSAG” means a perpetual database that contains information continuously provided by a service district that defines the geographic area of the service district and includes an alphabetical list of street names, the range of address numbers on each street, the names of each community in the service district, the emergency service zone of each service user, and the primary service answering point identification codes.
- ~~R~~X. “Obligations” means bonds, notes, installment purchase contracts, or lease purchase agreements to be issued by a public agency under a law of this state.
- ~~S~~Y. “Person” means an individual, corporation, partnership, association, governmental entity, or any other legal entity.
- Z. “Prepaid wireless telecommunications service” means a commercial mobile radio service that allows a caller to dial 9-1-1 to access the 9-1-1 system and is paid for in advance and sold in predetermined units for dollars of which the number declines with use in a known amount.”
- ~~F~~AA. “Primary Public Safety Answering Point”, “PSAP” or “primary PSAP” means a communications facility operated or answered on a 24-hour basis and assigned responsibility by a public agency or county to receive 9-1-1 calls and to dispatch public safety response services, as appropriate, by the direct dispatch method, relay method, or transfer method. It is the first point of reception by a public safety agency of a 9-1-1 call and serves the jurisdictions in which it is located and other participating jurisdictions, if any.
- ~~U~~BB. “Prime rate” means the average predominant prime rate quoted by not less than three (3) commercial financial institutions as determined by the department of treasury.
- ~~V~~CC. “Private safety entity” means a nongovernmental organization that provides emergency fire, ambulance or medical services.
- ~~W~~DD. “Public agency” means a village, township, charter township, or city within the state and any special purpose district located in whole or part within the state.
- ~~X~~EE. “Public safety agency” means a functional division of a public agency, county or the state that provides fire fighting, law enforcement, ambulance, medical, or other emergency services.
- ~~Y~~FF. “Qualified obligations” means obligations that meet one or more of the following:
- a. The proceeds of the obligations benefit the 9-1-1 district, and for which all of the following conditions are met:
 - i. The proceeds of the obligations are used for capital expenditures, costs of a

reserve fund securing the obligations, and the costs of issuing the obligations. The proceeds of obligations shall not be used for operational expenses.

- ii. The weighted average maturity of the obligations does not exceed the useful life of the capital assets.
- iii. The obligations shall not in whole or part appreciate in principal amount or be sold at a discount of more than 10%.

- b. The obligations are issued to refund obligations that meet the conditions described in subparagraph (i) and the net present value of the principal and interest to be paid on the refunding obligations, excluding the cost of insurance, will be less than the net present value of the principal and interest to be paid on the obligations being refunded, as calculated using a method approved by the department of treasury.

~~ZZ~~**GG**. “Relay method” means that a PSAP notes pertinent information and relays it by telephone, radio, or private line to the appropriate public safety agency or other provider of emergency services that has an available emergency service unit located closest to the request for emergency services for dispatch of an emergency service unit.

~~aa~~**HH**. “Secondary Public Safety Answering Point” or “secondary PSAP” means a communications facility of a public safety agency or private safety entity that receives 9-1-1 calls by the transfer method only and generally serves as a centralized location for a particular type of emergency call.

~~bb~~**II**. “Service supplier” means a person providing a telephone service or a CMRS to a service user in this state.

~~ee~~**JJ**. “Service user” means an exchange access facility or CMRS service customer of a service supplier within a E 9-1-1 system.

~~KK~~. “State 9-1-1- charge” means the charge provided for under section 401a.

~~dd~~**LL**. “Tariff” means the rate approved by the Public Service Commission for 9-1-1 service provided by a particular service supplier. Tariff does not include a rate of a commercial mobile radio service by a particular supplier.

~~ee~~**MM**. “Tentative 9-1-1 Service Plan” means a plan prepared by 1 or more counties for implementing a 9-1-1 system in a specified 9-1-1 service district.

~~ff~~**NN**. “Transfer Method” means that a PSAP transfers the 9-1-1 calls directly to the appropriate public safety agency or other provider of emergency service that has an available emergency service unit located closest to the request for emergency service for dispatch of an emergency service unit.

~~gg~~**OO**. “Universal emergency number service” or “9-1-1 service” means a public telephone

service that provides service users with the ability to reach a PSAP by dialing the digits “9-1-1”.

~~hh~~PP. “Universal Emergency Number Service System” or “9-1-1 System” means a system for providing 9-1-1 services under this act.

~~ii~~QQ. “Wireless emergency service order” means the order of the federal communications commission, FCC docket No. 94-102, adopted June 12, 1996, with an effective date of October 1, 1996.

OTHER DEFINITIONS

Automatic Aid is the immediate activation of a pre-arranged mutual aid response by a fire department to assist the jurisdictional fire department on a specific type of Call for Service.

Call For Service means a request for service, which is answered and/or dispatched from M.C.C.D.

Closest Car means the Law Enforcement Public Safety Agency unit, which is physically closest to a Call For Service by patrol area or jurisdiction and which would ordinarily respond to the geographic area where the Call for Service originated or is occurring.

M.C.C.D. Director means the person ~~selected~~ appointed by the Monroe County ~~9-1-1 District Board~~ Board of Commissioners to be responsible for day-to-day operation of M.C.C.D.

Monroe County Central Dispatch Center or M.C.C.D. means the Public Safety Answering Point (PSAP) established and assigned responsibility by the Monroe County Board of Commissioners to receive wire line, wireless and internet protocol type 9-1-1 calls and to dispatch public safety response services in accordance with this Service Plan under the direction and supervision of the Director and the 9-1-1 District Board.

Monroe County 9-1-1 District Board or 9-1-1 District Board means the governing body established by the Monroe County Board of Commissioners with authority over operation of the E 9-1-1 emergency telephone service within the E 9-1-1 Service District and responsibility for supervising and directing the operation of M.C.C.D.

Polling means the process by which the availability and/or location of a Law Enforcement unit, in the E 9-1-1 Service District, is determined by M.C.C.D. or any other designated PSAP or secondary PSAP.

ARTICLE III

TECHNICAL CONSIDERATIONS

INTENT

In accordance with Public Act 32, this Article III of the revised E 9-1-1 Service Plan addresses technical considerations of Service Suppliers in the E 9-1-1 Service District, including but not limited to, system equipment for facilities to be used in providing emergency telephone service and/or other communication technologies.

A. **Service Suppliers:**

Peninsula Fibert Network (PFN) is the selected Next Generation 911 (NG9-1-1) Service Provider for Monroe County.

~~The Monroe County E 9-1-1 Service District has four Telephone Service Suppliers providing service within its borders:~~

~~Verizon; North & South
CenturyTel of Michigan
SBC
Deerfield Farmers
AT&T~~

~~Other Competitive Local Exchange Carriers¹:~~

Adelphia	Allegiance	Focal	LDMI	McLoed
Sage	Vartec	WorldCom	Z-Tel	TalkAmerica
Zenk Group	Qwest	PNG	Easton	Sprint
A.C.N.	Excell	TCG Detroit Budget	Global Crossing	Reconex
MCI	Trinsic	XO	Metro Teleconnect	New Access
Midwestern	NOS	Vonage		

The Incumbent Competitive Local Exchange Carriers listed in Attachment “D” provide service to the Monroe County E 9-1-1 Service District.

In an Administrative Findings Resolution, the County Board may periodically update the wire, wireless, and digital service supplier or provider information described or required as provided in this Section of the Plan. It may also direct routing and other instructions to such service suppliers and public entities for purposes of PSAP improvements, including but not limited to NG9-1-1 implementation.

B. **Service Features:**

This Service Plan shall utilize the following enhanced service features:

- 1) **Enhanced 911.** This Plan requires an Automatic Number Identification (“ANI”),

¹ The listing of LECs is fluid and subject to change.

Automatic Location Identification (“ALI”), and Selective Routing Network System, including information to the telecommunicator consisting of, as a minimum, the telephone owner’s name, location and calling telephone number and, relative to wireless calls and texts, global positioning coordinates as mandated by the Federal Communications Commission (Collectively referred to as “Enhanced 911”).

Wire-based telephone companies provide Enhanced 911 services to service users in the County, and those companies must maintain their Enhanced 911 services in order to continue to provide services to users in the County. All wire-based telephone companies interested in providing wire-based services within the County must provide and maintain Enhanced 911 and will cooperate to supply, in accordance with the Michigan Public Service Commission tariff rates, rules and regulations, the design, installation and maintenance of the network for all facilities involved in providing emergency response telephone service, including modifications to all pay telephone to provide free 911 service.

The wire-based telephone companies must be modified or maintained to provide Enhanced 911 services. The costs for such modification and maintenance are to be included in the technical surcharge installation and maintenance costs.

- 2) **Wireless Implementation.** All Commercial Mobile Radio Service (“CMRS”) or other wireless providers (collective “Wireless”) providing service within the Service District were requested and directed to deploy Phase II, E 911 Enhanced service as provided in the wireless emergency service order (“Order”), FCC Docket No. 94-102, adopted June 12, 1996, with an effective date of October 1, 1996, and as updated by FCC Docket No. 05-116 and any other updates, including but not limited to provision of number, location and name. The County is Phase II compliant.
- 3) **VOIP Implementation.** All voice over internet providers and other providers of digital communication technologies (collectively described as “VOIP”) are required to provide 911 services that are equivalent or exceed Enhanced 911 service or in the case of mobile or nomadic VOIP, the equivalent of Phase II service.
- 4) **Next Generation 9-1-1 (NG9-1-1) Implementation.** All Service suppliers shall be required to provide Next Generation 911 services as required by the Act. This includes, but not necessarily limited to, interim Text-to-911 and Public Safety Broadband (FirstNet) as it becomes available.
- 5) **Implementation – General.** Commercial wire-based, wireless, VOIP, and/or other communication technology providers are “Service Suppliers” as that term is used herein. Service Suppliers shall automatically route all 9-1-1 calls originating

from service users in the County to the primary PSAP serving the area from which the call originated, as identified in this Plan and under the Act. All calls within the wire exchanges identified in this Plan but originating from other counties shall be automatically rerouted as directed by the 911 service plans adopted by the county board of commissioners from those counties, or, if no such provisions exist, to the appropriate secondary PSAP for routing to the appropriate public agencies and EMS providers within those counties. Any calls and texts which cannot be automatically routed shall be routed/passed on to the appropriate primary PSAP.

The County Board and/or the 9-1-1 Board are authorized and directed to take any action necessary to implement the order, the Act, this Plan or any other applicable state or federal law existing or subsequently adopted.

The 9-1-1 Board may require that every wire-based, CMRS/wireless or VOIP service provider billing service users within the District submit a written registration as a “service provider” under the Act, including a contact person, telephone number and the type of service supplied, number of customers within the Service District as well as other information that the Board periodically deems relevant. The Board may by resolution impose reasonable time limits on the registration and require periodic updates.

Nothing in this Plan is intended to limit the County Board’s or Monroe County 9-1-1 District’s authority under the Act, and it is the intention of this Plan that the Board be fully empowered and authorized to exercise any right, power or discretion that is authorized in the Act, including but not limited to the financial authority to impose or set operational surcharges, mileages or fees. In addition, the Board may exercise its ordinance powers to enforce all provisions of this Plan.

~~Selective Routing (SR)~~

~~Automatic Number Identification (ANI)~~

~~Automatic Location Identification (ALI)~~

~~Universal Emergency Number Service (UENS)~~

~~Universal Emergency Number Service System (UENSS)~~

ARTICLE IV

OPERATIONAL CONSIDERATIONS

INTENT

In accordance with Public Act 32, this Article IV of the revised E 9-1-1 Service Plan addresses operational considerations, including but not limited to, the designation of PSAP's and secondary PSAP's, the public safety agencies served, the manner in which emergency and non-emergency calls for service and texts will be processed, dispatch functions performed, the Law Enforcement closest car dispatching requirements, responsibilities of Law Enforcement Public Safety Agency units, and identifying information systems to be utilized.

SPECIFIC CONSIDERATIONS

A. Designation Of PSAP's And Secondary PSAP's

1. Designation Of ~~M.C.C.D.~~ Monroe County Central Dispatch (M.C.C.D.) As The PSAP For The E 9-1-1 Service District

The Monroe County E 9-1-1 Service District shall have one Public Safety Answering Point (PSAP), which shall be Monroe County Central Dispatch "M.C.C.D." ~~Except as otherwise herein provided, B~~by adopting this revised Service Plan, the Monroe County Board of Commissioners shall continue to delegate authority over M.C.C.D. operations to the 9-1-1 District Board. The Monroe County Board of Commissioners shall approve the physical location of M.C.C.D. The 9-1-1 District Board shall monitor the effectiveness of M.C.C.D. and, upon the recommendation of the 9-1-1 District Board, the Monroe County Board of Commissioners shall determine such other PSAP's or secondary PSAP's as may be necessary and appropriate in accordance with this Service Plan and Public Act 32.

2. Notice Of Intent To Function As A PSAP Or Secondary PSAP

As the designated PSAP for the ~~B~~9-1-1 Service District, the M.C.C.D. Center shall file with the Monroe County Clerk a Notice of Intent to Function as a PSAP or Secondary PSAP on the form included as Attachment A ("Notice of Intent Form") within 45 days after each Public Agency listed in Article I of this Service Plan receives a copy of the revised E 9-1-1 Service Plan and the resolution adopted by the Monroe County Board of Commissioners approving the tentative 9-1-1 Service Plan. The M.C.C.D. Center shall take action to file the notice of Intent Form through the actions of its governing body, the 9-1-1 District Board. An exact copy of the Notice of Intent Form shall be provided to all Public Agencies listed in Article I of this Service Plan within 45 days from the date of filing the Notice of Intent Form with the County Clerk. The 9-1-1 District Board shall be responsible for recommending to the Monroe County Board of

Commissioners the approval or disapproval of all Public Safety Agency requests to function as a PSAP or secondary PSAP within the E 9-1-1 Service District. If the Monroe County Board of Commissioners approves any other PSAP or secondary PSAP after the adoption of this revised E 9-1-1 Service Plan, all relevant provisions governing the management of PSAP's provided by Public Act 32 shall apply to the additional PSAP or secondary PSAP.

B. Public Safety Agencies Served By The M.C.C.D. Center

The Public Safety Agencies within the E 9-1-1 Service District listed in this Section are served by M.C.C.D. as the designated PSAP for the B 9-1-1 Service District.

1. Law Enforcement Departments

Carleton Police Department
Dundee Police Department
Erie Township Police Department
Luna Pier Police Department
Michigan Department of State Police (Monroe Post #28)
Monroe County Sheriff's Department Office
City of Monroe Police Department
South Rockwood Police Department

2. Fire Departments

Stations:

26	Ash Township
30 / 47 / 56	Bedford Township
33 / 34	Berlin Township, District 1 & 2
22	Dundee Township
27 / 39	Erie Township (Erie & Morin Point)
58	Estral Beach
38	Exeter Township
32	Frenchtown Township - District 1 & 2
24	Ida Township
36	LaSalle Township
37	London/Maybee/Raisinville
18	Luna Pier
28	Milan Township
41	Monroe City
35	Monroe Township
23	Summerfield Township
29 / 42	Whiteford Township (Whiteford & Ottawa Lake)

3. Ambulance Services

Ambulance services are furnished by Public Safety Agencies and contractual Private Safety Entities participating in the E 9-1-1 Service District.

C. Manner In Which Emergency And Non-Emergency Calls For Service Will Be Processed

The Calls For Service dispatch process established by this Service Plan are intended to utilize available Public Safety Agency units within the 9-1-1 Service District to their full potential. To facilitate efficient communications between M.C.C.D. and the Public Safety Agency units of Monroe County, and to facilitate prompt and professional emergency and non-emergency service to all citizens of Monroe County.

1. Emergency Calls For Service - Law Enforcement And Fire Departments Law Enforcement Units:

- A. For dispatching an emergency Call For Service, M.C.C.D. personnel shall “poll” for the closest available Law Enforcement Public Safety Agency unit within the geographical boundaries of an incorporated city, village, township or jurisdiction served by M.C.C.D. pursuant to this Service Plan.
- B. When “polling”, the Law Enforcement Public Safety Agency units shall provide their geographical locations.
- C. Upon receiving the location of all the available unit(s), the Law Enforcement Public Safety Agency unit closest to the Call For Service by patrol area or jurisdiction shall be assigned responsibility for responding to the Call for Service. Secondary and/or backup units will be assigned, as appropriate, to assist the primary unit.

Fire Departments:

- A. Fire departments are dispatched within their jurisdictional boundaries based on the address of the Call for Service.
- B. In the event a fire department is unavailable to immediately respond to a Call for Service, the fire department command officer will advise which fire department to activate and request assistance.
- C. Automatic aid is created to assist the jurisdictional fire department on a specific Call for Service type.
- D. In the event there is no response from the activated fire department in a

timely manner the closest fire department to the location will also be activated.

2. Non-Emergency Law Enforcement Calls For Service Within Cities, Villages, Townships

For non-emergency Calls For Service within the geographical boundaries of an incorporated city, village or township served by M.C.C.D. pursuant to this Service Plan, the appropriate Law Enforcement Public Safety Agency may request that such non-emergency Calls For Service be held until the Law Enforcement Public Safety Agency has a unit available.

3. Non-Emergency Law Enforcement Calls For Service Within The General County Area

For non-emergency Calls for Service within Monroe County but of an incorporated city, village or township served by M.C.C.D. pursuant to this Service Plan, M.C.C.D. shall “poll” the available Law Enforcement Public Safety Agency units within their assigned patrol area.

4. Closest Law Enforcement Public Safety Agency Unit Dispatch Policy - “Closest Car”

In accordance with Public Act 32 and this E 9-1-1 Service Plan, it shall be the policy of M.C.C.D. to utilize the closest Law Enforcement Public Safety Agency unit (the “Closest Car”) by jurisdiction in dispatching all Calls For Service received by M.C.C.D. The “Closest Car” shall be that Law Enforcement Public Safety Agency unit, which is physically closest to a Call For Service and which ordinarily, responds to emergency service requests in the geographic area where the Call For Service originated. The Closest Car policy shall govern the assignment of all Calls For Service received by M.C.C.D. provided that compliance with this policy shall not be required if, in the judgment of the Dispatch Supervisor, there is a reasonable likelihood that deviation from this policy would enhance the safety of the responding Law Enforcement Public Safety Agency unit(s) and/or the citizen(s) given the circumstances known to the Dispatch Supervisor at that time. Deviations from the “Closest Car” policy shall be promptly brought to the attention of the appropriate Law Enforcement Public Safety Agency Supervisor.

D. Responsibilities Of The Law Enforcement Public Safety Agency Patrol Units

It shall be the responsibility of all Law Enforcement Public Safety Agency units served by M.C.C.D. to advise M.C.C.D. when they are on or off duty and their assigned patrol area, which is established by their agency, to respond to Calls For Service. It shall further be the responsibility of all on-duty patrol officers to answer M.C.C.D. for Calls for

Service and location checks, which normally shall not take more than 30 seconds.

E. Identifying Information Systems To Be Utilized

M.C.C.D. shall, as appropriate, utilize the following identifying information systems in performing dispatch functions:

1. Law Enforcement Information Network (“LEIN”);
2. National Crime Information Center (“NCIC”);
3. National Law Enforcement Telecommunications Systems (“NLETS”);
4. Corrections Management Information System (“CMIS”); and
5. Michigan Secretary Of State (“SOS”).

Additional identifying information systems may be utilized by M.C.C.D. as available and appropriate, upon approval by the 9-1-1 District Board.

F. Training

The M.C.C.D. Director will ensure all dispatchers who are required to meet State mandated designation are so designated and that all dispatchers receive appropriate training for their function.

G. 911 Resource Protection

Notwithstanding its right to enact ordinances to protect any other provision in this plan including but not limited to fee structures for services rendered, the County Board is also specifically authorized to adopt an ordinance to protect the following activities that could threaten the effectiveness of 911 and/or safety of first responders and the public they serve:

- a) False Alarm prohibitions.
- b) Hacking prohibitions.
- c) Signal jamming or blocking prohibitions (swatting)
- d) Automatic signal prohibitions or deviations from protocols established by M.C.C.D. to properly channel automatic connections from alarms and/or alarm companies into its computer assisted dispatch (CAD) system.
- e) Virus prohibitions.
- f) Prohibitions against other emergency service providers responding to calls to which they are not dispatched in a manner unauthorized by M.C.C.D. (“call jumping”)
- g) Prohibitions against impeding on first responders from reaching emergencies to which they have been dispatched.
- h) Prohibitions against providing services that threaten the economic viability of any exclusive contract for emergency services necessary to effectively and efficiently operate the 911 dispatch operations described herein.

- i) Prohibitions against application providers representing within the county that their applications can provide services the M.C.C.D. that cannot be provided.
- j) Prohibitions against application providers and/or service providers selling applications or communication services hardware or software that will not deliver calls and texts consistent with Enhanced wire-line, wireless Phase II compliance, VoIP 911 and NG911 service standards.
- k) Requirements that all service suppliers impose and remit any imposed operations surcharge and provide proof of such imposition and remittance under audit and other requirements imposed by the 9-1-1 District Board.
- l) Requirements that all service suppliers forward 911 calls and tests to the IP address and provider as specified by the 9-1-1 District Board for NG911 Service, including all technical requirements that would enable the passage to the M.C.C.D. and receipt thereby of text 911 calls.

ARTICLE V

MANAGERIAL CONSIDERATIONS

INTENT

In accordance with Public Act 32, this Article V of the Amended E 9-1-1 Service Plan addresses responsibilities of the governing body, its composition, managerial and procedural considerations, and the relationship to Monroe County government, and the Director's responsibilities.

SPECIFIC CONSIDERATIONS

A. Responsibilities Of The Governing Body

1. Be responsible for management of the public safety answering point (PSAP) and dispatch center operation, including without limitation, operational costs, level of service, equipment needs, and personnel needs;
2. Be responsible for appropriate and timely implementation and maintenance of M.C.C.D. as a E 9-1-1 PSAP, in accordance with guidelines and policies established by the 9-1-1 District Board, which shall address system-wide planning, coordination, information, liaison and approval of payment for system charges; and
3. Acknowledge that the rates, rules and regulations of the Michigan Public Service Commission's E 9-1-1 tariff now in effect or hereafter established and as filed with the Michigan Public Service Commission, govern the provisions of E 9-1-1 service by Service Suppliers within the E 9-1-1 Service District.

4. ~~4.~~ Be responsible for timely advising the County Administrator/CFO of any issues or concerns relative to the performance of the M.C.C.D. Director.
5. The Monroe County Board of Commissioners specifically retains the authority to appoint and terminate the M.C.C.D. Director, ~~who shall be selected in conformance with and pursuant to hiring policies adopted by said Board, as may be amended from time to time, who shall be selected in conformance with and pursuant to hiring policies adopted by said Board, as may be amended from time to time.~~ The M.C.C.D. Director shall be an “at will” employee of Monroe County.
6. When a vacancy in the position of M.C.C.D. Director occurs, the 9-1-1 District Board, in consultation with the County Human Resources Director, shall establish a subcommittee consisting of the Board of Commissioners Chairman (or his or her designee), 9-1-1 District Board Chairman, a 9-1-1 Board Member (selected by the 9-1-1 Chairman and confirmed by the 9-1-1 Board), the County Administration/CFO, and the County Human Resources Director. The subcommittee shall recommend to the Monroe County Board of Commissioners a candidate for its consideration.
- ~~5-7.~~ The Monroe County 9-1-1 District Board (governing body) shall perform ~~annual annual~~ evaluations of the M.C.C.D. Director (not less than annually) and report its findings, conclusions and recommendations to ~~the the~~ the County Administrator/CFO ~~Monroe County Board of Commissioners. The Monroe County Board of Commissioners Monroe County Board of Commissioners. The Monroe County Board of Commissioners. The County Administrator/CFO shall be responsible for the evaluation and discipline (up to, but not including, termination) of the M.C.C.D. Director. ; up to an including termination of the M.C.C.D. Director’s employment. The M.C.C.D. Director shall be an “at will” employee. ; up to and including termination of the M.C.C.D. Director’s employment. The M.C.C.D. Director shall be an “at will” employee.~~

B. Composition Of The Monroe County 9-1-1 District Board

The composition of the 9-1-1 District Board described in this Service Plan is intended to provide for balanced jurisdictional representation.

The 9-1-1 District Board shall be composed of ~~nine (9)~~ eleven (11) members as follows:

1. ~~A Citizen at Large and Alternate selected by the 9-1-1 District Board. One representative of the Michigan Department of State Police;~~
2. The Sheriff of Monroe County; ~~(Public Act 29 of 1994 section 320.1)~~

3. ~~One representative of the Michigan Department of State Police; (Public Act 29 of 1994 section 320.1)~~ ~~Two fire representatives from the Monroe County Fire Chiefs' Association~~ ~~(One fire representative recommended by the Monroe County Fire Chief's Association and one representative recommended by the Monroe County Firefighters' Association; one of which is required by Public Act 29 of 1994 section 320.1);~~
4. One representative from township/village/city government who shall be elected by a majority vote of all members of their like governmental entities; (two year term)
5. A Citizen-at-Large and Alternate selected by the 9-1-1 District Board (two year term);
6. Chief of Police - Monroe Police Department
~~One representative from the Monroe County Fire Chiefs Association; (Public Act 29 of 1994 section 320.1)~~
67. The Director of Monroe County Medical Control Authority
78. One Chief of Police elected by a majority vote of the other Chiefs of Police of the townships /villages / cities police departments within the E 9-1-1 Service District (two year term);
89. The Prosecutor of Monroe County;
9. ~~A Citizen at Large and Alternate selected by the 911 District Board.~~
910. ~~Two~~ One sitting Monroe County Commissioners appointed by the Chairman of the Monroe County Board of Commissioners, who shall serve at the pleasure of the Chairman of the Monroe County Board of Commissioners.

C. Procedural Considerations

The 9-1-1 District Board shall establish Bylaws approved by the Monroe County Board of Commissioners. The 9-1-1 District Board shall operate in accordance with the Bylaws established by the Monroe County Board of Commissioners and such policies, procedures and standards, which the 9-1-1 District Board shall establish from time to time. All votes of the 9-1-1 District Board shall be registered, polled and recorded in the official meeting minutes by the 9-1-1 District Board Secretary.

D. Relationship Of 9-1-1 District Board To Monroe County Government

Monroe County is a political subdivision of the State of Michigan and is governed by the

Monroe County Board of Commissioners. The Board of Commissioners is a body of public officials elected by the citizens of Monroe County to represent all citizens of Monroe County, regardless of their place of residence in the County. The Board of Commissioners has the power and/or duty, among other things, to establish departments, to establish ordinances, to levy, and collect taxes, to establish budgets, and to establish policy, standards and priorities for Monroe County. In accordance with Sections 301 and 320 of Public Act 32, the Monroe County Board of Commissioners established the 9-1-1 District Board and has delegated ~~substantially all~~ **certain** responsibility and authority for operation of the E 9-1-1 Service District and M.C.C.D. to the 9-1-1 District Board. The 9-1-1 District Board shall ~~report periodically to, but otherwise shall function independently from,~~ **provide annual written reports to** the Monroe County Board of Commissioners **which shall be written in a fashion to keep the Board of Commissioners fully informed concerning the operation of M.C.C.D.** The 9-1-1 District Board shall have primary responsibility for operating M.C.C.D. and the emergency service telephone answering system for all Public Agencies participating in the E 9-1-1 Service District.

E. M.C.C.D. Director Responsibilities

The M.C.C.D. Director shall perform those acts, tasks and functions listed on the M.C.C.D. Director position description developed by the 9-1-1 District Board **and the County Administrator/CFO**, as well as any other acts, tasks and functions assigned whether directly or pursuant to policies and procedures adopted by the 9-1-1 District Board **and the County of Monroe**. The M.C.C.D. Director shall report **jointly** to the Chairperson of the 9-1-1 District Board **and the County Administrator/CFO**. The M.C.C.D. Director shall have the authority to make emergency exceptions to the policies, procedures and guidelines established by the 9-1-1 District Board, provided that, all major deviations from established policies and procedures shall be brought before the 9-1-1 District Board at the next scheduled meeting or sooner if appropriate in the judgment of the M.C.C.D. Director given the facts and circumstances known to the M.C.C.D. Director at that time.

ARTICLE VI

FISCAL CONSIDERATIONS

INTENT

In accordance with Public Act 32, this Article VI of the Amended E 9-1-1 Service Plan addresses fiscal considerations including ~~projected non-recurring and recurring costs with a financial plan for implementing and operating the system.~~ **estimated network costs, and estimated network charges.**

SPECIFIC CONSIDERATIONS

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A. Table Of Projected Charges

The following table contains a projection of charges from Ameritech, Century Telephone Company, GTE and Deerfield Farmers.

	Billable			
	Access	Non recurring (1)	Recurring (1)	Total Company
Ameritech	34,743	7,342.60	72,911.40	80,254.00
Centur	3,042	2,177.48	8,299.34	10,476.82
GTE	23,770	15,212.44	71,659.43	86,871.87
Deerfield Farmers	1,799	610.60	5,350.92	5,960.52

(1) Annual Costs

AB. Non recurring Costs Technical Charges.

1. Estimated Network Costs²

The Act presently provides for a calculation of 4% cap for recurring charges and a 5% cap for nonrecurring charges based on the highest monthly base rate in the emergency telephone district for \$20.00 whichever is lesser. This Plan authorizes imposition and collection of this technical charge as provided in the Act. Each service provider shall provide the Board with any technical surcharges authorized by the Michigan Public Service Commission, including any changes. If the Act is modified to reduce or expand these caps, this Plan shall be automatically adjusted without modification to authorize or establish such revised caps.

The portion of the Emergency Telephone Technical Charge that represents non-recurring costs, billing, installation, service and equipment charges of the Service Supplier, shall be amortized at the prime rate plus one (1%) percent over a period not to exceed ten (10) years and shall be billed and collected from all Service Users only until those amounts are fully recouped by the Service Supplier. The prime rate to be used for amortization shall be set before the first rate assessment of nonrecurring charges and remain at that rate for five (5) years, at which time a new rate may be set for the remaining amortization period. The amount of Emergency Telephone Technical Charge payable monthly by a Service User for nonrecurring costs and charges shall not exceed five (5%) percent of the highest monthly flat rate charged by the Service Supplier for a 1-party access line within the E-9-1-1 Service District.

² All rates are subject to annual review and Tariff Revision. Revenue projections and rates are based on lines as existed in 1995. The terms of certain rates and charges have expired, but are retained for informational purposes. The inclusion of these rates is not designed or intended to provide new or renewed authorization for these rates beyond their original term, and shall not be so construed.

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2. Estimated Network Charges

Network charges will be collected by each wire-based Service Supplier from all subscribers in the Service District, as approved by the Michigan Public Service Commission.

All Service Suppliers must collect any State 9-1-1 surcharge of any other charge under the Act set by the 9-1-1 District Board through resolution or implementing ordinance from Service Suppliers located within the Service District and remit such funds as provided under the Act to the County. The 9-1-1 District Board may require that service suppliers furnish an accounting of all funds collected and charged, including an identification of the number of service users that it is billing within the District. Any service supplier who fails to collect such funds and timely remit them as provided in this Plan and Act or to provide the reasonable accounting required hereby may be enjoined by the County Circuit Court from providing communication services to service users within the Service District. The 9-1-1 District Board is authorized to sue such service supplier in the Circuit Court to obtain such injunctive relief and/or damage relief for the amount of uncollected or unremitted surcharge that the service supplier should have provided to the County.

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Recurring Costs

~~The amount of the Emergency Telephone Technical Charge payable monthly by a Service User for recurring costs and charges shall not exceed four (4%) percent of the highest monthly flat rate charged by the Service Supplier for one party access line within the E 9 1 1 Service District.~~

~~With the approval of the Monroe County Board of Commissioners, Monroe County may assess an amount for recurring emergency telephone operational costs and charges that shall not exceed four (4%) percent of the highest monthly flat rate charged by a Service Supplier, a 1 party access line within the geographical boundaries of Monroe County. The percentage to be set for the Emergency Telephone Operational Charge shall be established by the Monroe County Board of Commissioners pursuant to Section 312 of Public Act 32. The difference, if any, between the amount of the Emergency Telephone Service Technical Charge and the maximum permitted amount shall be paid by Monroe County from funds available to it or through cooperative arrangements with Public Agencies within the E 9 1 1 Service District. For purposes of this Section, the Emergency Telephone Service Technical Charge and the Emergency Telephone Service Operational Charge to be billed to the Service User shall be computed by dividing the total Emergency Telephone Technical Charge and Emergency Telephone Operational Charge by the number of exchange access facilities within the E 9 1 1 Service District.~~

~~The Emergency Telephone Technical Charge and Emergency Telephone Operational~~

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Charge shall be collected in accordance with the regular billings of the Service Supplier.

~~The amount collected for the Emergency Telephone Operational Charge shall be paid by the Service Supplier to Monroe County. The Emergency Telephone Technical Charge and Emergency Telephone Operational Charge payable by Service Users pursuant to this Service Plan and Public Act 32 shall be added to, and shall be stated separately in, the billings to Service Users.~~

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D.B. PSAP Costs

Public Act 32 requires that each Public Agency that operates a PSAP shall pay directly for all installation and recurring charges for terminal equipment, including customer premises equipment, associated with the PSAP and all personnel costs to operate the PSAP. Pursuant to this E 9-1-1 Service Plan, the Monroe County Board of Commissioners is responsible for establishing and, through a delegation of responsibility to the 9-1-1 District Board, indirectly operating M.C.C.D. the designated PSAP for the E 9-1-1 Service District. M.C.C.D. shall be staffed by Monroe County employees. The cost of the purchase of the equipment, installation of equipment, any annual recurring charges and all personnel costs for operation of the PSAP shall be the responsibility of the E 9-1-1 Service District and the Monroe County Board of Commissioners. The Monroe County Board of Commissioners may enter into any mutually satisfactory agreement with any or all Public Agencies within the E 9-1-1 Service District for assistance with the costs of operating M.C.C.D.

E.C. Operating Costs Of The E 9-1-1 Service District

Operating costs of the E 9-1-1 Service District shall be the responsibility of the 9-1-1 District Board. All expenditures of E 9-1-1 funds shall comply with Public Act 32 and all funds collected from any source for the operation of M.C.C.D. shall be expended solely toward the operation of M.C.C.D. It shall be the responsibility of the 9-1-1 District Board to make recommendations to the Monroe County Board of Commissioners for the budgeting of such funds.

~~Section 401 of Public Act 32 provides that Monroe County may, with the approval of the voters of the county, assess up to 16 percent of the highest monthly flat rate charges by a Service Supplier for 1 party access line within the geographical boundaries of Monroe County. The voters also may assess millage or a combination of telephone surcharge and millage to cover the operational costs of M.C.C.D. Section 401 of Public Act 32 also provides that the Monroe County Board of Commissioners may assess up to 4 percent of the highest monthly flat rate charged by a Service Supplier for 1 party access line within the E 9-1-1 Service District without a vote of the citizens of Monroe County.~~

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F. Billable Number Of Access Lines

<u>Company</u>	<u>Billable # Access Lines</u>
Ameritech SBC	34,743
GTE Verizon	23,770
Century CenturyTel	3,042
Deerfield Farmers	1,799
Total	63,354

ARTICLE VII

MISCELLANEOUS

A. Past Plans or Amendments

These provisions are intended to modify, amend, supersede and replace any and all prior Plans or Plan Amendments. This Plan may be amended in any manner and at any time consistent with the Act.

B. Interpretation and Savings Clause

The provisions of this Plan are designed to work in coordination with the Act. If there is any conflict between any provision in this Plan and the Act, the conflicting Plan provision shall be struck and the remainder of the Plan enforced without the conflicting provision.

Attachment A

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NOTICE OF INTENT TO FUNCTION

AS A PSAP OR SECONDARY PSAP

Pursuant to Section 307 of the Emergency Telephone Service Enabling Act, Michigan PA 32 of 1968, as amended, each Public Safety Agency shall file with the County Clerk, a Notice of Intent to Function as a PSAP or Secondary PSAP, within 45 days after the Public Agency which the Public Safety Agency has been designated to serve receives a copy of this tentative E 9-1 -1 Service Plan and a copy of the resolution of the Monroe County Board of Commissioners approving the tentative E 9-1-1 Service Plan. The notice shall be in the following form:

NOTICE OF INTENT TO FUNCTION

AS A PSAP OR SECONDARY PSAP

Pursuant to Section 307 of the Emergency Telephone Service Enabling Act, _____ shall function as a (check one) _____ PSAP
_____ Secondary PSAP within the E 9-1-1 Service District of the tentative E 9-1-1 Service

Plan adopted by a resolution of the Board of Commissioners for the County of Monroe on December 2, 1997.

(Appropriate Official)

Attachment B

NOTICE OF EXCLUSION

(FULL JURISDICTION)

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, Michigan PA 32 of 1986, as amended, each Public Agency has 45 days after receipt of the tentative E 9-1 -1 Service Plan and a copy of the resolution adopted by the Monroe County Board of Commissioners approving the E 9-1-1 Service Plan to file a Notice of Exclusion from the E 9-1-1 Service District with the Monroe County Clerk. The Notice of Exclusion shall be in substantially the following form:

NOTICE OF EXCLUSION

FROM E 9-1-1 SERVICE DISTRICT

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, the _____ of _____ hereby notifies the Board of Commissioners that the _____ of

The County of Monroe, Michigan
E 9-1-1 Service Plan
Page 26

_____ is excluded from the E 9-1-1 Service District established by the tentative E 9-1-1 Service Plan adopted by Board of Commissioners of the County of Monroe on December 2, 1997.

(Clerk or other appropriate official)

Attachment C

NOTICE OF EXCLUSION

(PARTIAL JURISDICTION)

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, Michigan PA 32 of 1968, as amended, each Public Agency has 45 days after receipt of the tentative E 9-1 -1 Service Plan and a copy of the resolution adopted by the Monroe County Board of Commissioners approving the E 9-1-1 Service Plan to file a Notice of Exclusion from the E 9-1-1 Service District with the Monroe County Clerk. If less than the entire jurisdiction of Public Agency is to be excluded, the Notice of Exclusion shall be substantially the following form:

NOTICE OF EXCLUSION

FROM E 9-1-1 SERVICE DISTRICT

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, the

The County of Monroe, Michigan
E 9-1-1 Service Plan
Page 27

_____ of _____ hereby notifies the Board of Commissioners of the County of Monroe that the portion of the _____ of _____ described on the attached map is excluded from the E 9-1-1 Service District established by the tentative E 9-1-1 Service Plan adopted by the Board of Commissioners on December 2, 1997.

(Clerk or other appropriate official)

Attachment D

**Monroe County E 9-1-1 Service District
Service Suppliers**

8 x 8, Inc.	MCI Metro
Access Line Comm. Corp	MetTel of Michigan
ACD.net	Michigan Bell
ACN Communication	Mitel Cloud Services
All Tel Communication	MNX Solutions, LLC
American Broadband and Telephone	Muskegon Cellular Partnership
Amerivision Comm.	NEC Cloud Communication of America

ATT Corp.	New Cingular
Bandwith	Nextiva, Inc.
BestBuy Health, Inc.	NexVortex, Inc.
Buckeye Telesystem	Nuso, LLC
BullsEye Telecom	Ooma, Inc.
Cellco Partnership	RBM, LLP
Century Link Comm.	Republic Wireless
CenturyTel of Michigan, Inc.	Rumpf Computer Solutions
Clear Rate	Skype Communications US Corp.
Cloud Compliance Solutions, Inc.	Spectrotel, Inc.
Comcast IP Phone	Spectrum Advanced Services, LLC
Comcast OTR1, LLC	Spectrum Mobile LLC
Comm-Core LLC	Sprintcom, Inc.
Complete Interactive	Sprint Communication
Consumer Cellular	Sprint Spectrum
D&P Communications	Star2Star Communications, LLC
Dish Wireless, LLC	Techmode, LLC
First Communications	Telecom Evolutions, LLC
Frontier North	Telnet Worldwide
Frontier Midstates	Teleport Comm America
Fuze, Inc.	Thumb Cellular
Fusion Communications, LLC	T-Mobile
Gabb Wireless, Inc.	TNCI Operating Comp.
Google Voice, Inc.	Unified Communications, LLC
Granite Telecomm	UT&T
Grid 4 Communications, Inc.	ViaSat, Inc.
Hughes Network	VoIP Innovations
IDT Corporation	Vonage America

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Interface Security	Vonage Business
IP Networked Services	Windstream
iTalk Global Communications	Working Assets
Jive Communications, Inc.	YMAX Comm
Level 3 Comm.	Zen Communications, LLC
Light Phone, Inc.	
Locus Telecommunications, LLC	
Matrix Telecom	
MCI Communications Services, LLC	

Attachment E

PROCESS FOR IMPLEMENTATION OF PUBLIC ACT 29

Following is summary of the implementation process. For more detailed information, refer to PA 32, 1986, as amended by PA 36 of 1989, as amended by PA 45 of 1994, as amended by PA 196 of 1991 and as amended by PA 29 of 1994.

1. The Monroe County Board of Commissioners must first adopt a tentative E 9-1-1 Service Plan by resolution.
2. The resolution adopting the tentative E 9-1-1 Service Plan shall specify the time, date and place for a Public Hearing to be held on the final E 9-1-1 Service Plan. The Public Hearing must be held at least 90 days after the date the Board of Commissioners adopts the resolution approving the tentative E 9-1-1 Service Plan.
3. Within 45 days after adoption of the resolution, the Monroe County Clerk shall forward a copy of the resolution and a copy of the tentative E 9-1-1 Service Plan to the clerk of each Public Agency within the E 9-1-1 Service District.
4. Each Public Agency shall have 45 days after receipt of the resolution and the tentative E 9-1-1 Service Plan to file a Notice of Exclusion from the E 9-1-1 Service District.
5. Each Public Safety Agency designated in the tentative E 9-1-1 Service Plan which intends to function as a PSAP or Secondary PSAP shall file with the Monroe County Clerk a Notice of Intent to Function as a PSAP or Secondary PSAP within 45 days after the Public Agency which the Public Safety Agency has been designated to serve receives a copy of the resolution and the tentative E 9-1-1 Service Plan.
6. The Monroe County Clerk shall give notice by publication of the Public Hearing on the tentative E 9-1-1 Service Plan. The notice shall be published twice in newspaper of general circulation within Monroe County. The first notice must be at least 30 days prior to the date of the Public Hearing. The notice shall state all of the following:
 - A. The time, date and place of the hearing;
 - B. A description of the boundaries of the E 9-1-1 Service District of the final 9-1-1 Service Plan as determined at the expiration of the time for filing a Notice of Exclusion from the 9-1-1 Service District pursuant to Section 306 of PA 32, as amended; and
 - C. If the Monroe County Board of Commissioners, after a hearing, adopts the final E 9-1-1 Service Plan, an emergency telephone technical charge and, if approved, an emergency telephone operational charge shall be collected on a uniform basis for

all Service Users within the E 9-1-1 Service District.

7. Following the procedural steps outlined above, the Board of Commissioners shall conduct a Public Hearing. All persons who attend the Public Hearing shall be afforded an opportunity to be heard.
8. After conducting the Public Hearing, the Board of Commissioners may, by resolution, adopt the final E 9-1-1 Service Plan.
9. After adopting the final E 9-1-1 Service Plan by resolution, the County shall apply, in writing, to the Service Supplier.
10. A copy of the adopted E 9-1-1 Service Plan shall be sent to each affected Public Agency within the E 9-1-1 Service District.

It is the intent that this E 9-1-1 Service Plan shall be adopted in compliance with the Emergency Telephone Service Enabling Act, Public Act 32 of 1986, as amended.

Attachment F

Monroe County Central Dispatch Organizational Chart

Monroe County Board of Commissioners

Monroe County 9-1-1 District Board

~~Director of~~ Monroe County Central Dispatch ~~Director~~

Monroe County Central Dispatch Assistant Director

~~Office Manager~~

Communications Supervisor

Communications Specialist



AMENDED E 9-1-1 SERVICE PLAN

FOR

THE COUNTY OF MONROE

MICHIGAN

Originally Adopted: July 7, 1998

Amendment Approved: October 19, 2021

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Article I	Description of the E 9-1-1 Service District
Article II	Definitions
Article III	Technical Considerations
Article IV	Operational Considerations
Article V	Managerial Considerations
Article VI	Fiscal Considerations
Article VII	Miscellaneous
Attachment A	Notice of Intent to Function as a PSAP or Secondary PSAP
Attachment B	Notice of Exclusion (Full Jurisdiction)
Attachment C	Notice of Exclusion (Partial Jurisdiction)
Attachment D	Monroe County E 9-1-1 Service District Service Suppliers
Attachment E	Process for Implementation of Public Act 29
Attachment F	Monroe County Central Dispatch Organizational Chart

MONROE COUNTY ENHANCED 9-1-1 SERVICE PLAN

PREFACE

- A. **Intent:** For decades the 911 system has served the needs of the public in emergencies. Next Generation 911 (“NG911”) will enhance the 911 systems to create a faster, more flexible, resilient, and scalable system that allows 911 to keep up with the communication technology used by the public. Put simply, NG911 is an Internet Protocol (“IP”)-based system that allows digital information (e.g. voice, photos, videos, text messages) to flow seamlessly from the public, through the 911 network and on to emergency responders.

Technology to implement NG911 systems is available now; the transition to NG911 involves much more than just new computers. Implementation of NG911 includes activities of many people, who coordinate efforts to plan and deploy a continually evolving system of hardware, software, standards, policies, protocols and training. One of the key tasks of NG911 implementation is to update the planning document. An important purpose of this Plan is to prepare Monroe County (“County”) for NG911 and technologies that will follow NG911.

This Enhanced 9-1-1 (E 9-1-1) Service Plan (“Service Plan”) is submitted by the Monroe County Board of Commissioners pursuant to the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended (“Public Act 32”), for the establishment and implementation of the Monroe County E 9-1-1 Service District, including a central dispatch system for all participating Public Agency’s within the Monroe County E 9-1-1 Service District. A 9-1-1 Service Plan for Monroe County was originally approved by the Monroe County Board of Commissioners on September 12, 1989 with various amendments to the plan since adoption. The present Plan is designed to replace, supersede and update the Plan in light of present circumstances with the potential to more easily accommodate present and future technologies and management operations with the goal of facilitating a superior and ever improving E911 system within the County.

- B. **Scope:** This Service Plan identifies the Monroe County E 9-1-1 Service District and addresses the following system considerations, in accordance with Section 303 of Public Act 32:

1. Technical Considerations - Article III
2. Operational Considerations - Article IV
3. Managerial Considerations - Article V
4. Fiscal Considerations - Article VI

By facilitating the development and maintenance of enhanced 911 services in the County, this Plan provides multiple benefits, including but not limited to:

1. Use of the universal, simple, easy-to-remember, three digit number for all emergencies in any location within the County;
2. Automatic number identification (“ANI”) and automatic location identification (“ALI”) for wire-based calls and geographic positioning identification for mobile and wireless technologies and automatic selective routing to increase the effectiveness of emergency response and dispatch services;
3. Establishment of financial, management and operational mechanisms designed to put the community in the best position to implement and maintain an up-to-date 911 System;
4. Establishment of a system for recruiting and training qualified telecommunicators, also known as “dispatchers” or “Emergency Communications Technicians (ECTs)”;
5. Establishment of centralized or consolidated dispatch to more efficiently and effectively serve all residents of the County regardless of location therein; and
6. Creating the environment to order and, therefore, facilitate the transition from wire-based to NG911.

Unless otherwise defined herein, the terms used in this Plan shall have their definition or meaning as used in the Act. The “Plan” as used herein shall refer to the “E-911 Plan” or “Enhanced 911 Plan” as used in the Act.

ARTICLE I

DESCRIPTION OF THE E 9-1-1 SERVICE DISTRICT

- A. **Geographic Area:** The Monroe County E 9-1-1 Service District shall encompass the entire geographic area within Monroe County, including all of the Public Agencies listed below.

The County Board and the Monroe County 9-1-1 District Board (“9-1-1 Board”) are authorized to cooperate with the State 9-1-1 Committee or any other state, federal or local body or official to install, operate, modify and maintain universal emergency number service systems, whether wire-based, cellular, wireless, digital, radio-based or other communication technologies within the Service District.

- B. **Public Agencies Within Monroe County:** The following Public Agencies within Monroe County shall participate in the Monroe County E 9-1-1 Service District:

1. Ash Township
2. Bedford Township
3. Berlin Charter Township
4. Dundee Township
5. Erie Township
6. Exeter Township

7. Frenchtown Charter Township
8. Ida Township
9. LaSalle Township
10. London Township
11. Milan Township
12. Monroe Charter Township
13. Raisinville Township
14. Summerfield Township
15. Whiteford Township
16. City of Luna Pier
17. City of Milan
18. City of Monroe
19. City of Petersburg
20. Village of Carleton
21. Village of Dundee
22. Village of Estral Beach
23. Village of Maybee
24. Village of South Rockwood

In an Administrative Findings Resolution, the County Board may periodically update the public agency information described or required as provided in this Section of the Plan.

C. **Notice Of Service Plan To Public Agencies Within The E 9-1-1 Service District:**

Within five (5) days after the Monroe County Board of Commissioners adopts this revised E 9-1-1 Service Plan by resolution, the Monroe County Clerk shall forward a copy of such resolution together with a copy of the revised E 9-1-1 Service Plan, by certified mail, return receipt requested, to the clerk or other appropriate official of each Public Agency located within the E 9-1-1 Service District as defined in this Service Plan.

D. **Notice Of Exclusion:** Pursuant to Public Act 32, the entire jurisdiction of each Public Agency within the geographic area covered by the E 9-1-1 Service District shall be included in the E 9-1-1 Service District and subject to this Service Plan unless a Public Agency files a Notice of Exclusion, as described in this Section, with the Monroe County Clerk within 45 days after receipt of a copy of the resolution and a copy of the revised E 9-1-1 Service Plan adopted by the Monroe County Board of Commissioners. If the entire jurisdiction of a Public Agency is to be excluded from the E 9-1-1 Service District, then the Notice of Exclusion shall be in the form included as Attachment B. If less than the entire jurisdiction of public agency is to be excluded from the E 9-1-1 Service District, then the Notice of Exclusion shall be in the form included as Attachment C.

ARTICLE II

DEFINITIONS

From the Emergency Telephone Enabling Act - Act 32 of 1986 - 484.1102 Definitions Sec. 102 as used in this act:

- A. “Automatic Location Identification” or “ALI” means a 9-1-1 service feature provided by the service supplier that automatically provides the name and service address, or for a CMRS service supplier, the location associated with the calling party’s telephone number as identified by automatic number identification, to a 9-1-1 public safety answering point.
- B. “Automatic Number Identification” or “ANI” means a 9-1-1 service feature provided by the service supplier that automatically provides the calling party’s billing telephone number to a 9-1-1 Public Safety Answering Point.
- C. “Commercial Mobile Radio Service” or “CMRS” means commercial mobile radio service regulated under section 3 of title I and section 332 of title III of the communications act of 1934, chapter 652, 48 Stat. 1064, 47 U.S.C. 153 and 332, and the rules of the federal communications commission or provided pursuant to the wireless emergency service order. Commercial mobile radio service or CMRS includes all of the following:
 - a. A wireless 2-way communication device, a radio telephone used in cellular telephone service or personal communication service.
 - b. A functional equivalent of a radio telephone communications line used in cellular telephone service or personal communication service.
 - c. A network radio access line.
- D. “Commission” means the Michigan public service commission.
- E. “Committee” means the emergency 9-1-1 service committee created under section 712.
- F. “Common network costs” means the costs associated with the common network required to deliver a 9-1-1 call with ALI and ANI from a selective router to the proper PSAP and the costs associated with the 9-1-1 data distribution system of the primary 9-1-1 service supplier identified in a county 9-1-1 plan. As used in this subdivision, “common network” means the elements of a service supplier’s network that are not exclusive to the supplier or technology capable of accessing the 9-1-1 system.
- G. “Communication Service” means a service capable of accessing, connecting with, or interfacing with a 9-1-1 system, exclusively through the numerals 9-1-1 by means of a local telephone device, cellular telephone device, wireless communication device, interconnected voice over the internet device, or any other means.

- H. “CMRS connection” means each number assigned to a CMRS customer.
- I. “Consolidated Dispatch” means a countywide or regional emergency dispatch service that provides dispatch service for 75% or more of the law enforcement, fire fighting, emergency medical service, and other emergency service agencies within the geographical area of a 9-1-1 service district or serves 75% or more of the population within a 9-1-1 service district.
- J. “County 9-1-1 charge” means the charge allowed under sections 401b and 401e.
- K. “Database service provider” means a service supplier who maintain and supplies or contracts to maintain and supply an ALI database or a MSAG.
- L. “Direct dispatch method” means that the agency receiving the 9-1-1 call at the Public Safety Answering Point decides on the proper action to be taken and dispatches the appropriate available public safety service unit located closest to the request for public safety service.
- M. “Emergency response service” or “ERS” means a public or private agency that responds to events or situations that are dangerous or that are considered by a member of the public to threaten the public safety. An emergency response service includes a police or fire department, an ambulance service, or any other public or private entity trained and able to alleviate a dangerous or threatening situation.
- N. “Emergency service zone” or “ESZ” means the designation assigned by a county to each street name and address range that identifies which emergency response service is responsible for responding to an exchange access facility’s premises.
- O. “Emergency telephone charge” means the emergency telephone operational charge and emergency telephone technical charge.
- P. “Emergency 9-1-1 district” or “9-1-1 service district” means the area in which 9-1-1 service is provided or is planned to be provided to service users under a 9-1-1 system implemented under this act.
- Q. “Emergency 9-1-1 district board” means the governing body created by the board of commissioners of the county or counties with authority over an emergency 9-1-1 district.
- R. “Emergency telephone operational charge” means a charge allowed under section 401 for non-network technical equipment and other costs directly related to the dispatch facility and the operation of 1 or more PSAP’s including, but not limited to, the costs of dispatch personnel and radio equipment necessary to provide 2-way communications between PSAP’s and a public safety agency. Emergency telephone operational charge does not include non-PSAP related costs such as response vehicles and other personnel.

- S. “Emergency telephone technical charge” means a charge as allowed under section 401 or 401d for costs directly related to 9-1-1 service including plant-related costs associated with the use of the public switched telephone network from the end user to the selective router, the network start-up costs, customer notification costs, common network costs, administrative costs, database management costs, and network nonrecurring and recurring installation, maintenance, service, and equipment charges of a service supplier providing 9-1-1 service under this act. Emergency telephone technical charge does not include costs recovered under sections 401b(10) and 408(2).
- T. “Exchange access facility” means the access from a particular service user’s premise to the communication service. Exchange access facilities include service supplier provided access lines, PBX trunks, and Centrex line trunk equivalents, all as defined by tariffs of the service suppliers as approved by the Public Service Commission. Exchange access facilities do not include telephone pay station lines or WATS, FX or incoming only lines.
- U. “Final 9-1-1 service plan” means a tentative 9-1-1 service plan that has been modified only to reflect necessary changes resulting from any failure of public safety agencies to be designated as PSAP’s or secondary PSAP’s under Section 307.
- V. “IP-based 9-1-1 service provider” means the provider of a standards-based digital (Internet Protocol) secure redundant managed 9-1-1 transport network used for routing and delivery of 9-1-1 connectivity with location information from a party requesting emergency services to a PSAP. An IP-based 90101 network can interface with other networks and transport other emergency services applications. An IP-based 9-1-1 network may be constructed from a mix of dedicated and shared facilities or networks, and may be interconnected at local, regional, state, federal, national, and international levels to form an IP-based inter-network of 9-1-1 connectivity.
- W. “Master street address guide” or “MSAG” means a perpetual database that contains information continuously provided by a service district that defines the geographic area of the service district and includes an alphabetical list of street names, the range of address numbers on each street, the names of each community in the service district, the emergency service zone of each service user, and the primary service answering point identification codes.
- X. “Obligations” means bonds, notes, installment purchase contracts, or lease purchase agreements to be issued by a public agency under a law of this state.
- Y. “Person” means an individual, corporation, partnership, association, governmental entity, or any other legal entity.
- Z. “Prepaid wireless telecommunications service” means a commercial mobile radio service that allows a caller to dial 9-1-1 to access the 9-1-1 system and is paid for in advance and

sold in predetermined units for dollars of which the number declines with use in a known amount.”

- AA. “Primary Public Safety Answering Point”, “PSAP” or “primary PSAP” means a communications facility operated or answered on a 24-hour basis and assigned responsibility by a public agency or county to receive 9-1-1 calls and to dispatch public safety response services, as appropriate, by the direct dispatch method, relay method, or transfer method. It is the first point of reception by a public safety agency of a 9-1-1 call and serves the jurisdictions in which it is located and other participating jurisdictions, if any.
- BB. “Prime rate” means the average predominant prime rate quoted by not less than three (3) commercial financial institutions as determined by the department of treasury.
- CC. “Private safety entity” means a nongovernmental organization that provides emergency fire, ambulance or medical services.
- DD. “Public agency” means a village, township, charter township, or city within the state and any special purpose district located in whole or part within the state.
- EE. “Public safety agency” means a functional division of a public agency, county or the state that provides fire fighting, law enforcement, ambulance, medical, or other emergency services.
- FF. “Qualified obligations” means obligations that meet one or more of the following:
 - a. The proceeds of the obligations benefit the 9-1-1 district, and for which all of the following conditions are met:
 - i. The proceeds of the obligations are used for capital expenditures, costs of a reserve fund securing the obligations, and the costs of issuing the obligations. The proceeds of obligations shall not be used for operational expenses.
 - ii. The weighted average maturity of the obligations does not exceed the useful life of the capital assets.
 - iii. The obligations shall not in whole or part appreciate in principal amount or be sold at a discount of more than 10%.
 - b. The obligations are issued to refund obligations that meet the conditions described in subparagraph (i) and the net present value of the principal and interest to be paid on the refunding obligations, excluding the cost of insurance, will be less than the net present value of the principal and interest to be paid on the obligations being refunded, as calculated using a method approved by the department of treasury.
- GG. “Relay method” means that a PSAP notes pertinent information and relays it by telephone,

radio, or private line to the appropriate public safety agency or other provider of emergency services that has an available emergency service unit located closest to the request for emergency services for dispatch of an emergency service unit.

- HH. “Secondary Public Safety Answering Point” or “secondary PSAP” means a communications facility of a public safety agency or private safety entity that receives 9-1-1 calls by the transfer method only and generally serves as a centralized location for a particular type of emergency call.
- II. “Service supplier” means a person providing a telephone service or a CMRS to a service user in this state.
- JJ. “Service user” means an exchange access facility or CMRS service customer of a service supplier within a E 9-1-1 system.
- KK. “State 9-1-1- charge” means the charge provided for under section 401a.
- LL. “Tariff” means the rate approved by the Public Service Commission for 9-1-1 service provided by a particular service supplier. Tariff does not include a rate of a commercial mobile radio service by a particular supplier.
- MM. “Tentative 9-1-1 Service Plan” means a plan prepared by 1 or more counties for implementing a 9-1-1 system in a specified 9-1-1 service district.
- NN. “Transfer Method” means that a PSAP transfers the 9-1-1 calls directly to the appropriate public safety agency or other provider of emergency service that has an available emergency service unit located closest to the request for emergency service for dispatch of an emergency service unit.
- OO. “Universal emergency number service” or “9-1-1 service” means a public telephone service that provides service users with the ability to reach a PSAP by dialing the digits “9-1-1”.
- PP. “Universal Emergency Number Service System” or “9-1-1 System” means a system for providing 9-1-1 services under this act.
- QQ. “Wireless emergency service order” means the order of the federal communications commission, FCC docket No. 94-102, adopted June 12, 1996, with an effective date of October 1, 1996.

OTHER DEFINITIONS

Automatic Aid is the immediate activation of a pre-arranged mutual aid response by a fire department to assist the jurisdictional fire department on a specific type of Call for Service.

Call For Service means a request for service, which is answered and/or dispatched from M.C.C.D.

Closest Car means the Law Enforcement Public Safety Agency unit, which is physically closest to a Call For Service by patrol area or jurisdiction and which would ordinarily respond to the geographic area where the Call for Service originated or is occurring.

M.C.C.D. Director means the person appointed by the Monroe County Board of Commissioners to be responsible for day-to-day operation of M.C.C.D.

Monroe County Central Dispatch Center or M.C.C.D. means the Public Safety Answering Point (PSAP) established and assigned responsibility by the Monroe County Board of Commissioners to receive wire line, wireless and internet protocol type 9-1-1 calls and to dispatch public safety response services in accordance with this Service Plan under the direction and supervision of the Director and the 9-1-1 District Board.

Monroe County 9-1-1 District Board or 9-1-1 District Board means the governing body established by the Monroe County Board of Commissioners with authority over operation of the E 9-1-1 emergency telephone service within the E 9-1-1 Service District and responsibility for supervising and directing the operation of M.C.C.D.

Polling means the process by which the availability and/or location of a Law Enforcement unit, in the E 9-1-1 Service District, is determined by M.C.C.D. or any other designated PSAP or secondary PSAP.

ARTICLE III

TECHNICAL CONSIDERATIONS

INTENT

In accordance with Public Act 32, this Article III of the revised E 9-1-1 Service Plan addresses technical considerations of Service Suppliers in the E 9-1-1 Service District, including but not limited to, system equipment for facilities to be used in providing emergency telephone service and/or other communication technologies.

A. Service Suppliers:

Peninsula Fiber Network (PFN) is the selected Next Generation 911 (NG9-1-1) Service Provider for Monroe County.

The Incumbent Competitive Local Exchange Carriers listed in Attachment “D” provide service to the Monroe County E 9-1-1 Service District.

In an Administrative Findings Resolution, the County Board may periodically update the

wire, wireless, and digital service supplier or provider information described or required as provided in this Section of the Plan. It may also direct routing and other instructions to such service suppliers and public entities for purposes of PSAP improvements, including but not limited to NG9-1-1 implementation.

B. Service Features:

This Service Plan shall utilize the following enhanced service features:

- 1) **Enhanced 911.** This Plan requires an Automatic Number Identification (“ANI”), Automatic Location Identification (“ALI”), and Selective Routing Network System, including information to the telecommunicator consisting of, as a minimum, the telephone owner’s name, location and calling telephone number and, relative to wireless calls and texts, global positioning coordinates as mandated by the Federal Communications Commission (Collectively referred to as “Enhanced 911”).

Wire-based telephone companies provide Enhanced 911 services to service users in the County, and those companies must maintain their Enhanced 911 services in order to continue to provide services to users in the County. All wire-based telephone companies interested in providing wire-based services within the County must provide and maintain Enhanced 911 and will cooperate to supply, in accordance with the Michigan Public Service Commission tariff rates, rules and regulations, the design, installation and maintenance of the network for all facilities involved in providing emergency response telephone service, including modifications to all pay telephone to provide free 911 service.

The wire-based telephone companies must be modified or maintained to provide Enhanced 911 services. The costs for such modification and maintenance are to be included in the technical surcharge installation and maintenance costs.

- 2) **Wireless Implementation.** All Commercial Mobile Radio Service (“CMRS”) or other wireless providers (collective “Wireless”) providing service within the Service District were requested and directed to deploy Phase II, E 911 Enhanced service as provided in the wireless emergency service order (“Order”), FCC Docket No. 94-102, adopted June 12, 1996, with an effective date of October 1, 1996, and as updated by FCC Docket No. 05-116 and any other updates, including but not limited to provision of number, location and name. The County is Phase II compliant.
- 3) **VOIP Implementation.** All voice over internet providers and other providers of digital communication technologies (collectively described as “VOIP”) are required to provide 911 services that are equivalent or exceed Enhanced 911 service or in the case of mobile or nomadic VOIP, the equivalent of Phase II service.

- 4) **Next Generation 9-1-1 (NG9-1-1) Implementation.** All Service suppliers shall be required to provide Next Generation 911 services as required by the Act. This includes, but not necessarily limited to, interim Text-to-911 and Public Safety Broadband (FirstNet) as it becomes available.
- 5) **Implementation – General.** Commercial wire-based, wireless, VOIP, and/or other communication technology providers are “Service Suppliers” as that term is used herein. Service Suppliers shall automatically route all 9-1-1 calls originating from service users in the County to the primary PSAP serving the area from which the call originated, as identified in this Plan and under the Act. All calls within the wire exchanges identified in this Plan but originating from other counties shall be automatically rerouted as directed by the 911 service plans adopted by the county board of commissioners from those counties, or, if no such provisions exist, to the appropriate secondary PSAP for routing to the appropriate public agencies and EMS providers within those counties. Any calls and texts which cannot be automatically routed shall be routed/passed on to the appropriate primary PSAP.

The County Board and/or the 9-1-1 Board are authorized and directed to take any action necessary to implement the order, the Act, this Plan or any other applicable state or federal law existing or subsequently adopted.

The 9-1-1 Board may require that every wire-based, CMRS/wireless or VOIP service provider billing service users within the District submit a written registration as a “service provider” under the Act, including a contact person, telephone number and the type of service supplied, number of customers within the Service District as well as other information that the Board periodically deems relevant. The Board may by resolution impose reasonable time limits on the registration and require periodic updates.

Nothing in this Plan is intended to limit the County Board’s or Monroe County 9-1-1 District’s authority under the Act, and it is the intention of this Plan that the Board be fully empowered and authorized to exercise any right, power or discretion that is authorized in the Act, including but not limited to the financial authority to impose or set operational surcharges, mileages or fees. In addition, the Board may exercise its ordinance powers to enforce all provisions of this Plan.

ARTICLE IV

OPERATIONAL CONSIDERATIONS

INTENT

In accordance with Public Act 32, this Article IV of the revised E 9-1-1 Service Plan addresses

operational considerations, including but not limited to, the designation of PSAP's and secondary PSAP's, the public safety agencies served, the manner in which emergency and non-emergency calls for service and texts will be processed, dispatch functions performed, and identifying information systems to be utilized.

SPECIFIC CONSIDERATIONS

A. Designation Of PSAP's And Secondary PSAP's

1. Designation Of Monroe County Central Dispatch (M.C.C.D.) As The PSAP For The E 9-1-1 Service District

The Monroe County E 9-1-1 Service District shall have one Public Safety Answering Point (PSAP), which shall be Monroe County Central Dispatch "M.C.C.D." Except as otherwise herein provided, by adopting this revised Service Plan the Monroe County Board of Commissioners shall continue to delegate authority over M.C.C.D. operations to the 9-1-1 District Board. The Monroe County Board of Commissioners shall approve the physical location of M.C.C.D. The 9-1-1 District Board shall monitor the effectiveness of M.C.C.D. and, upon the recommendation of the 9-1-1 District Board, the Monroe County Board of Commissioners shall determine such other PSAP's or secondary PSAP's as may be necessary and appropriate in accordance with this Service Plan and Public Act 32.

2. Notice Of Intent To Function As A PSAP Or Secondary PSAP

As the designated PSAP for the ~~B~~-9-1-1 Service District, the M.C.C.D. Center shall file with the Monroe County Clerk a Notice of Intent to Function as a PSAP or Secondary PSAP on the form included as Attachment A ("Notice of Intent Form") within 45 days after each Public Agency listed in Article I of this Service Plan receives a copy of the revised E 9-1-1 Service Plan and the resolution adopted by the Monroe County Board of Commissioners approving the tentative 9-1-1 Service Plan. The M.C.C.D. Center shall take action to file the notice of Intent Form through the actions of its governing body, the 9-1-1 District Board. An exact copy of the Notice of Intent Form shall be provided to all Public Agencies listed in Article I of this Service Plan within 45 days from the date of filing the Notice of Intent Form with the County Clerk. The 9-1-1 District Board shall be responsible for recommending to the Monroe County Board of Commissioners the approval or disapproval of all Public Safety Agency requests to function as a PSAP or secondary PSAP within the E 9-1-1 Service District. If the Monroe County Board of Commissioners approves any other PSAP or secondary PSAP after the adoption of this revised E 9-1-1 Service Plan, all relevant provisions governing the management of PSAP's provided by Public Act 32 shall apply to the additional PSAP or secondary PSAP.

B. Public Safety Agencies Served By The M.C.C.D. Center

The Public Safety Agencies within the E 9-1-1 Service District listed in this Section are served by M.C.C.D. as the designated PSAP for the B 9-1-1 Service District.

1. Law Enforcement Departments

Carleton Police Department
Dundee Police Department
Erie Township Police Department
Luna Pier Police Department
Michigan Department of State Police (Monroe Post #28)
Monroe County Sheriff's Department Office
City of Monroe Police Department
South Rockwood Police Department

2. Fire Departments

Stations:

26	Ash Township
30 / 47 / 56	Bedford Township
33 / 34	Berlin Township, District 1 & 2
22	Dundee Township
27 / 39	Erie Township (Erie & Morin Point)
58	Estral Beach
38	Exeter Township
32	Frenchtown Township - District 1 & 2
24	Ida Township
36	LaSalle Township
37	London/Maybee/Raisinville
18	Luna Pier
28	Milan Township
41	Monroe City
35	Monroe Township
23	Summerfield Township
29 / 42	Whiteford Township (Whiteford & Ottawa Lake)

3. Ambulance Services

Ambulance services are furnished by Public Safety Agencies and contractual Private Safety Entities participating in the E 9-1-1 Service District.

C. Manner In Which Emergency And Non-Emergency Calls For Service Will Be Processed

The Calls For Service dispatch process established by this Service Plan are intended to utilize available Public Safety Agency units within the 9-1-1 Service District to their full potential. To facilitate efficient communications between M.C.C.D. and the Public Safety Agency units of Monroe County, and to facilitate prompt and professional emergency and non-emergency service to all citizens of Monroe County.

1. Emergency Calls For Service - Law Enforcement And Fire Departments Law Enforcement Units:

- a. For dispatching an emergency Call For Service, M.C.C.D. personnel shall “poll” for the closest available Law Enforcement Public Safety Agency unit within the geographical boundaries of an incorporated city, village, township or jurisdiction served by M.C.C.D. pursuant to this Service Plan.
- b. When “polling”, the Law Enforcement Public Safety Agency units shall provide their geographical locations.
- c. Upon receiving the location of the available unit(s), the Law Enforcement Public Safety Agency unit closest to the Call For Service by patrol area or jurisdiction shall be assigned responsibility for responding to the Call for Service. Secondary and/or backup units will be assigned, as appropriate, to assist the primary unit.

Fire Departments:

- a. Fire departments are dispatched within their jurisdictional boundaries based on the address of the Call for Service.
- b. In the event a fire department is unavailable to immediately respond to a Call for Service, the fire department command officer will advise which fire department to activate and request assistance.
- c. Automatic aid is created to assist the jurisdictional fire department on a specific Call for Service type.
- d. In the event there is no response from the activated fire department in a timely manner the closest fire department to the location will also be activated.

2. Non-Emergency Law Enforcement Calls For Service Within Cities, Villages, Townships

For non-emergency Calls For Service within the geographical boundaries of an incorporated city, village or township served by M.C.C.D. pursuant to this Service Plan, the appropriate Law Enforcement Public Safety Agency may request that such non-emergency Calls For Service be held until the Law Enforcement Public Safety Agency has a unit available.

3. Non-Emergency Law Enforcement Calls For Service Within The General County Area

For non-emergency Calls for Service within Monroe County but of an incorporated city, village or township served by M.C.C.D. pursuant to this Service Plan, M.C.C.D. shall “poll” the available Law Enforcement Public Safety Agency units within their assigned patrol area.

4. Closest Law Enforcement Public Safety Agency Unit Dispatch Policy - “Closest Car”

In accordance with Public Act 32 and this E 9-1-1 Service Plan, it shall be the policy of M.C.C.D. to utilize the closest Law Enforcement Public Safety Agency unit (the “Closest Car”) by jurisdiction in dispatching all Calls For Service received by M.C.C.D. The “Closest Car” shall be that Law Enforcement Public Safety Agency unit, which is physically closest to a Call For Service and which ordinarily, responds to emergency service requests in the geographic area where the Call For Service originated. The Closest Car policy shall govern the assignment of all Calls For Service received by M.C.C.D. provided that compliance with this policy shall not be required if, in the judgment of the Dispatch Supervisor, there is a reasonable likelihood that deviation from this policy would enhance the safety of the responding Law Enforcement Public Safety Agency unit(s) and/or the citizen(s) given the circumstances known to the Dispatch Supervisor at that time. Deviations from the “Closest Car” policy shall be promptly brought to the attention of the appropriate Law Enforcement Public Safety Agency Supervisor.

D. Responsibilities Of The Law Enforcement Public Safety Agency Patrol Units

It shall be the responsibility of all Law Enforcement Public Safety Agency units served by M.C.C.D. to advise M.C.C.D. when they are on or off duty and their assigned patrol area, which is established by their agency, to respond to Calls For Service. It shall further be the responsibility of all on-duty patrol officers to answer M.C.C.D. for Calls for Service and location checks, which normally shall not take more than 30 seconds.

E. Identifying Information Systems To Be Utilized

M.C.C.D. shall, as appropriate, utilize the following identifying information systems in performing dispatch functions:

1. Law Enforcement Information Network (“LEIN”);
2. National Crime Information Center (“NCIC”);
3. National Law Enforcement Telecommunications Systems (“NLETS”);
4. Corrections Management Information System (“CMIS”); and
5. Michigan Secretary Of State (“SOS”).

Additional identifying information systems may be utilized by M.C.C.D. as available and appropriate, upon approval by the 9-1-1 District Board.

F. Training

The M.C.C.D. Director will ensure all dispatchers who are required to meet State mandated designation are so designated and that all dispatchers receive appropriate training for their function.

G. 911 Resource Protection

Notwithstanding its right to enact ordinances to protect any other provision in this plan including but not limited to fee structures for services rendered, the County Board is also specifically authorized to adopt an ordinance to protect the following activities that could threaten the effectiveness of 911 and/or safety of first responders and the public they serve:

- a) False Alarm prohibitions.
- b) Hacking prohibitions.
- c) Signal jamming or blocking prohibitions (swatting)
- d) Automatic signal prohibitions or deviations from protocols established by M.C.C.D. to properly channel automatic connections from alarms and/or alarm companies into its computer assisted dispatch (CAD) system.
- e) Virus prohibitions.
- f) Prohibitions against other emergency service providers responding to calls to which they are not dispatched in a manner unauthorized by M.C.C.D. (“call jumping”)
- g) Prohibitions against impeding on first responders from reaching emergencies to which they have been dispatched.
- h) Prohibitions against providing services that threaten the economic viability of any exclusive contract for emergency services necessary to effectively and efficiently operate the 911 dispatch operations described herein.
- i) Prohibitions against application providers representing within the county that their

applications can provide services the M.C.C.D. that cannot be provided.

- j) Prohibitions against application providers and/or service providers selling applications or communication services hardware or software that will not deliver calls and texts consistent with Enhanced wire-line, wireless Phase II compliance, VoIP 911 and NG911 service standards.
- k) Requirements that all service suppliers impose and remit any imposed operations surcharge and provide proof of such imposition and remittance under audit and other requirements imposed by the 9-1-1 District Board.
- l) Requirements that all service suppliers forward 911 calls and texts to the IP address and provider as specified by the 9-1-1 District Board for NG911 Service, including all technical requirements that would enable the passage to the M.C.C.D. and receipt thereby of text 911 calls.

ARTICLE V

MANAGERIAL CONSIDERATIONS

INTENT

In accordance with Public Act 32, this Article V of the Amended E 9-1-1 Service Plan addresses responsibilities of the governing body, its composition, managerial and procedural considerations, and the relationship to Monroe County government, and the Director's responsibilities.

SPECIFIC CONSIDERATIONS

A. Responsibilities Of The Governing Body

1. Be responsible for management of the public safety answering point (PSAP) and dispatch center operation, including without limitation, operational costs, level of service, equipment needs, and personnel needs;
2. Be responsible for appropriate and timely implementation and maintenance of M.C.C.D. as a E 9-1-1 PSAP, in accordance with guidelines and policies established by the 9-1-1 District Board, which shall address system-wide planning, coordination, information, liaison and approval of payment for system charges; and
3. Acknowledge that the rates, rules and regulations of the Michigan Public Service Commission's E 9-1-1 tariff now in effect or hereafter established and as filed with the Michigan Public Service Commission, govern the provisions of E 9-1-1 service by Service Suppliers within the E 9-1-1 Service District.

4. Be responsible for timely advising the County Administrator/CFO of any issues or concerns relative to the performance of the M.C.C.D. Director.
5. The Monroe County Board of Commissioners specifically retains the authority to appoint and terminate the M.C.C.D. Director. The M.C.C.D. Director shall be an “at will” employee of Monroe County.
6. When a vacancy in the position of M.C.C.D. Director occurs, the 9-1-1 District Board, in consultation with the County Human Resources Director, shall establish a subcommittee consisting of the Board of Commissioners Chairman (or his or her designee), 9-1-1 District Board Chairman, a 9-1-1 Board Member (selected by the 9-1-1 Chairman and confirmed by the 9-1-1 Board), the County Administrator/CFO, and the County Human Resources Director. The subcommittee shall recommend to the Monroe County Board of Commissioners a candidate for its consideration.
7. The Monroe County 9-1-1 District Board (governing body) shall perform evaluations of the M.C.C.D. Director (not less than annually) and report its findings, conclusions and recommendations to the County Administrator/CFO. The County Administrator/CFO shall be responsible for the evaluation and discipline (up to, but not including, termination) of the M.C.C.D. Director.

B. Composition Of The Monroe County 9-1-1 District Board

The composition of the 9-1-1 District Board described in this Service Plan is intended to provide for balanced jurisdictional representation.

The 9-1-1 District Board shall be composed of eleven (11) members as follows:

1. One representative of the Michigan Department of State Police;
2. The Sheriff of Monroe County;
3. One fire representative recommended by the Monroe County Fire Chiefs’ Association and one representative recommended by the Monroe County Firefighters’ Association, one of which is required by Public Act 29 of 1994 section 320.1 (two year term);
4. One representative from township government who shall be elected by a majority vote of all members of their like governmental entities (two year term);
5. A Citizen-at-Large and Alternate selected by the 911 District Board (two year term);

6. Chief of Police - Monroe Police Department;
7. The Director of the Monroe County Medical Control Authority;
8. One Chief of Police elected by a majority vote of the other Chiefs of Police of the townships /villages / cities police departments within the E 9-1-1 Service District (two year term);
9. The Prosecutor of Monroe County;
10. One sitting Monroe County Commissioners appointed by the Chairman of the Monroe County Board of Commissioners, who shall serve at the pleasure of the Chairman of the Monroe County Board of Commissioners.

C. Procedural Considerations

The 9-1-1 District Board shall establish Bylaws approved by the Monroe County Board of Commissioners. The 9-1-1 District Board shall operate in accordance with the Bylaws and such policies, procedures and standards, which the 9-1-1 District Board shall establish from time to time. All votes of the 9-1-1 District Board shall be recorded in the official meeting minutes by the 9-1-1 District Board Secretary.

D. Relationship Of 9-1-1 District Board To Monroe County Government

Monroe County is a political subdivision of the State of Michigan and is governed by the Monroe County Board of Commissioners. The Board of Commissioners is a body of public officials elected by the citizens of Monroe County to represent all citizens of Monroe County, regardless of their place of residence in the County. The Board of Commissioners has the power and/or duty, among other things, to establish departments, to establish ordinances, to levy, and collect taxes, to establish budgets, and to establish policy, standards and priorities for Monroe County. In accordance with Sections 301 and 320 of Public Act 32, the Monroe County Board of Commissioners established the 9-1-1 District Board and has delegated certain responsibility and authority for operation of the E 9-1-1 Service District and M.C.C.D. to the 9-1-1 District Board. The 9-1-1 District Board shall provide annual written reports to the Monroe County Board of Commissioners which shall be written in a fashion to keep the Board of Commissioners fully informed concerning the operation of M.C.C.D. The 9-1-1 District Board shall have primary responsibility for operating M.C.C.D. and the emergency service telephone answering system for all Public Agencies participating in the E 9-1-1 Service District.

E. M.C.C.D. Director Responsibilities

The M.C.C.D. Director shall perform those acts, tasks and functions listed on the M.C.C.D. Director position description developed by the 9-1-1 District Board and the County Administrator/CFO, as well as any other acts, tasks and functions assigned

whether directly or pursuant to policies and procedures adopted by the 9-1-1 District Board and the County of Monroe. The M.C.C.D. Director shall report jointly to the Chairperson of the 9-1-1 District Board and the County Administrator/CFO. The M.C.C.D. Director shall have the authority to make emergency exceptions to the policies, procedures and guidelines established by the 9-1-1 District Board, provided that, all major deviations from established policies and procedures shall be brought before the 9-1-1 District Board at the next scheduled meeting or sooner if appropriate in the judgment of the M.C.C.D. Director given the facts and circumstances known to the M.C.C.D. Director at that time.

ARTICLE VI

FISCAL CONSIDERATIONS

INTENT

In accordance with Public Act 32, this Article VI of the Amended E 9-1-1 Service Plan addresses fiscal considerations including estimated network costs and estimated network charges,

SPECIFIC CONSIDERATIONS

A. Technical Charges.

1. Estimated Network Costs¹

The Act presently provides for a calculation of a 4% cap for recurring charges and a 5% cap for nonrecurring charges based on the highest monthly base rate in the emergency telephone district or \$20.00 whichever is lesser. This Plan authorizes imposition and collection of this technical charge as provided in the Act. Each service provider shall provide the Board with any technical surcharges authorized by the Michigan Public Service Commission, including any changes. If the Act is modified to reduce or expand these caps, this Plan shall be automatically adjusted without modification to authorize or establish such revised caps.

2. Estimated Network Charges

Network charges will be collected by each wire-based Service Supplier from all subscribers in the Service District, as approved by the Michigan Public Service Commission.

¹ All rates are subject to annual review and Tariff Revision. Revenue projections and rates are based on lines as existed in 1995. The terms of certain rates and charges have expired, but are retained for informational purposes. The inclusion of these rates is not designed or intended to provide new or renewed authorization for these rates beyond their original term, and shall not be so construed.

All Service Suppliers must collect any State 9-1-1 surcharge or any other charge under the Act set by the 9-1-1 District Board through resolution or implementing ordinance from Service Suppliers located within the Service District and remit such funds as provided under the Act to the County. The 9-1-1 District Board may require that service suppliers furnish an accounting of all funds collected and charged, including an identification of the number of service users that it is billing within the District. Any service supplier who fails to collect such funds and timely remit them as provided in this Plan and Act or to provide the reasonable accounting required hereby may be enjoined by the County Circuit Court from providing communication services to service users within the Service District. The 9-1-1 District Board is authorized to sue such service supplier in the Circuit Court to obtain such injunctive relief and/or damage relief for the amount of uncollected or unremitted surcharge that the service supplier should have provided to the County.

B. PSAP Costs

Public Act 32 requires that each Public Agency that operates a PSAP shall pay directly for all installation and recurring charges for terminal equipment, including customer premises equipment, associated with the PSAP and all personnel costs to operate the PSAP. Pursuant to this E 9-1-1 Service Plan, the Monroe County Board of Commissioners is responsible for establishing and, through a delegation of responsibility to the 9-1-1 District Board, indirectly operating M.C.C.D. the designated PSAP for the E 9-1-1 Service District. M.C.C.D. shall be staffed by Monroe County employees. The cost of the purchase of the equipment, installation of equipment, any annual recurring charges and all personnel costs for operation of the PSAP shall be the responsibility of the E 9-1-1 Service District and the Monroe County Board of Commissioners. The Monroe County Board of Commissioners may enter into any mutually satisfactory agreement with any or all Public Agencies within the E 9-1-1 Service District for assistance with the costs of operating M.C.C.D.

C. Operating Costs Of The E 9-1-1 Service District

Operating costs of the E 9-1-1 Service District shall be the responsibility of the 9-1-1 District Board. All expenditures of E 9-1-1 funds shall comply with Public Act 32 and all funds collected from any source for the operation of M.C.C.D. shall be expended solely toward the operation of M.C.C.D. It shall be the responsibility of the 9-1-1 District Board to make recommendations to the Monroe County Board of Commissioners for the budgeting of such funds.

ARTICLE VII
MISCELLANEOUS

A. Past Plans or Amendments

These provisions are intended to modify, amend, supersede and replace any and all prior Plans or Plan Amendments. This Plan may be amended in any manner and at any time consistent with the Act.

B. Interpretation and Savings Clause

The provisions of this Plan are designed to work in coordination with the Act. If there is any conflict between any provision in this Plan and the Act, the conflicting Plan provision shall be struck and the remainder of the Plan enforced without the conflicting provision.

NOTICE OF INTENT TO FUNCTION

AS A PSAP OR SECONDARY PSAP

Pursuant to Section 307 of the Emergency Telephone Service Enabling Act, Michigan PA 32 of 1968, as amended, each Public Safety Agency shall file with the County Clerk, a Notice of Intent to Function as a PSAP or Secondary PSAP, within 45 days after the Public Agency which the Public Safety Agency has been designated to serve receives a copy of this tentative E 9-1 -1 Service Plan and a copy of the resolution of the Monroe County Board of Commissioners approving the tentative E 9-1-1 Service Plan. The notice shall be in the following form:

NOTICE OF INTENT TO FUNCTION

AS A PSAP OR SECONDARY PSAP

Pursuant to Section 307 of the Emergency Telephone Service Enabling Act, _____ shall function as a (check one) _____ PSAP
_____ Secondary PSAP within the E 9-1-1 Service District of the tentative E 9-1-1 Service Plan adopted by a resolution of the Board of Commissioners for the County of Monroe on December 2, 1997.

(Appropriate Official)

NOTICE OF EXCLUSION

(FULL JURISDICTION)

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, Michigan PA 32 of 1986, as amended, each Public Agency has 45 days after receipt of the tentative E 9-1 -1 Service Plan and a copy of the resolution adopted by the Monroe County Board of Commissioners approving the E 9-1-1 Service Plan to file a Notice of Exclusion from the E 9-1-1 Service District with the Monroe County Clerk. The Notice of Exclusion shall be in substantially the following form:

NOTICE OF EXCLUSION

FROM E 9-1-1 SERVICE DISTRICT

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, the _____ of _____ hereby notifies the Board of _____ Commissioners that the _____ of _____ is excluded from the E 9-1-1 Service District established by the tentative E 9-1-1 Service Plan adopted by Board of Commissioners of the County of Monroe on December 2, 1997.

(Clerk or other appropriate official)

NOTICE OF EXCLUSION

(PARTIAL JURISDICTION)

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, Michigan PA 32 of 1968, as amended, each Public Agency has 45 days after receipt of the tentative E 9-1 -1 Service Plan and a copy of the resolution adopted by the Monroe County Board of Commissioners approving the E 9-1-1 Service Plan to file a Notice of Exclusion from the E 9-1-1 Service District with the Monroe County Clerk. If less than the entire jurisdiction of Public Agency is to be excluded, the Notice of Exclusion shall be substantially the following form:

NOTICE OF EXCLUSION

FROM E 9-1-1 SERVICE DISTRICT

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, the _____ of _____ hereby notifies the Board of Commissioners of the County of Monroe that the portion of the _____ of _____ described on the attached map is excluded from the E 9-1-1 Service District established by the tentative E 9-1-1 Service Plan adopted by the Board of Commissioners on December 2, 1997.

(Clerk or other appropriate official)

**Monroe County E 9-1-1 Service District
Service Suppliers**

8 x 8, Inc.	MCI Metro
Access Line Comm. Corp	MetTel of Michigan
ACD.net	Michigan Bell
ACN Communication	Mitel Cloud Services
All Tel Communication	MNX Solutions, LLC
American Broadband and Telephone	Muskegon Cellular Partnership
Amerivision Comm.	NEC Cloud Communication of America
ATT Corp.	New Cingular
Bandwith	Nextiva, Inc.
BestBuy Health, Inc.	NexVortex, Inc.
Buckeye Telesystem	Nuso, LLC
BullsEye Telecom	Ooma, Inc.
Cellco Partnership	RBM, LLP
Century Link Comm.	Republic Wireless
CenturyTel of Michigan, Inc.	Rumpf Computer Solutions
Clear Rate	Skype Communications US Corp.
Cloud Compliance Solutions, Inc.	Spectrotel, Inc.
Comcast IP Phone	Spectrum Advanced Services, LLC
Comcast OTR1, LLC	Spectrum Mobile LLC
Comm-Core LLC	Sprintcom, Inc.
Complete Interactive	Sprint Communication
Consumer Cellular	Sprint Spectrum
D&P Communications	Star2Star Communications, LLC
Dish Wireless, LLC	Techmode, LLC
First Communications	Telecom Evolutions, LLC

Frontier North	Telnet Worldwide
Frontier Midstates	Teleport Comm America
Fuze, Inc.	Thumb Cellular
Fusion Communications, LLC	T-Mobile
Gabb Wireless, Inc.	TNCI Operating Comp.
Google Voice, Inc.	Unified Communications, LLC
Granite Telecomm	UT&T
Grid 4 Communications, Inc.	ViaSat, Inc.
Hughes Network	VoIP Innovations
IDT Corporation	Vonage America
Interface Security	Vonage Business
IP Networked Services	Windstream
iTalk Global Communications	Working Assets
Jive Communications, Inc.	YMAX Comm
Level 3 Comm.	Zen Communications, LLC
Light Phone, Inc.	
Locus Telecommunications, LLC	
Matrix Telecom	
MCI Communications Services, LLC	

PROCESS FOR IMPLEMENTATION OF PUBLIC ACT 29

Following is summary of the implementation process. For more detailed information, refer to PA 32, 1986, as amended by PA 36 of 1989, as amended by PA 45 of 1994, as amended by PA 196 of 1991 and as amended by PA 29 of 1994.

1. The Monroe County Board of Commissioners must first adopt a tentative E 9-1-1 Service Plan by resolution.
2. The resolution adopting the tentative E 9-1-1 Service Plan shall specify the time, date and place for a Public Hearing to be held on the final E 9-1-1 Service Plan. The Public Hearing must be held at least 90 days after the date the Board of Commissioners adopts the resolution approving the tentative E 9-1-1 Service Plan.
3. Within 45 days after adoption of the resolution, the Monroe County Clerk shall forward a copy of the resolution and a copy of the tentative E 9-1-1 Service Plan to the clerk of each Public Agency within the E 9-1-1 Service District.
4. Each Public Agency shall have 45 days after receipt of the resolution and the tentative E 9-1-1 Service Plan to file a Notice of Exclusion from the E 9-1-1 Service District.
5. Each Public Safety Agency designated in the tentative E 9-1-1 Service Plan which intends to function as a PSAP or Secondary PSAP shall file with the Monroe County Clerk a Notice of Intent to Function as a PSAP or Secondary PSAP within 45 days after the Public Agency which the Public Safety Agency has been designated to serve receives a copy of the resolution and the tentative E 9-1-1 Service Plan.
6. The Monroe County Clerk shall give notice by publication of the Public Hearing on the tentative E 9-1-1 Service Plan. The notice shall be published twice in newspaper of general circulation within Monroe County. The first notice must be at least 30 days prior to the date of the Public Hearing. The notice shall state all of the following:
 - A. The time, date and place of the hearing;
 - B. A description of the boundaries of the E 9-1-1 Service District of the final 9-1-1 Service Plan as determined at the expiration of the time for filing a Notice of Exclusion from the 9-1-1 Service District pursuant to Section 306 of PA 32, as amended; and
 - C. If the Monroe County Board of Commissioners, after a hearing, adopts the final E 9-1-1 Service Plan, an emergency telephone technical charge and, if approved, an emergency telephone operational charge shall be collected on a uniform basis for all Service Users within the E 9-1-1 Service District.

7. Following the procedural steps outlined above, the Board of Commissioners shall conduct a Public Hearing. All persons who attend the Public Hearing shall be afforded an opportunity to be heard.
8. After conducting the Public Hearing, the Board of Commissioners may, by resolution, adopt the final E 9-1-1 Service Plan.
9. After adopting the final E 9-1-1 Service Plan by resolution, the County shall apply, in writing, to the Service Supplier.
10. A copy of the adopted E 9-1-1 Service Plan shall be sent to each affected Public Agency within the E 9-1-1 Service District.

It is the intent that this E 9-1-1 Service Plan shall be adopted in compliance with the Emergency Telephone Service Enabling Act, Public Act 32 of 1986, as amended.

Monroe County Central Dispatch Organizational Chart

Monroe County Board of Commissioners

Monroe County 9-1-1 District Board

Monroe County Central Dispatch Director

Monroe County Central Dispatch Assistant Director

Communications Supervisor

Communications Specialist

MONROE COUNTY 9-1-1 DISTRICT BOARD BYLAWS

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ARTICLE I PURPOSES

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~~1.4~~ **Purposes.** As described more fully in the E 9-1-1 Service Plan, the Monroe County Board of Commissioners has delegated certain power and authority to the 9-1-1 District Board for operation and administration of the E 9-1-1 Service District, including a centralized public safety dispatch center and a public safety answering point (PSAP) ("Monroe County Central Dispatch" or "M.C.C.D.") for wire line, wireless and VOIP (voice over internet protocol) emergency and nonemergency requests for public safety services in Monroe County. ~~The 9-1-1 District Board shall have the power and authority to perform those functions described in the E 9-1-1 Service Plan, including such implied acts, tasks and functions appropriate to implementation of the E 9-1-1 Service Plan, whether pursuant to written policies and procedures or otherwise.~~

ARTICLE II NAME AND LOCATION

~~2.1.1.1~~ **Name.** The name of this Board shall be the Monroe County 9-1-1 District Board (the "9-1-1 District Board").

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2.2 Location of Operations. Operations of the 9-1-1 District Board shall be within the Monroe County 911 Center or such other location approved by the Monroe County Board of Commissioners. Location of all funding documents prepared by or on behalf of the 9-1-1 District Board and which require formal action by the Monroe County Board of Commissioners shall be on file with the Monroe County Clerk.

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~~1.2~~ **Authority.** The 9-1-1 District Board is established by the Monroe County Board of Commissioners pursuant to the E 9-1-1 Service Plan for the County of Monroe, Michigan, as amended December 2, 1997, July 7, 1998, and _____ (the "E 9-1-1 Service Plan") and the Emergency Telephone Service Enabling Act, Michigan Public Act 32, as amended.

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ARTICLE III AUTHORITY

~~1.3.1.2~~ **Authority.** The 9-1-1 District Board is established by the Monroe County Board of Commissioners pursuant to the E 9-1-1 Service Plan for the County of Monroe, Michigan, as amended December 2, 1997, July 7, 1998, and _____, October 19, 2021 (the "E 9-1-1 Service Plan") and the Emergency Telephone Service Enabling Act, Michigan Public Act 32, as amended.

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3.2 The 9-1-1 District Board shall have the power and authority to perform those functions described in the E 9-1-1 Service Plan, the Emergency Telephone Service Enabling Act and these Bylaws, including such implied acts, tasks and functions appropriate to implementation of said Plan, Act and Bylaws, whether pursuant to written policies and procedures or otherwise.

~~1.3 **Location of Operations.** Operations of the 9-1-1 District Board shall be within the Monroe County 911 Center or such other location approved by the Monroe County Board of Commissioners. Location of all funding documents prepared by or on behalf of the 9-1-1 District Board and which require formal action by the Monroe County Board of Commissioners shall be on file with the Monroe County Clerk.~~

~~1.4 **Purposes.** As described more fully in the E 9-1-1 Service Plan, the Monroe County Board of Commissioners has delegated certain power and authority to the 9-1-1 District Board for operation and administration of the E 9-1-1 Service District, including a centralized public safety dispatch center and a public safety answering point (PSAP) ("Monroe County Central Dispatch" or "M.C.C.D.") for wire line, wireless and VOIP (voice over internet protocol) emergency and nonemergency requests for public safety services in Monroe County. The 9-1-1 District Board shall have the power and authority to perform those functions described in the E 9-1-1 Service Plan, including such implied acts, tasks and functions appropriate to implementation of the E 9-1-1 Service Plan, whether pursuant to written policies and procedures or otherwise.~~

ARTICLE IV

RESPONSIBILITIES, AUTHORITY FUNCTIONS AND FISCAL AGENT

~~2.1 **Responsibilities.** The 9-1-1 District Board shall advise the Director of 9-1-1, who shall be responsible for the day to day operations of M.C.C.D. Although the Director is employed by the Monroe County Board of Commissioners, when a vacancy in the position of 9-1-1 Director occurs, the 9-1-1 District Board shall, in consultation with the County Human Resource Director, a hiring subcommittee of the 9-1-1 District Board to include county administration, recommend to the Monroe County Board of Commissioners a replacement. By and through the Office of the Director of 9-1-1, the 9-1-1 District Board shall have charge, control and management of the operations, property, personnel, affairs and funds of the E 9-1-1 Service District, including M.C.C.D. and shall have the power and authority to do and perform all acts and functions permitted by the E 9-1-1 Service Plan, the Emergency Telephone Service Enabling Act, or these Bylaws. Furthermore, by and through the Office of the Director of 9-1-1, specific functions of the 9-1-1 District Board shall include:~~

4.1 **Functions.** The functions of the 9-1-1 District Board shall include those functions set forth in the E 9-1-1 Service Plan and the following:

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(a)a. Development of comprehensive planning documents, including capital and operating budgets for the operation and administration of the E 9-1-1 Service District and M.C.C.D.;

(b) ~~Establishment of standards for the selection, supervision and termination of personnel consistent with general employment policies applicable to Monroe County employees;~~

(c)b. Establishment of policies, procedures and general operating guidelines for the operation of M.C.C.D.;

(d)c. Establishment of policies governing the operation and access to computers interfaced directly or indirectly with the Law Enforcement Information Network (L.E.I.N.) or the National Crime Information Center (N.C.I.C.) computer systems, including those which are used for the interstate exchange of criminal history record information; and

(e)d. Selection of a Citizen at Large and Alternate to serve on the 9-1-1 District Board.

42.2 **Single Fiscal Agent.** The Board of Commissioners shall serve on behalf of the 9-1-1 District Board, pursuant to the State of Michigan guidelines, as the single fiscal agent for funding received for the E 9-11 Service District and M.C.C.D. operations. The 9-1-1 District Board and the fiscal agent shall be responsible for establishing an approval process for all financial expenditures and for providing required financial reports, ~~to the fundees and the State of Michigan,~~ and for acting in compliance with the financial standards and requirements of the State of Michigan.

ARTICLE-VIII **MEETINGS**

53.1 **Regular Meetings.** Regular meetings of the 9-1-1 District Board shall be held the fourth Tuesday of every other month at 9:00 a.m. excluding December at such location as may be determined from time to time.

53.2 **Notice and Conduct of Regular Meetings.** All proceedings of the 9-1-1 District Board shall be publicly announced and open to the public in accordance with, and subject to, the provisions of the Michigan Open Meetings Act, MCLA 15.261 et seq., as amended. Notice of such meetings shall be given in accordance with such Act and shall be posted in advance at the office of the County Clerk, the entrance of the Courthouse, and at the physical location where the meeting will be held.

35.3 **Special Meetings.** If special meetings are called, each member of the 9-1-1 District Board shall be notified in writing or electronic written communication and a public notice posted, at least eighteen (18) hours prior to the special meeting. Public notice of special meetings shall state the purpose or purposes of the meeting, and no business may be conducted at a special meeting except the business specified in the notice of the meeting. Special meetings shall be

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called by the Chairperson of the 9-1-1 District Board or by a majority of the members of the 9-1-1 District Board and notice of the meeting posted pursuant to the requirements of the Open Meetings Act.

35.4 Quorum. No official business shall be conducted without a quorum of the 9-1-1 District Board members or their alternate being present at the meeting. For all meetings, both regular and special, seven (7) members of the 9-1-1 District Board shall constitute a quorum for the transaction of business. A member of the Board or their alternate may participate in a meeting by conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear one another. Participation in a meeting in this manner constitutes presence in person at the meeting.

35.5 Voting. Each member of the 9-1-1 District Board shall have one (1) vote and the act of a majority of those members present, at any meeting at which a quorum is present shall be the act of the whole 9-1-1 District Board except as otherwise provided by these Bylaws. An Alternate Board member shall be counted for purposes of a quorum and shall exercise the voting rights of the 9-1-1 District Board member who makes the designation, provided the 9-1-1 District Board member who makes the designation notifies the Chairperson or the Director that an Alternate will be attending the meeting and the 9-1-1 District Board member will not be present for such meeting or Board action. All votes of members or their alternate of the 9-1-1 District Board shall be recorded and shall become matters of public record.

35.6 Attendance. No Board member may select an Alternate other than an Annual Alternate to attend more than three (3) consecutive meetings of the 9-1-1 District Board during any calendar year.

ARTICLE IV **BOARD MEMBERS**

64.1 Composition. The Board shall consist of the following eleven (11) members who shall be appointed or elected or selected as described in this Article IV:

- (a) One representative of the Michigan Department of State Police;
- (b) The Sheriff of Monroe County;
- ~~(c) Two fire representatives from the Monroe County Fire Chiefs' Association and/or Monroe County Firefighters Association;~~
- (c) One fire representative recommended by the Monroe County Fire Chief's Association and one representative recommended by the Monroe County Firefighters' Association, one of which is required by Public Act 29 of 1994 section 320.1 (two year term);

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- (d) One representative from township government who shall be elected by a majority vote of all members of their like governmental entities; (two year term);
- (e) A ~~e~~Citizen-at-Large and ~~a~~Alternate selected by the 9-1-1 District Board (two year term);
- (f) Chief of Police – Monroe Police Department;
- (g) The Director of ~~the~~ Monroe County Medical Control Authority;
- (h) One Chief of Police elected by a majority vote of the other Chiefs of Police of the townships /villages/ city police departments within the E-9-1-1 Service District (two year term);
- (i) The Prosecutor of Monroe County; and
- (j) One sitting County Commissioner appointed by the Chairman of the Monroe County Board of Commissioners, who shall serve at the pleasure of the Chairman of the Monroe County Board of Commissioners.

~~4.2~~ **6.2Citizen at Large.** A Citizen at Large and Alternate shall be selected by the 9-1-1 District Board and their names shall be submitted to the Monroe County Board of Commissioners.

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~~4.3~~ **6.3Fire Representation.** The fire departments within Monroe County shall have two seats on the 911 Board; one of which is required by statute.

~~4.6.4~~ **Terms.** The following members of the Board shall serve for indefinite terms commencing on the date of their appointment: (1) the Sheriff of Monroe County; (2) the representative of the Michigan Department of State Police; (3) the Director of the Monroe County Medical Control Authority; (4) the Chief of Police – Monroe Police Department; and (5) the Prosecutor of Monroe County. All other members of the Board shall serve for a two (2) year term commencing on January of the even numbered years effective January of 2004 and terminating at such time that their successors are duly elected, selected and appointed.

~~4.6.5~~ **Appointments - Alternates.** Appointments to the 9-1-1 District Board, to fill vacancies, shall be made by the respective agency, municipality, or governing body designated for each Board member identified in Section 4.1 of these Bylaws. Any member, who serves on the 9-1-1 District Board other than the Citizen at Large, may select an Alternate to attend 9-1-1 District Board meetings.

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~~4.6.6~~ For any meetings, notice of an “Annual Alternate” for participation the entire fiscal year shall be furnished to the Chairperson in writing by the 9-1-1 District Board member.

~~4.7.1~~ **6.7Vacancies.** Vacancies occurring on the 9-1-1 District Board shall be filled by the individual who succeeds to the indefinite term positions. With respect to the Citizen-at-Large or Alternate, the 9-1-1 District Board shall select a new Citizen-at-Large or Alternate to fill either vacancy. An individual elected or appointed to fill a vacancy on the 9-1-1 District Board of a

member with a two-year term shall serve for the unexpired portion of the term of the vacating Board member.

46.8 Resignation. Resignation from the 9-1-1 District Board shall be by written letter submitted to the Chairperson of the 9-1-1 District Board, to the Chairperson of the Monroe County Board of Commissioners, and to the respective 5 township/village/city/county government agency, which elected or appointed the Board member. The resignation shall be effective upon receipt of such notice and action of the 9-1-1 District Board.

46.9 Removal. Any 9-1-1 District Board member other than the Sheriff, the Michigan Department of State Police representative, and one fire representative, may be removed by the vote of a majority of the members of the 9-1-1 District Board then in office at any regular or special meeting of the 9-1-1 District Board.

46.10 Absences. Expected absences from 9-1-1 District Board meetings should be reported to the Chairperson or Director in advance of all regularly scheduled meetings. More than one (1) unexcused or two (2) excused absences per year shall constitute cause for removal from the 9-1-1 District Board.

46.11 Compensation. 9-1-1 District Board members shall receive no compensation for their services on the 9-1-1 District Board, except as authorized by the Monroe County Board of Commissioners. The preceding shall not, however, prevent the 9-1-1 District Board from purchasing insurance as provided in Section 7.2 nor shall it prevent the 9-1-1 District Board from providing reasonable compensation to a 9-1-1 District Board member for services which are beyond the scope of his or her duties or from reimbursing any 9-1-1 District Board member for expenses actually and necessarily incurred in the performance of his or her duties as a 9-1-1 District Board member.

46.12 Conflict of Interest. No member of the 9-1-1 District Board, and no agencies represented by the 9-1-1 District Board member, shall benefit financially from membership on the 9-1-1 District Board. If any 9-1-1 District Board member of his or her agency is being considered for a contract or other funding by the 9-1-1 District Board, that member must disclose to the 9-1-1 District Board that he or she has a conflict of interest. A 9-1-1 District Board member with a conflict of interest shall not vote on any matters concerning the conflict of interest although a 9-1-1 District Board member with a conflict of interest may participate in discussions regarding such matters after disclosing the conflict and may answer questions that may be raised by other 9-1-1 District Board members regarding the matter.

46.13 Execution of Contracts. The 9-1-1 District Board may, with a majority vote of its members, execute contracts and other instruments on behalf of M.C.C.D. The Director shall have the authority to expend adopted and amended budgeted appropriations and funds without prior approval. The Director shall also have the authority to expend emergency funds without prior approval, but shall report the expenditure at the next regularly scheduled meeting.

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ARTICLE VII **OFFICERS**

57.1 Elected Officers. The 9-1-1 District Board shall elect a Chairperson, a Vice Chairperson, and a Secretary as officers of the 9-1-1 District Board. All officers shall be regularly appointed or elected and voting members of the 9-1-1 District Board.

57.2 Chairperson. The Chairperson shall be the chief executive officer of the 9-1-1 District Board will perform all acts, execute and deliver all documents and take all steps as directed by the 9-1-1 District Board. The Chairperson shall preside at all 9-1-1 District Board meetings.

57.3 Vice Chairperson. The Vice-Chairperson shall assume the duties of the Chairperson in his or her absence.

57.4 Secretary. The Secretary shall prepare minutes of all meetings of the 9-1-1 District Board, which shall be available as a matter of public record, shall provide public notice of all meetings of the 9-1-1 District Board in accordance with the Michigan Open Meetings Act, including notice of postponement or adjournment. The Secretary shall receive and attend to all correspondence of the 9-1-1 District Board and shall perform such other duties as usually pertain to the office of secretary or as shall be determined from time to time by the 9-1-1 District Board. Documents of the 9-1-1

District Board shall be in the custody of the Monroe County Clerk. The Director or ~~Director's~~ his designee shall perform these duties for the Secretary other than voting responsibilities.

57.5 Terms of Office. Election of officers shall occur in January of each even numbered year. All officers shall serve for a two (2) year term. Terms of office shall commence upon election and terminate upon the election of new officers.

57.6 Vacancies. A vacancy shall be filled during a regular meeting conducted by the 9-1-1 District Board for the remaining term of office. Notification of newly elected officers shall be provided to the Monroe County Board of Commissioners.

57.7 Resignation. Resignation from office shall be by written letter submitted to the 9-1-1 District Board.

57.8 Removal. Any officer may be removed by the vote of two-thirds of the members of the 9-1-1 District Board at any regular or special meeting of the 9-1-1 District Board.

ARTICLE VIII **COMMITTEES**

68.1 Committees. The 9-1-1 District Board may establish such standing or special committees or subcommittees as it shall deem necessary or appropriate to fully implement the E 9-1-1 Service Plan and to operate M.C.C.D. All committees and subcommittees shall serve in an

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advisory capacity to the 9-1-1 District Board and consist of no less than three persons and no committee or subcommittee shall have authority to take final action with respect to any matter.

68.2 Technical Advisory Committee. The 9-1-1 District Board may from time to time appoint a Technical Advisory Committee comprised of five (5) individuals with the appropriate skill set. Individuals are not required to be 9-1-1 District Board members.

68.3 Committee Procedures Generally. Each committee and subcommittee shall record minutes and promptly deliver a copy of such minutes to the Chairperson of the 9-1-1 District Board. Reasonable notice of the meetings of any committee or subcommittee shall be given to the members thereof and to the Chairperson of the 9-1-1 District Board who shall have the right to attend and participate in any committee or subcommittee meeting. A majority of the members of each committee or subcommittee present in person shall constitute a quorum for the transaction of business, and the act of a majority of the members of any committee or subcommittee present in person at a meeting at which a quorum is present shall be the action of the committee or subcommittee.

ARTICLE IX ~~VII~~ **MISCELLANEOUS**

97.1 Civil Liability. The 9-1-1 District Board, in its capacity as the governing body for the E 9-11 Service District and M.C.C.D., its individual 9-1-1 District Board members, alternates, officers, agents and employees shall not be liable for civil damages to any person as a result of an act or omission on the part of the 9-1-1 District Board, its individual Board members, alternates, officers, agents and employees, for complying with the requirements of the Michigan Telephone Service Enabling Act, including the provisions of the E 9-1-1 Service Plan and policies and procedures adopted by the 9-1-1 District Board to implement such E 9-1-1 Service Plan unless the act or omission amounts to gross negligence or willful and wanton misconduct, or as otherwise provided by law.

79.2 Insurance. The Monroe County Board of Commissioners shall purchase and maintain liability insurance to indemnify and protect the 9-1-1 District Board and its directors, officers, committee and subcommittee members, employees and agents against any liability asserted against the 9-1-1 District Board and its directors, officers, committee and subcommittee members, employees and agents and incurred by such individuals in any such capacity or arising out of such status with respect to the 9-1-1 District Board, whether or not the 9-1-1 District Board would have power to indemnify the person against such liability under these Bylaws or the laws of the State of Michigan.

79.3 Indemnification.
(a) Each person who is or was a director, officer, alternate, committee or subcommittee member, employee or agent of the 9-1-1 District Board and each person who serves or has served at the request of the 9-1-1 District Board (referred to

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collectively in this Section as “9-1-1 District Board Agents”) shall be indemnified by the 9-1-1 District Board and the Monroe County Board of Commissioners to the fullest extent permitted by the laws of the State of Michigan as they may be in effect from time to time for all actions taken by such person which he or she reasonably believes to be within the scope of his or her authority, within the scope of his or her employment, and which conduct does not amount to gross negligence that is the proximate cause of injury or damage to a person. For purposes of this Section, “gross negligence” means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.

(b) Whenever a claim is made or a civil action is commenced against a 9-1-1 District Board Agent for injuries to persons or property caused by alleged negligence of the 9-1-1 District Board Agent while in the course of that individual’s authority or, if an employee, within the scope of the employee’s employment, the Monroe County Board of Commissioners may pay for, engage, or furnish the services of an attorney to advise the 9-1-1 District Board Agent as to the claim and to appear for and represent the 9-1-1 District Board Agent in the action. The Monroe County Board of Commissioners may compromise, settle and pay the claim before or after the commencement of a civil action. Whenever a judgment for damages is awarded against a 9-1-1 District Board Agent as a result of a civil action for personal injuries or property damage caused by the 9-1-1 District Board Agent while acting within his or her authority or, if an employee, within the scope of his or her employment, the Monroe County Board of Commissioners shall indemnify the 9-1-1 District Board Agent or pay, settle, or compromise the judgment.

9.4 Effective Date. These Bylaws shall become effective immediately upon approval by the Monroe County Board of Commissioners.

9.5 Amendments. These Bylaws may be amended by the Monroe County Board of Commissioners provided that no amendment shall be adopted which is inconsistent with the E 9-1-1 Service Plan without amendment of the E 9-1-1 Service Plan in accordance with the requirements of the Emergency Telephone Service Enabling Act.

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AUTHORIZED SIGNATURES:

Approved by the Monroe County
9-1-1 District Board:

Chairperson

Vice Chairperson

Approved by the Monroe County Board of
Commissioners:

Chairperson

Vice Chairperson

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Secretary

Monroe County Clerk

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THE COUNTY OF MONROE

9-1-1 DISTRICT BOARD BYLAWS



Amended: October 19, 2021

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ARTICLE I

PURPOSES

Purposes. As described more fully in the E 9-1-1 Service Plan, the Monroe County Board of Commissioners has delegated certain power and authority to the 9-1-1 District Board for operation and administration of the E 9-1-1 Service District, including a centralized public safety dispatch center and a public safety answering point (PSAP) (“Monroe County Central Dispatch” or “M.C.C.D.”) for wire line, wireless and VOIP (voice over internet protocol) emergency and nonemergency requests for public safety services in Monroe County.

ARTICLE II

NAME AND LOCATION

2.1 **Name.** The name of this Board shall be the Monroe County 9-1-1 District Board (the “9-1-1 District Board”).

2.2 **Location of Operations.** Operations of the 9-1-1 District Board shall be within the Monroe County 9-1-1 Center or such other location approved by the Monroe County Board of Commissioners. Location of all funding documents prepared by or on behalf of the 9-1-1 District Board and which require formal action by the Monroe County Board of Commissioners shall be on file with the Monroe County Clerk.

ARTICLE III

AUTHORITY

3.1 **Authority.** The 9-1-1 District Board is established by the Monroe County Board of Commissioners pursuant to the E 9-1-1 Service Plan for the County of Monroe, Michigan, as amended December 2, 1997, July 7, 1998, October 19, 2021 (the “E 9-1-1 Service Plan”) and the Emergency Telephone Service Enabling Act, Michigan Public Act 32, as amended.

3.2 The 9-1-1 District Board shall have the power and authority to perform those functions described in the E 9-1-1 Service Plan, the Emergency Telephone Service Enabling Act and these Bylaws, including such implied acts, tasks and functions appropriate to implementation of said Plan, Act, and Bylaws, whether pursuant to written policies and procedures or otherwise.

ARTICLE IV

FUNCTIONS AND FISCAL AGENT

4.1 **Functions.** The functions of the 9-1-1 District Board shall include those functions set forth in the E 9-1-1 Service Plan and the following:

- a. Development of comprehensive planning documents, including capital and operating budgets for the operation and administration of the E 9-1-1 Service District and M.C.C.D.;
- b. Establishment of policies, procedures and general operating guidelines for the operation of M.C.C.D.;
- c. Establishment of policies governing the operation and access to computers interfaced directly or indirectly with the Law Enforcement Information Network (L.E.I.N.) or the National Crime Information Center (N.C.I.C.) computer systems, including those which are used for the interstate exchange of criminal history record information; and
- d. Selection of a Citizen at Large and Alternate to serve on the 9-1-1 District Board.

4.2 **Single Fiscal Agent.** The Board of Commissioners shall serve on behalf of the 9-1-1 District Board, pursuant to the State of Michigan guidelines, as the single fiscal agent for funding received for the E 9-1-1 Service District and M.C.C.D. operations. The 9-1-1 District Board and the fiscal agent shall be responsible for establishing an approval process for all financial expenditures and for providing required financial reports, and for acting in compliance with the financial standards and requirements of the State of Michigan.

ARTICLE V

MEETINGS

5.1 **Regular Meetings.** Regular meetings of the 9-1-1 District Board shall be held the fourth Tuesday of every other month at 9:00 a.m. excluding December at such location as may be determined from time to time.

5.2 **Notice and Conduct of Regular Meetings.** All proceedings of the 9-1-1 District Board shall be publicly announced and open to the public in accordance with, and subject to, the provisions of the Michigan Open Meetings Act, MCLA 15.261 et seq., as amended. Notice of such meetings shall be given in accordance with such Act and shall be posted in advance at the office of the County Clerk, the entrance of the Courthouse, and at the physical location where the meeting will be held.

5.3 **Special Meetings.** If special meetings are called, each member of the 9-1-1 District Board shall be notified in writing or electronic written communication and a public notice posted, at least eighteen (18) hours prior to the special meeting. Public notice of special meetings

shall state the purpose or purposes of the meeting, and no business may be conducted at a special meeting except the business specified in the notice of the meeting. Special meetings shall be called by the Chairperson of the 9-1-1 District Board or by a majority of the members of the 9-1-1 District Board and notice of the meeting posted pursuant to the requirements of the Open Meetings Act.

5.4 **Quorum.** No official business shall be conducted without a quorum of the 9-1-1 District Board members or their alternate being present at the meeting. For all meetings, both regular and special, seven (7) members of the 9-1-1 District Board shall constitute a quorum for the transaction of business. A member of the Board or their alternate may participate in a meeting by conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear one another. Participation in a meeting in this manner constitutes presence in person at the meeting.

5.5 **Voting.** Each member of the 9-1-1 District Board shall have one (1) vote and the act of a majority of those members present, at any meeting at which a quorum is present shall be the act of the whole 9-1-1 District Board except as otherwise provided by these Bylaws. An Alternate Board member shall be counted for purposes of a quorum and shall exercise the voting rights of the 9-1-1 District Board member who makes the designation, provided the 9-1-1 District Board member who makes the designation notifies the Chairperson or the Director that an Alternate will be attending the meeting and the 9-1-1 District Board member will not be present for such meeting or Board action. All votes of members or their alternate of the 9-1-1 District Board shall be recorded and shall become matters of public record.

5.6 **Attendance.** No Board member may select an Alternate other than an Annual Alternate to attend more than three (3) consecutive meetings of the 9-1-1 District Board during any calendar year.

ARTICLE VI **BOARD MEMBERS**

6.1 **Composition.** The Board shall consist of the following eleven (11) members who shall be appointed or elected or selected as described in this Article VI:

- (a) One representative of the Michigan Department of State Police;
- (b) The Sheriff of Monroe County;
- (c) One fire representative recommended by the Monroe County Fire Chiefs' Association and one representative recommended by the Monroe County Firefighters' Association, one of which is required by Public Act 29 of 1994 section 320.1 (two year term);
- (d) One representative from township government who shall be elected by a majority vote of all members of their like governmental entities (two year term);

- (e) A Citizen-at-Large and Alternate selected by the 9-1-1 District Board (two year term);
- (f) Chief of Police – Monroe Police Department;
- (g) The Director of the Monroe County Medical Control Authority;
- (h) One Chief of Police elected by a majority vote of the other Chiefs of Police of the townships /villages/ city police departments within the E-9-1-1 Service District (two year term);
- (i) The Prosecutor of Monroe County; and
- (j) One sitting County Commissioner appointed by the Chairman of the Monroe County Board of Commissioners, who shall serve at the pleasure of the Chairman of the Monroe County Board of Commissioners.

6.2 **Citizen at Large.** A Citizen at Large and Alternate shall be selected by the 9-1-1 District Board and their names shall be submitted to the Monroe County Board of Commissioners.

6.3 **Fire Representation.** The fire departments within Monroe County shall have two seats on the 911 Board; one of which is required by statute.

6.4 **Terms.** The following members of the Board shall serve for indefinite terms commencing on the date of their appointment: (1) the Sheriff of Monroe County; (2) the representative of the Michigan Department of State Police; (3) the Director of the Monroe County Medical Control Authority; (4) the Chief of Police – Monroe Police Department; and (5) the Prosecutor of Monroe County. All other members of the Board shall serve for a two (2) year term commencing on January of the even numbered years effective January of 2004 and terminating at such time that their successors are duly elected, selected and appointed.

6.5 **Appointments - Alternates.** Appointments to the 9-1-1 District Board, to fill vacancies, shall be made by the respective agency, municipality, or governing body designated for each Board member identified in Section 4.1 of these Bylaws. Any member, who serves on the 9-1-1 District Board other than the Citizen at Large, may select an Alternate to attend 9-1-1 District Board meetings.

6.6 For any meetings, notice of an “Annual Alternate” for participation the entire fiscal year shall be furnished to the Chairperson in writing by the 9-1-1 District Board member.

6.7 **Vacancies.** Vacancies occurring on the 9-1-1 District Board shall be filled by the individual who succeeds to the indefinite term positions. With respect to the Citizen-at-Large or Alternate, the 9-1-1 District Board shall select a new Citizen-at-Large or Alternate to fill either vacancy. An individual elected or appointed to fill a vacancy on the 9-1-1 District Board of a member with a two-year term shall serve for the unexpired portion of the term of the vacating Board member.

6.8 **Resignation.** Resignation from the 9-1-1 District Board shall be by written letter submitted to the Chairperson of the 9-1-1 District Board, to the Chairperson of the Monroe County Board of Commissioners, and to the respective 5 township/village/city/county government agency, which elected or appointed the Board member. The resignation shall be effective upon receipt of such notice and action of the 9-1-1 District Board.

6.9 **Removal.** Any 9-1-1 District Board member other than the Sheriff, the Michigan Department of State Police representative, and one fire representative, may be removed by the vote of a majority of the members of the 9-1-1 District Board then in office at any regular or special meeting of the 9-1-1 District Board.

6.10 **Absences.** Expected absences from 9-1-1 District Board meetings should be reported to the Chairperson or Director in advance of all regularly scheduled meetings. More than one (1) unexcused or two (2) excused absences per year shall constitute cause for removal from the 9-1-1 District Board.

6.11 **Compensation.** 9-1-1 District Board members shall receive no compensation for their services on the 9-1-1 District Board, except as authorized by the Monroe County Board of Commissioners. The preceding shall not, however, prevent the 9-1-1 District Board from purchasing insurance as provided in Section 7.2 nor shall it prevent the 9-1-1 District Board from providing reasonable compensation to a 9-1-1 District Board member for services which are beyond the scope of his or her duties or from reimbursing any 9-1-1 District Board member for expenses actually and necessarily incurred in the performance of his or her duties as a 9-1-1 District Board member.

6.12 **Conflict of Interest.** No member of the 9-1-1 District Board, and no agencies represented by the 9-1-1 District Board member, shall benefit financially from membership on the 9-1-1 District Board. If any 9-1-1 District Board member of his or her agency is being considered for a contract or other funding by the 9-1-1 District Board, that member must disclose to the 9-1-1 District Board that he or she has a conflict of interest. A 9-1-1 District Board member with a conflict of interest shall not vote on any matters concerning the conflict of interest although a 9-1-1 District Board member with a conflict of interest may participate in discussions regarding such matters after disclosing the conflict and may answer questions that may be raised by other 9-1-1 District Board members regarding the matter.

6.13 **Execution of Contracts.** The 9-1-1 District Board may, with a majority vote of its members, execute contracts and other instruments on behalf of M.C.C.D. The Director shall have the authority to expend adopted and amended budgeted appropriations and funds without prior approval. The Director shall also have the authority to expend emergency funds without prior approval, but shall report the expenditure at the next regularly scheduled meeting.

ARTICLE VII

OFFICERS

7.1 **Elected Officers.** The 9-1-1 District Board shall elect a Chairperson, a Vice Chairperson, and a Secretary as officers of the 9-1-1 District Board. All officers shall be regularly appointed or elected and voting members of the 9-1-1 District Board.

7.2 **Chairperson.** The Chairperson shall be the chief executive officer of the 9-1-1 District Board will perform all acts, execute and deliver all documents and take all steps as directed by the 9-1-1 District Board. The Chairperson shall preside at all 9-1-1 District Board meetings.

7.3 **Vice Chairperson.** The Vice-Chairperson shall assume the duties of the Chairperson in his or her absence.

7.4 **Secretary.** The Secretary shall prepare minutes of all meetings of the 9-1-1 District Board, which shall be available as a matter of public record, shall provide public notice of all meetings of the 9-1-1 District Board in accordance with the Michigan Open Meetings Act, including notice of postponement or adjournment. The Secretary shall receive and attend to all correspondence of the 9-1-1 District Board and shall perform such other duties as usually pertain to the office of secretary or as shall be determined from time to time by the 9-1-1 District Board. Documents of the 9-1-1 District Board shall be in the custody of the Monroe County Clerk. The Director or Director's designee shall perform these duties for the Secretary other than voting responsibilities.

7.5 **Terms of Office.** Election of officers shall occur in January of each even numbered year. All officers shall serve for a two (2) year term. Terms of office shall commence upon election and terminate upon the election of new officers.

7.6 **Vacancies.** A vacancy shall be filled during a regular meeting conducted by the 9-1-1 District Board for the remaining term of office. Notification of newly elected officers shall be provided to the Monroe County Board of Commissioners.

7.7 **Resignation.** Resignation from office shall be by written letter submitted to the 9-1-1 District Board.

7.8 **Removal.** Any officer may be removed by the vote of two-thirds of the members of the 9-1-1 District Board at any regular or special meeting of the 9-1-1 District Board.

ARTICLE VIII **COMMITTEES**

8.1 **Committees.** The 9-1-1 District Board may establish such standing or special committees or subcommittees as it shall deem necessary or appropriate to fully implement the E 9-1-1 Service Plan and to operate M.C.C.D. All committees and subcommittees shall serve in an advisory capacity to the 9-1-1 District Board and consist of no less than three persons and no committee or subcommittee shall have authority to take final action with respect to any matter.

8.2 **Technical Advisory Committee.** The 9-1-1 District Board may from time to time appoint a Technical Advisory Committee comprised of five (5) individuals with the appropriate skill set. Individuals are not required to be 9-1-1 District Board members.

8.3 **Committee Procedures Generally.** Each committee and subcommittee shall record minutes and promptly deliver a copy of such minutes to the Chairperson of the 9-1-1 District Board. Reasonable notice of the meetings of any committee or subcommittee shall be given to the members thereof and to the Chairperson of the 9-1-1 District Board who shall have the right to attend and participate in any committee or subcommittee meeting. A majority of the members of each committee or subcommittee present in person shall constitute a quorum for the transaction of business, and the act of a majority of the members of any committee or subcommittee present in person at a meeting at which a quorum is present shall be the action of the committee or subcommittee.

ARTICLE IX **MISCELLANEOUS**

9.1 **Civil Liability.** The 9-1-1 District Board, in its capacity as the governing body for the E 9-1-1 Service District and M.C.C.D., its individual 9-1-1 District Board members, alternates, officers, agents and employees shall not be liable for civil damages to any person as a result of an act or omission on the part of the 9-1-1 District Board, its individual Board members, alternates, officers, agents and employees, for complying with the requirements of the Michigan Telephone Service Enabling Act, including the provisions of the E 9-1-1 Service Plan and policies and procedures adopted by the 9-1-1 District Board to implement such E 9-1-1 Service Plan unless the act or omission amounts to gross negligence or willful and wanton misconduct, or as otherwise provided by law.

9.2 **Insurance.** The Monroe County Board of Commissioners shall purchase and maintain liability insurance to indemnify and protect the 9-1-1 District Board and its directors, officers, committee and subcommittee members, employees and agents against any liability asserted against the 9-1-1 District Board and its directors, officers, committee and subcommittee members, employees and agents and incurred by such individuals in any such capacity or arising out of such status with respect to the 9-1-1 District Board, whether or not the 9-1-1 District Board would have power to indemnify the person against such liability under these Bylaws or the laws of the State of Michigan.

9.3 **Indemnification.**

(a) Each person who is or was a director, officer, alternate, committee or subcommittee member, employee or agent of the 9-1-1 District Board and each person who serves or has served at the request of the 9-1-1 District Board (referred to collectively in this Section as “9-1-1 District Board Agents”) shall be indemnified by the 9-1-1 District Board and the Monroe County Board of Commissioners to the fullest extent permitted by the laws of the State of Michigan as they may be in effect from time

to time for all actions taken by such person which he or she reasonably believes to be within the scope of his or her authority, within the scope of his or her employment, and which conduct does not amount to gross negligence that is the proximate cause of injury or damage to a person. For purposes of this Section, “gross negligence” means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.

(b) Whenever a claim is made or a civil action is commenced against a 9-1-1 District Board Agent for injuries to persons or property caused by alleged negligence of the 9-1-1 District Board Agent while in the course of that individual’s authority or, if an employee, within the scope of the employee’s employment, the Monroe County Board of Commissioners may pay for, engage, or furnish the services of an attorney to advise the 9-1-1 District Board Agent as to the claim and to appear for and represent the 9-1-1 District Board Agent in the action. The Monroe County Board of Commissioners may compromise, settle and pay the claim before or after the commencement of a civil action. Whenever a judgment for damages is awarded against a 9-1-1 District Board Agent as a result of a civil action for personal injuries or property damage caused by the 9-1-1 District Board Agent while acting within his or her authority or, if an employee, within the scope of his or her employment, the Monroe County Board of Commissioners shall indemnify the 9-1-1 District Board Agent or pay, settle, or compromise the judgment.

9.4 **Effective Date.** These Bylaws shall become effective immediately upon approval by the Monroe County Board of Commissioners.

9.5 **Amendments.** These Bylaws may be amended by the Monroe County Board of Commissioners provided that no amendment shall be adopted which is inconsistent with the E 9-1-1 Service Plan without amendment of the E 9-1-1 Service Plan in accordance with the requirements of the Emergency Telephone Service Enabling Act.

AUTHORIZED SIGNATURES:

Approved by the Monroe County
9-1-1 District Board:

Chairperson

Vice Chairperson

Approved by the Monroe County Board of
Commissioners:

Chairperson

Vice Chairperson

Secretary

Monroe County Clerk



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

October 12, 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 three 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:** October 19, 2021**TO:** Monroe County Board of Commissioners**FROM:** Staff**SUBJECT:** Case #200.4-10-21-8**TOWNSHIP:** London**OWNER:** Salenbien, H. & D.**SECTION/P.C.:** 25**TOWN/RANGE:** T5S R7E**AERIAL PHOTO:** #2020

LOCATION OF PROPERTY

The property consists of a parcel totaling approximately 49.368 acres in size. It is located at the southeast corner of Hoffman Road and Gramlich Road.

RELATIONSHIP TO PUBLIC PLANS

The property does not have access to either public water service or to public sewer service. The Monroe County Comprehensive Plan designates the property as Agricultural Preservation. The London Township Master Plan designates the property as Agriculture, as well. The site is not located in the 100-year flood zone.

EXISTING CHARACTERISTICS

Of the 49.368 acres of the property, all 49.368 of the acres are cultivated. As the farm is greater than 40 acres in size, it is eligible for the Farmland Preservation Program.

PLANNING ANALYSIS

The primary soils on this farm are Selfridge and Pewamo soils that are capable of producing between 90 to 125 bushels of corn per acre. The applicant is requesting a 10-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 this application should be approved 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#: 200.4-10-21-8
TOWNSHIP: London

DATE: 10/19/2021
OWNER: Salenbien, H. & D.

2021

FARMLAND / OPEN SPACE REVIEW

Monroe County, Michigan

MEMORANDUM**DATE:** October 19, 2021**TO:** Monroe County Board of Commissioners**FROM:** Staff**SUBJECT:** Case #200.4-10-21-9**TOWNSHIP:** London**OWNER:** Salenbien, H. & D.**SECTION/P.C.:** 25**TOWN/RANGE:** T5S R7E**AERIAL PHOTO:** #2020

LOCATION OF PROPERTY

The property consists of a parcel totaling approximately 7.326 acres in size. It is located on the east side of Gramlich Road south of Hoffman Road.

RELATIONSHIP TO PUBLIC PLANS

The property does not currently have access to either public water service or to public sewer service. The Monroe County Comprehensive Plan designates the property as Agricultural Preservation. The London Township Master Plan designates the property as Agricultural, as well. The majority of the property is located in the 100-year flood zone.

EXISTING CHARACTERISTICS

Of the 7.326 acres of the property, all 7.326 of the acres are cultivated. As the farm is between 5 and 40 acres in size, it needs to earn an average gross annual income of at least \$200 per acre for two of the last three years to be eligible for the Farmland Preservation Program. However, the applicants did not list an income for the farm on the application.

The subject property is contiguous with the larger farm property to the north that is also being applied for, so it would be able to qualify for the Program if the applicants apply jointly with that property, as the joint farm would then be greater than 40 acres in size. However, as the applicants have applied separately for this property, it is unclear whether it would qualify for the program unless the property earns at least \$200 per acre.

PLANNING ANALYSIS

The primary soils on this farm are a Selfridge soil and a Selfridge-Pewamo soil that are capable of producing between 90 and 107 bushels of corn per acre. The applicant is requesting a 15-year agreement for the property. If this property does qualify for the Farmland Preservation Program, Staff believes that it should be approved, as it is designated as Agricultural Preservation in the Monroe County Comprehensive Plan.

RECOMMENDATION

Staff recommends that this application should be approved 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#: 200.4-10-21-9
TOWNSHIP: London

DATE: 10/19/2021
OWNER: Salenbien, H. & D.

2021

FARMLAND / OPEN SPACE REVIEW

Monroe County, Michigan

MEMORANDUM**DATE:** October 19, 2021**TO:** Monroe County Board of Commissioners**FROM:** Staff**SUBJECT:** Case #200.4-10-21-10**TOWNSHIP:** London**OWNER:** Salenbien, H. & D.**SECTION/P.C.:** 26**TOWN/RANGE:** T5S R7E**AERIAL PHOTO:** #2020

LOCATION OF PROPERTY

The property consists of a parcel totaling approximately 40 acres in size. It is located at the southwest corner of Hoffman Road and Gramlich Road.

RELATIONSHIP TO PUBLIC PLANS

The property does not currently have access to either public water service or to public sewer service. The Monroe County Comprehensive Plan designates the property as Agricultural Preservation. The London Township Master Plan designates the property as Agricultural, as well. The majority of the property is located in the 100-year flood zone.

EXISTING CHARACTERISTICS

Of the 40 acres of the property, all 40 of the acres are cultivated. As the farm is 40 acres or greater in size, it is eligible for the Farmland Preservation Program.

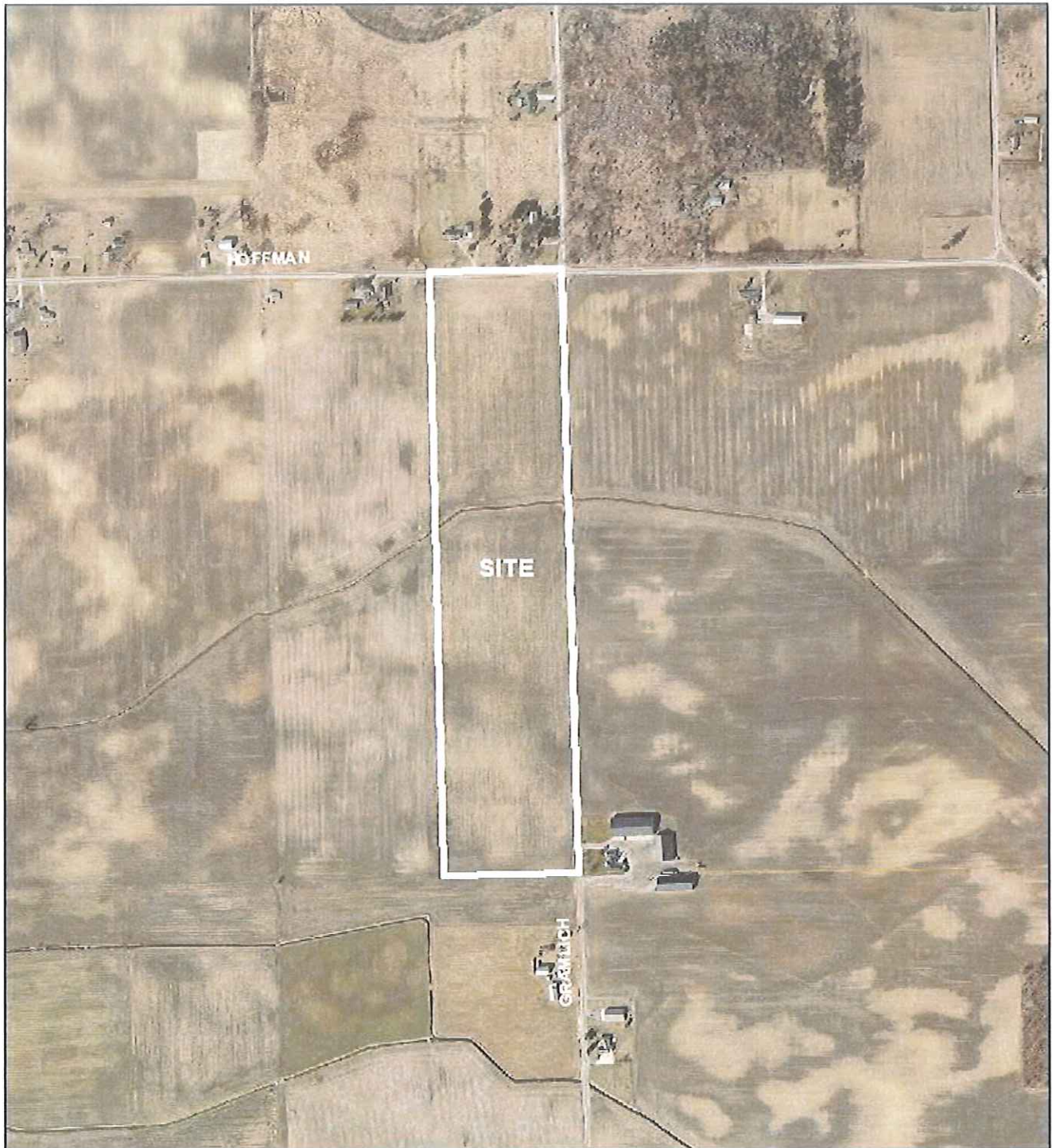
PLANNING ANALYSIS

The primary soils on this farm are Selfridge and Pewamo soils that are capable of producing between 90 to 125 bushels of corn per acre. The applicant is requesting a 15-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 this application should be approved 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#: 200.4-10-21-10
TOWNSHIP: London

DATE: 10/19/2021
OWNER: Salenbien, H. & D.

2021 APPORTIONMENT REPORT

**MONROE COUNTY EQUALIZATION DEPARTMENT
MONROE COUNTY, MICHIGAN**

This Report Prepared For The
**MONROE COUNTY BOARD OF
COMMISSIONERS**

Chairman
Mark Brant

Vice-Chairman
Randy Richardville

Members:
David Swartout
David Hoffman
George Jondro
Sharon Lemasters
Dawn Asper
Greg Moore
J. Henry Lievens

MICHAEL WOOLFORD
MMAO (4)
DIRECTOR



Telephone: (734) 240-7235
Fax: (734) 240-7244
Toll Free: 1-888-354-5500 Ext 7235
Email : michael_woolford@monroemi.org

MONROE COUNTY
EQUALIZATION DEPARTMENT
51 South Macomb Street • Monroe, Michigan 48161-2168

October 13, 2021

Honorable Chairman and Members
Monroe County Board of Commissioners

This report is presented in compliance with Section 211.37, Act 135 of Michigan Compiled Laws, and upon its adoption shall be the Grand Levy for 2021.

The Apportionment Report includes certified millage rates, either allocated or voted for all taxing jurisdictions within Monroe County. Reports from area school districts, township and city clerks were reviewed and checked for accuracy by this office. The 2021 Drain order as presented to this office is also included in this report. Totals for drains are shown to their respective townships and cities.

This department has received a form L-4029 (Tax Rate Request), which also includes the certificate of compliance, from all taxing jurisdictions. This states that they have complied with Article 9, Section 31 of the State Constitution.

I, hereby, recommend the Board of Commissioners adopt this report, subject only to millage rates and/or special assessments that were not reported correctly. Should any special elections, allowed by legislation, occur after this date, adjustments will be made and this report will be amended.

Based on the 2021 millage rates and special assessments reported the 2021 Grand Levy is \$242,166,903.61.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Woolford".

Michael Woolford, MMAO (4)
Equalization Director
Monroe County

Adopted by the Monroe Board of Commissioners on: October 19, 2021

Yes _____ No _____ Excused _____

MONROE COUNTY

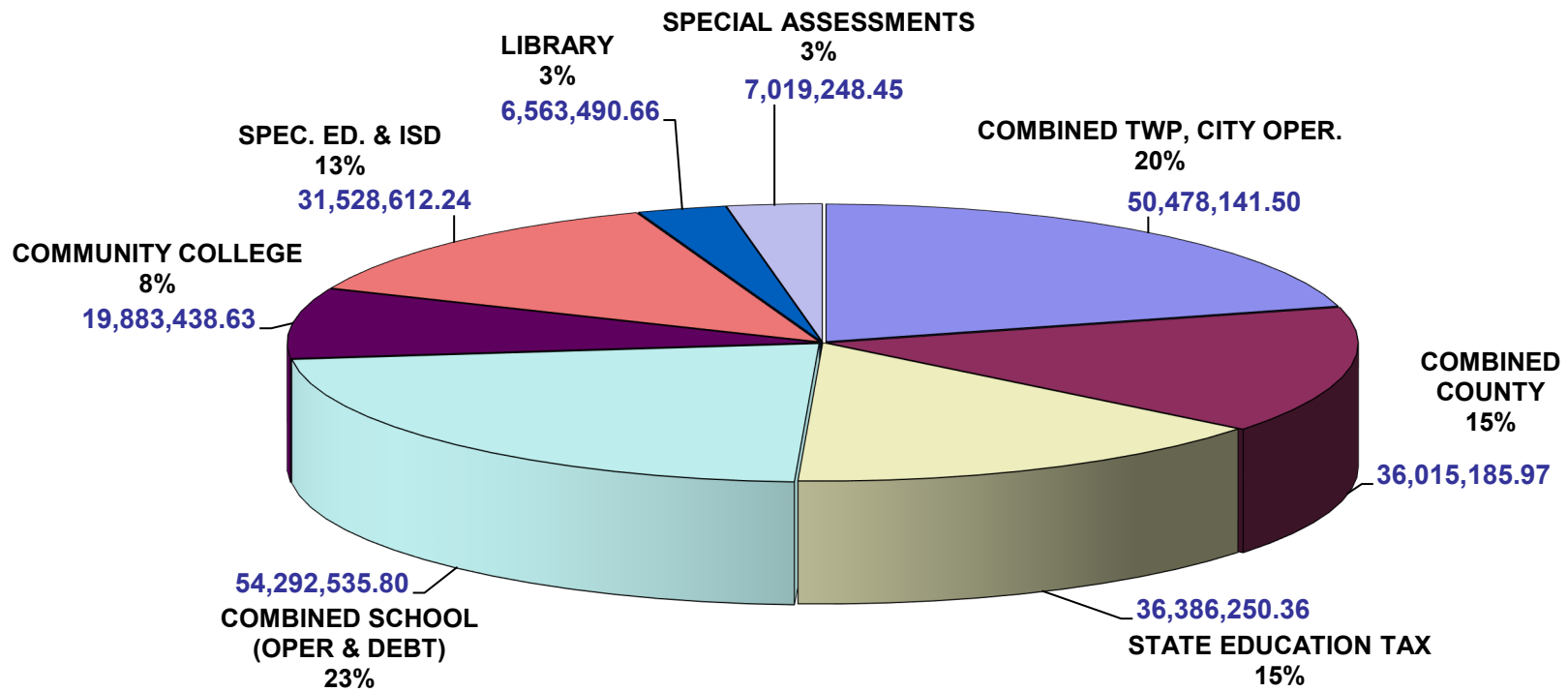
The following amounts include Township and City
Total Tax Spread for 2021 Grand Levy

UNIT	COMBINED TWP, CITY, OPER.	COMBINED COUNTY	STATE EDUCATION TAX	COMBINED SCHOOL (OPER & DEBT)	COMMUNITY COLLEGE	SPEC. ED. & INT. SCH.*	LIBRARY	SPECIAL ASSESSMENTS	TOTAL
01 Ash**	931,476.76	1,768,349.04	1,932,074.24	2,435,435.34	976,278.71	1,582,861.90	322,268.01	190,129.05	10,138,873.05
02 Bedford	4,744,193.49	6,715,423.32	7,315,922.99	6,750,754.37	3,707,483.49	5,818,230.42	1,223,834.25	1,608,342.27	37,884,184.60
03 Berlin**	949,916.00	1,750,071.96	1,899,578.35	2,001,810.03	966,188.22	1,523,083.46	318,937.16	680,971.23	10,090,556.41
04 Dundee**	3,311,371.65	2,011,240.10	2,147,123.64	4,576,860.42	1,110,375.20	1,759,811.42	366,533.04	56,427.20	15,339,742.67
05 Erie	793,605.32	870,342.40	862,626.40	690,351.00	480,502.86	754,063.05	158,613.21	123,996.11	4,734,100.35
06 Exeter**	442,198.51	844,036.26	922,864.66	1,025,006.37	465,979.63	747,419.19	153,819.12	596,595.32	5,197,919.06
07 Frenchtown	11,831,272.09	6,818,121.72	6,884,839.15	15,094,130.89	3,764,181.72	5,907,208.15	1,242,550.25	487,177.88	52,029,481.85
08 Ida	384,980.00	1,173,850.97	1,283,551.88	480,116.08	648,065.35	1,017,022.32	213,925.31	201,981.61	5,403,493.52
09 LaSalle	283,046.04	1,048,137.55	1,146,090.04	777,470.59	578,660.86	908,104.44	191,015.01	185,445.84	5,117,970.37
10 London	438,238.94	632,983.60	692,138.36	1,355,299.83	349,460.66	612,369.79	115,356.39	47,306.41	4,243,153.98
11 Milan	343,005.11	531,632.25	581,105.78	1,480,174.94	293,506.12	534,538.54	96,885.89	46,858.89	3,907,707.52
12 Monroe	2,536,013.98	2,421,370.44	2,642,648.50	3,694,310.91	1,336,801.94	2,097,870.90	441,276.14	401,350.35	15,571,643.16
13 Raisinville	164,540.06	1,251,197.60	1,368,126.86	1,000,782.28	690,767.25	1,084,035.32	228,021.14	291,629.34	6,079,099.85
14 Summerfield	826,984.57	883,035.23	965,426.18	815,005.15	487,510.37	799,073.81	160,926.38	128,474.34	5,066,436.03
15 Whiteford	708,332.29	1,355,263.78	1,471,034.45	2,136,137.09	748,220.60	1,175,281.48	246,986.40	456,277.35	8,297,533.44
51 Luna Pier	568,537.22	246,122.56	269,123.67	320,141.52	135,880.54	213,240.14	44,853.95	122,894.26	1,920,793.86
53 Milan City	1,306,402.66	377,851.19	404,289.27	1,212,273.43	208,605.91	388,490.13	68,860.47	0.00	3,966,773.06
55 Monroe City	19,424,230.34	5,173,609.66	3,441,843.31	8,290,731.70	2,856,271.53	4,482,405.90	942,850.57	1,393,391.00	46,005,334.01
57 Petersburg	489,796.47	142,546.34	155,842.63	155,743.86	78,697.67	123,501.88	25,977.97	0.00	1,172,106.82
2020 GRAND LEVY	50,478,141.50	36,015,185.97	36,386,250.36	54,292,535.80	19,883,438.63	31,528,612.24	6,563,490.66	7,019,248.45	242,166,903.61

*Includes all out county districts

**Includes village totals

MONROE COUNTY 2021 GRAND LEVY TOTAL TAX SPREAD



2021 APPORTIONMENT REPORT

Certified Millage Rates Per \$1000 Taxable Value

MONROE COUNTY, MICHIGAN

	COUNTY					LOCAL UNITS		SCHOOLS				INTER. SCHOOLS			LIBRARY	MCCC			MILLAGE RATE			
TOWNSHIP, VILLAGE OR CITY BY SCHOOL DISTRICT	ALLOC OPER.	SEN. CIT. VOTED	VETS	FAIR VIEW	MUSEU M	ALLOC. OR CHARTER	DEBT OR VOTED	STATE ED.	LOCAL OPER.	COMM PERS.	DEBT OR SITE	ALLOC OPER.	SPEC. ED. VOTED	EXTRA VOTED	VOTED OPER.	VOTED OPER.	VOTED DEBT	PRE	COM PERS.	IND. PERS.	NON- PRE	
<u>ASH</u>																						
58020 Airport	4.7952	0.4650	0.0020	0.1250	0.1000	0.7873	0.5882	6.0000	18.0000	6.0000	2.8500	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	24.4962	30.4962	18.4962	42.4962	
83340 Huron	4.7952	0.4650	0.0020	0.1250	0.1000	0.7873	0.5882	6.0000	18.0000	6.0000	7.0000	0.0962	3.3596	1.9962	1.0000	2.1794	0.8500	29.3441	35.3441	23.3441	47.3441	
82180 Flat Rock	4.7952	0.4650	0.0020	0.1250	0.1000	0.7873	0.5882	6.0000	18.0000	6.0000	11.2200	0.0962	3.3596	1.9962	1.0000	2.1794	0.8500	33.5641	39.5641	27.5641	51.5641	
<u>BEDFORD</u>																						
58030 Bedford	4.7952	0.4650	0.0020	0.1250	0.1000	0.7686	3.1079	6.0000	18.0000	6.0000	1.9900	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	26.1372	32.1372	20.1372	44.1372	
58070 Ida	4.7952	0.4650	0.0020	0.1250	0.1000	0.7686	3.1079	6.0000	18.0000	6.0000	0.0000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	24.1472	30.1472	18.1472	42.1472	
58090 Mason	4.7952	0.4650	0.0020	0.1250	0.1000	0.7686	3.1079	6.0000	17.9532	6.0000	0.0000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	24.1472	30.1472	18.1472	42.1004	
<u>BERLIN</u>																						
58020 Airport	4.7952	0.4650	0.0020	0.1250	0.1000	0.6784	0.0000	6.0000	18.0000	6.0000	2.8500	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	23.7991	29.7991	17.7991	41.7991	
58080 Jefferson	4.7952	0.4650	0.0020	0.1250	0.1000	0.6784	0.0000	6.0000	18.0000	6.0000	1.4500	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	22.3991	28.3991	16.3991	40.3991	
82180 Flat Rock	4.7952	0.4650	0.0020	0.1250	0.1000	0.6784	0.0000	6.0000	18.0000	6.0000	11.2200	0.0962	3.3596	1.9962	1.0000	2.1794	0.8500	32.8670	38.8670	26.8670	50.8670	
<u>DUNDEE</u>																						
58050 Dundee	4.7952	0.4650	0.0020	0.1250	0.1000	0.9255	1.9922	6.0000	18.0000	6.0000	5.7300	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	28.9184	34.9184	22.9184	46.9184	
58070 Ida	4.7952	0.4650	0.0020	0.1250	0.1000	0.9255	1.9922	6.0000	18.0000	6.0000	0.0000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	23.1884	29.1884	17.1884	41.1884	
58100 Summerfield	4.7952	0.4650	0.0020	0.1250	0.1000	0.9255	1.9922	6.0000	18.0000	6.0000	2.0700	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	25.2584	31.2584	19.2584	43.2584	
46050 Britton-Macon	4.7952	0.4650	0.0020	0.1250	0.1000	0.9255	1.9922	6.0000	18.0000	6.0000	4.7000	0.2994	7.0098	0.0000	1.0000	2.1794	0.8500	30.4435	36.4435	24.4435	48.4435	
<u>ERIE</u>																						
58030 Bedford	4.7952	0.4650	0.0020	0.1250	0.1000	0.7952	4.2082	6.0000	18.0000	6.0000	1.9900	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	27.2641	33.2641	21.2641	45.2641	
58090 Mason	4.7952	0.4650	0.0020	0.1250	0.1000	0.7952	4.2082	6.0000	17.9532	6.0000	0.0000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	25.2741	31.2741	19.2741	43.2273	
<u>EXETER</u>																						
58010 Monroe Public	4.7952	0.4650	0.0020	0.1250	0.1000	0.8191	1.2259	6.0000	18.0000	6.0000	2.5000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	24.8157	30.8157	18.8157	42.8157	
58020 Airport	4.7952	0.4650	0.0020	0.1250	0.1000	0.8191	1.2259	6.0000	18.0000	6.0000	2.8500	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	25.1657	31.1657	19.1657	43.1657	
58050 Dundee	4.7952	0.4650	0.0020	0.1250	0.1000	0.8191	1.2259	6.0000	18.0000	6.0000	5.7300	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	28.0457	34.0457	22.0457	46.0457	
81100 Milan	4.7952	0.4650	0.0020	0.1250	0.1000	0.8191	1.2259	6.0000	17.9694	5.9694	9.9000	0.0943	5.1774	0.3700	1.0000	2.1794	0.8500	33.1033	39.0727	27.1033	51.0727	
<u>FRENCHTOWN</u>																						
58010 Monroe Public	4.7952	0.4650	0.0020	0.1250	0.1000	4.2683	3.7279	6.0000	18.0000	6.0000	2.5000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	30.7669	36.7669	24.7669	48.7669	
58020 Airport	4.7952	0.4650	0.0020	0.1250	0.1000	4.2683	3.7279	6.0000	18.0000	6.0000	2.8500	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	31.1169	37.1169	25.1169	49.1169	
58080 Jefferson (Resort)	4.7952	0.4650	0.0020	0.1250	0.1000	4.2683	6.7279	6.0000	18.0000	6.0000	1.4500	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	32.7169	38.7169	26.7169	50.7169	
58080 Jefferson (NonRes)	4.7952	0.4650	0.0020	0.1250	0.1000	4.2683	3.7279	6.0000	18.0000	6.0000	1.4500	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	29.7169	35.7169	23.7169	47.7169	

	COUNTY					LOCAL UNITS		SCHOOLS				INTER. SCHOOLS			LIBRARY	MCCC		MILLAGE RATE			
TOWNSHIP, VILLAGE OR CITY BY SCHOOL DISTRICT	ALLOC. OPER.	SEN. CIT. VOTED	VETS	FAIR VIEW	MUSEU M	ALLOC. OR CHARTER	DEBT OR VOTED	STATE ED.	LOCAL OPER.	COMM. PERS.	DEBT OR SITE	ALLOC. OPER.	SPEC. ED. VOTED	EXTRA VOTED	VOTED OPER.	VOTED OPER.	VOTED DEBT	PRE	COM. PERS.	IND. PERS.	NON- PRE
<u>IDA</u>																					
57070 Ida	4.7952	0.4650	0.0020	0.1250	0.1000	0.8038	0.9958	6.0000	18.0000	6.0000	0.0000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	22.0703	28.0703	16.0703	40.0703
58100 Summerfield	4.7952	0.4650	0.0020	0.1250	0.1000	0.8038	0.9958	6.0000	18.0000	6.0000	2.0700	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	24.1403	30.1403	18.1403	42.1403
<u>LASALLE</u>																					
58010 Monroe Public	4.7952	0.4650	0.0020	0.1250	0.1000	0.7350	0.7468	6.0000	18.0000	6.0000	2.5000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	24.2525	30.2525	18.2525	42.2525
58070 Ida	4.7952	0.4650	0.0020	0.1250	0.1000	0.7350	0.7468	6.0000	18.0000	6.0000	0.0000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	21.7525	27.7525	15.7525	39.7525
58090 Mason	4.7952	0.4650	0.0020	0.1250	0.1000	0.7350	0.7468	6.0000	17.9532	6.0000	0.0000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	21.7525	27.7525	15.7525	39.7057
<u>LONDON</u>																					
58050 Dundee	4.7952	0.4650	0.0020	0.1250	0.1000	0.8318	2.9672	6.0000	18.0000	6.0000	5.7300	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	29.7997	35.7997	23.7997	47.7997
81100 Milan	4.7952	0.4650	0.0020	0.1250	0.1000	0.8318	2.9672	6.0000	17.9694	5.9694	9.9000	0.0943	5.1774	0.3700	1.0000	2.1794	0.8500	34.8573	40.8267	28.8573	52.8267
<u>MILAN</u>																					
58050 Dundee	4.7952	0.4650	0.0020	0.1250	0.1000	0.7903	2.7500	6.0000	18.0000	6.0000	5.7300	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	29.5410	35.5410	23.5410	47.5410
81100 Milan	4.7952	0.4650	0.0020	0.1250	0.1000	0.7903	2.7500	6.0000	17.9694	5.9694	9.9000	0.0943	5.1774	0.3700	1.0000	2.1794	0.8500	34.5986	40.5680	28.5986	52.5680
46050 Britton-Macon	4.7952	0.4650	0.0020	0.1250	0.1000	0.7903	2.7500	6.0000	18.0000	6.0000	4.7000	0.2994	7.0098	0.0000	1.0000	2.1794	0.8500	31.0661	37.0661	25.0661	49.0661
<u>MONROE</u>																					
58010 Monroe Public	4.7952	0.4650	0.0020	0.1250	0.1000	3.7516	1.9954	6.0000	18.0000	6.0000	2.5000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	28.5177	34.5177	22.5177	46.5177
58070 Ida	4.7952	0.4650	0.0020	0.1250	0.1000	3.7516	1.9954	6.0000	18.0000	6.0000	0.0000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	26.0177	32.0177	20.0177	44.0177
<u>RAISINVILLE</u>																					
58010 Monroe Public	4.7952	0.4650	0.0020	0.1250	0.1000	0.7216	0.0000	6.0000	18.0000	6.0000	2.5000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	23.4923	29.4923	17.4923	41.4923
58050 Dundee	4.7952	0.4650	0.0020	0.1250	0.1000	0.7216	0.0000	6.0000	18.0000	6.0000	5.7300	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	26.7223	32.7223	20.7223	44.7223
58070 Ida	4.7952	0.4650	0.0020	0.1250	0.1000	0.7216	0.0000	6.0000	18.0000	6.0000	0.0000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	20.9923	26.9923	14.9923	38.9923
<u>SUMMERFIELD</u>																					
58100 Summerfield	4.7952	0.4650	0.0020	0.1250	0.1000	0.8593	4.2796	6.0000	18.0000	6.0000	2.0700	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	27.4796	33.4796	21.4796	45.4796
58110 Whiteford	4.7952	0.4650	0.0020	0.1250	0.1000	0.8593	4.2796	6.0000	17.4572	6.0000	4.9300	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	30.3396	36.3396	24.3396	47.7968
46050 Deerfield	4.7952	0.4650	0.0020	0.1250	0.1000	0.8593	4.2796	6.0000	18.0000	6.0000	2.0000	0.2994	7.0098	0.0000	1.0000	2.1794	0.8500	29.9647	35.9647	23.9647	47.9647
<u>WHITEFORD</u>																					
58030 Bedford	4.7952	0.4650	0.0020	0.1250	0.1000	0.9213	1.9466	6.0000	18.0000	6.0000	1.9900	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	25.1286	31.1286	19.1286	43.1286
58110 Whiteford	4.7952	0.4650	0.0020	0.1250	0.1000	0.9213	1.9466	6.0000	17.4572	6.0000	4.9300	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	28.0686	34.0686	22.0686	45.5258
46040 Blissfield	4.7952	0.4650	0.0020	0.1250	0.1000	0.9213	1.9466	6.0000	18.0000	6.0000	1.7500	0.2994	7.0098	0.0000	1.0000	2.1794	0.8500	27.4437	33.4437	21.4437	45.4437
<u>LUNA PIER</u>																					
58090 Mason	4.7952	0.4650	0.0020	0.1250	0.1000	9.7753	2.9000	6.0000	17.9532	6.0000	0.0000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	32.9460	38.9460	26.9460	50.8992
<u>MILAN CITY</u>																					
81100 Milan	4.7952	0.4650	0.0020	0.1250	0.1000	16.5000	2.4676	6.0000	17.9694	5.9694	9.9000	0.0943	5.1774	0.3700	1.0000	2.1794	0.8500	50.0259	55.9953	44.0259	67.9953
<u>MONROE CITY</u>																					
58010 Monroe Public	4.7952	0.4650	0.0020	0.1250	0.1000	14.6424	5.9592	6.0000	18.0000	6.0000	2.5000	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	43.3723	49.3723	37.3723	61.3723
58080 Jefferson	4.7952	0.4650	0.0020	0.1250	0.1000	14.6424	5.9592	6.0000	18.0000	6.0000	1.4500	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	42.3223	48.3223	36.3223	60.3223
<u>PETERSBURG</u>																					
58100 Summerfield	4.7952	0.4650	0.0020	0.1250	0.1000	10.9500	7.9043	6.0000	18.0000	6.0000	2.0700	0.2897	3.4778	0.9866	1.0000	2.1794	0.8500	41.1950	47.1950	35.1950	59.1950

Does not include Village millage rates.

2021
INDUSTRIAL FACILITIES MILLAGE RATES
CERTIFICATES ISSUED AFTER 1/1/94*
(millage do not include 6 SET mills)

ASH TOWNSHIP	58020	-	18.2481
BEDFORD TOWNSHIP	58030	-	19.0686
	58090	-	18.0348
BERLIN TOWNSHIP	58020	-	17.8995
DUNDEE TOWNSHIP	58050	-	20.4592
ERIE TOWNSHIP	58090	-	18.6136
FRENCHTOWN TWP.	58010	-	21.3834
	58080	-	20.8584
MONROE TOWNSHIP	58010	-	20.2588
SUMMERFIELD TWP.	58100	-	19.7398
WHITEFORD TWP	58110		19.7629
MILAN CITY	81100	-	30.9976
MONROE CITY	58010	-	27.6861
	58080	-	27.1611

ASH TOWNSHIP

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
(02)	Carleton Village (Operating)	52,545,162	9.2910	488,197.10	488,197.10	9.2910
	Township Tax	322,268,011	0.7873	253,721.61		
	Fire Department	322,268,011	0.4893	157,685.74	443,279.66	1.3755
	Recycling	322,268,011	0.0989	31,872.31		
	County General					
	Allocated	322,268,011	4.7952	1,545,339.57		
	Senior Citizen	322,268,011	0.4650	149,854.63	1,768,349.04	5.4872
	Fairview	322,268,011	0.1250	40,283.50		
	Veterans	322,268,011	0.0020	644.54		
	Museum	322,268,011	0.1000	32,226.80		
	Community College	322,268,011	2.1794	702,350.90	976,278.71	3.0294
	Community College Facilites	322,268,011	0.8500	273,927.81		
	County Library	322,268,011	1.0000	322,268.01	322,268.01	1.0000
(02-20)	Monroe Special Education	322,268,011	3.4778	1,120,783.69		
	Monroe Intermediate Schools	322,268,011	0.2897	93,361.04	1,532,094.35	4.7541
	Technology	322,268,011	0.9866	317,949.62		
(20-24)	Wayne Intermediate Schools	9,311,730	5.4520	50,767.55	50,767.55	5.4520
	State Education Tax(Less 351)	322,012,374	6.0000	1,932,074.24	1,932,074.24	6.0000
(02)	Airport					
	Debt Issue	312,956,281	2.8500	891,925.40	891,925.40	2.8500
	Commercial Personal	4,662,441	6.0000	27,974.65	27,974.65	6.0000
(02)	Local Oper. - NON-PRNC RES	76,426,784	18.0000	1,375,682.11	1,375,682.11	18.0000
(20)	Huron					
	Debt Issue	4,685,951	7.0000	32,801.66	32,801.66	7.0000
	Commercial Personal	0	6.0000	0.00	0.00	6.0000
(20)	Local Oper. - NON-PRNC RES	385,384	18.0000	6,936.91	6,936.91	18.0000
(24)	Flat Rock					
	Debt Issue	4,625,779	11.2200	51,901.24	51,901.24	11.2200
	Commercial Personal	47,228	6.0000	283.37	283.37	6.0000
(24)	Local Oper. - NON-PRNC RES	2,662,778	18.0000	47,930.00	47,930.00	18.0000

ASH TOWNSHIP
SPECIAL ASSESSMENTS

Lights	3,268.72
Water Districts	163,505.75
Roads	6,618.54
Carleton Crossing	3,537.01
Carleton Tile	-
Mathews Tile	2,050.09
Smith	3,600.00
Wager & Pink I/C	7,548.94
2021 GRAND LEVY ASH TOWNSHIP	\$10,138,873.05

BEDFORD TOWNSHIP

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
	Township Tax	1,223,834,254	0.7686	940,639.01		
	Fire Operating	1,223,834,254	1.7431	2,133,265.49		
	Fire protection	1,223,834,254	0.4920	602,126.45		
	Police	1,223,834,254	0.3880	474,847.69		
	Transit R	1,223,834,254	0.2388	292,251.62	4,744,193.49	2.7272
	Library	1,223,834,254	0.2460	301,063.23		
	County General					
	Allocated	1,223,834,254	4.7952	5,868,530.01		
	Senior Citizen	1,223,834,254	0.4650	569,082.93	6,715,423.32	5.4872
	Fairview	1,223,834,254	0.1250	152,979.28		
	Veterans	1,223,834,254	0.0020	2,447.67		
	Museum	1,223,834,254	0.1000	122,383.43		
	Community College	1,223,834,254	2.1794	2,667,224.37	3,707,483.49	3.0294
	Community College Facilites	1,223,834,254	0.8500	1,040,259.12		
	County Library	1,223,834,254	1.0000	1,223,834.25	1,223,834.25	1.0000
(03-07-09)	Monroe Special Education	1,223,834,254	3.4778	4,256,250.77		
	Monroe Intermediate Schools	1,223,834,254	0.2897	354,544.78	5,818,230.42	4.7541
	Technology	1,223,834,254	0.9866	1,207,434.87		
	State Education Tax(Less 351)	1,219,320,498	6.0000	7,315,922.99	7,315,922.99	6.0000
(03)	Bedford					
	Debt Issue	1,212,954,277	1.9900	2,413,779.01	2,413,779.01	1.9900
	Commercial Personal	15,958,130	6.0000	95,748.78	95,748.78	6.0000
(03)	Local Oper. - NON-PRNC RES	229,681,053	18.0000	4,134,258.95	4,134,258.95	18.0000
(07)	Ida					
	Debt Issue	4,426,720	0.0000	0.00	0.00	0.0000
	Commercial Personal	0	6.0000	0.00	0.00	6.0000
(07)	Local Oper. - NON-PRNC RES	497,784	18.0000	8,960.11	8,960.11	18.0000
(09)	Mason					
	Bldg & Site	6,453,257	0.0000	0.00	0.00	0.0000
	Commercial Personal	0	6.0000	0.00	0.00	6.0000
(09)	Local Oper. - NON-PRNC RES	5,459,056	17.9532	98,007.52	98,007.52	17.9532

BEDFORD TOWNSHIP
SPECIAL ASSESSMENTS

Fire District	122,206.50
Lights	201,266.57
Water	13,492.50
Delinq Water	5,210.64
Sewer	18,278.40
Roads	467,942.22
Delinq Sewer Use	349,761.26
Allen Plat	3,929.92
Bedford Industrial	6,865.69
Bragden Creek	1,466.51
Bentridge	976.56
Butternut Tile	-
Captiva Br Halfway Creek	2,337.32
Captive Estates	2,292.16
Case Garden	1,105.16
Center	3,731.25
Chaple Creek	2,401.98
Chanson Valley	801.24
Crosscreeks	1,948.25
Deerfield Woods	1,737.78
Dull	13,323.28
Eagle Ridge	1,632.21
Firecreek	1,265.52
Firecreek N. Br.	710.86
Firecreek S. Br.	329.39
Fordway	369.44
Fortuna	2,047.79
Fox Run	933.06
Giant Oaks	1,638.17
Hackkman Estates	1,156.36
Hemmingway	639.25
Hidden Lakes	427.92
Hidden Valley	2,028.22
Hickory Creek	7,130.05
Hooper Run	9,349.53
Howard St. & N. Park	67,454.79
Indian Creek	37,435.30
Kelly-Doty	3,592.51
Kimberly Oaks	585.24
King Street Tile	1,733.52
Krawetz & Miller	3,633.86
Legacy Estates, Br. Of Center	1,738.54
Legacy Estates	2,968.83
Little Lake	114,547.71
Lockwood	2,723.19

**BEDFORD TOWNSHIP
SPECIAL ASSESMENTS CONTINUED**

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BERLIN TOWNSHIP

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
(08)	Estral Beach (Operating)	16,487,403	9.6508	159,116.63	159,116.63	9.6508
(02)	S. Rockwood (Operating)	43,851,810	13.0994	574,432.40	574,432.40	13.0994
	Township Tax	318,937,156	0.6784	216,366.97	216,366.97	0.6784
	County General					
	Allocated	318,937,156	4.7952	1,529,367.45		
	Senior Citizen	318,937,156	0.4650	148,305.78	1,750,071.96	5.4872
	Fairview	318,937,156	0.1250	39,867.14		
	Veterans	318,937,156	0.0020	637.87		
	Museum	318,937,156	0.1000	31,893.72		
	Community College	318,937,156	2.1794	695,091.64	966,188.22	3.0294
	Community College Facilites	318,937,156	0.8500	271,096.58		
	County Library	318,937,156	1.0000	318,937.16	318,937.16	1.0000
(02-08)	Monroe Special Education	309,158,803	3.4778	1,075,192.49		
	Monroe Intermediate Schools	309,158,803	0.2897	89,563.31	1,469,771.88	4.7541
	Technology	309,158,803	0.9866	305,016.08		
(24)	Wayne Intermediate Schools	9,778,353	5.4520	53,311.58	53,311.58	5.4520
	State Education Tax(Less 351)	316,596,391	6.0000	1,899,578.35	1,899,578.35	6.0000
(02)	Airport					
	Debt Issue	189,316,631	2.8500	539,552.40	539,552.40	2.8500
	Commercial Personal	1,624,737	6.0000	9,748.42	9,748.42	6.0000
(02)	Local Oper. - NON-PRNC RES	40,668,018	18.0000	732,024.32	732,024.32	18.0000
(08)	Jefferson					
	Debt Issue	119,842,172	1.4500	173,771.15	173,771.15	1.4500
	Commercial Personal	1,200,730	6.0000	7,204.38	7,204.38	6.0000
(08)	Local Oper. - NON-PRNC RES	17,795,247	18.0000	320,314.45	320,314.45	18.0000
(24)	Flat Rock					
	Debt Issue	9,778,353	11.2200	109,713.12	109,713.12	11.2200
	Commercial Personal	160,670	6.0000	964.02	964.02	6.0000
(24)	Local Oper. - NON-PRNC RES	6,028,765	18.0000	108,517.77	108,517.77	18.0000

BERLIN TOWNSHIP **SPECIAL ASSESSMENTS**

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DUNDEE TOWNSHIP

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
(05)	Dundee Village (Operating)	228,512,710	9.8110	2,241,938.20	2,241,938.20	9.8110
	Township Tax	366,533,042	0.9255	339,226.33		
	Township Roads	366,533,042	0.9922	363,674.08	1,069,433.45	2.9177
	Township Fire	366,533,042	1.0000	366,533.04		
	County General					
	Allocated	366,533,042	4.7952	1,757,599.24		
	Senior Citizen	366,533,042	0.4650	170,437.86	2,011,240.10	5.4872
	Fairview	366,533,042	0.1250	45,816.63		
	Veterans	366,533,042	0.0020	733.07		
	Museum	366,533,042	0.1000	36,653.30		
	Community College	366,533,042	2.1794	798,822.11	1,110,375.20	3.0294
	Community College Facilites	366,533,042	0.8500	311,553.09		
	County Library	366,533,042	1.0000	366,533.04	366,533.04	1.0000
(05-07)	Monroe Special Education	359,771,395	3.4778	1,251,212.96		
(10-25-50)	Monroe Intermediate Schools	359,771,395	0.2897	104,225.77	1,710,389.19	4.7541
	Technology	359,771,395	0.9866	354,950.46		
(40)	Lenawee Intermediate Schools	6,761,647	7.3092	49,422.23	49,422.23	7.3092
	State Education Tax(Less 351)	357,853,940	6.0000	2,147,123.64	2,147,123.64	6.0000
(05)	Dundee					
	Debt Issue	327,535,773	5.7300	1,876,779.98	1,876,779.98	5.7300
	Commercial Personal	7,749,956	6.0000	46,499.74	46,499.74	6.0000
(05)	Local Oper. - NON-PRNC RES	139,217,750	18.0000	2,505,919.50	2,505,919.50	18.0000
(07)	Ida					
	Debt Issue	21,707,345	0.0000	0.00	0.00	0.0000
	Commercial Personal	36,115	6.0000	216.69	216.69	6.0000
(07)	Local Oper. - NON-PRNC RES	2,970,596	18.0000	53,470.73	53,470.73	18.0000
(10)	Summerfield					
	Debt Issue	10,528,277	2.0700	21,793.53	21,793.53	2.0700
	Commercial Personal	0	6.0000	0.00	0.00	6.0000
(10)	Local Oper. - NON-PRNC RES	1,233,920	18.0000	22,210.56	22,210.56	18.0000
(40)	Britton-Macon					
	Debt Issue	6,761,647	4.7000	31,779.74	31,779.74	4.7000
	Commercial Personal	0	6.0000	0.00	0.00	6.0000
(40)	Local Oper. - NON-PRNC RES	1,010,553	18.0000	18,189.95	18,189.95	18.0000

DUNDEE TOWNSHIP SPECIAL ASSESSMENTS

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ERIE TOWNSHIP

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
	Township Tax	158,613,208	0.7952	126,129.22		
	Fire Equipment	158,613,208	3.2156	510,036.63	793,605.32	5.0034
	Police	158,613,208	0.9926	157,439.47		
	County General					
	Allocated	158,613,208	4.7952	760,582.06		
	Senior Citizen	158,613,208	0.4650	73,755.14	870,342.40	5.4872
	Fairview	158,613,208	0.1250	19,826.65		
	Veterans	158,613,208	0.0020	317.23		
	Museum	158,613,208	0.1000	15,861.32		
	Community College	158,613,208	2.1794	345,681.63	480,502.86	3.0294
	Community College Facilites	158,613,208	0.8500	134,821.23		
	County Library	158,613,208	1.0000	158,613.21	158,613.21	1.0000
(03-09)	Monroe Special Education	158,613,208	3.4778	551,625.01		
	Monroe Intermediate Schools	158,613,208	0.2897	45,950.25	754,063.05	4.7541
	Technology	158,613,208	0.9866	156,487.79		
	State Education Tax(Less 351)	143,771,066	6.0000	862,626.40	862,626.40	6.0000
(03)	Bedford					
	Debt Issue	1,565,183	1.9900	3,114.71	3,114.71	1.9900
	Commercial Personal	834	6.0000	5.00	5.00	6.0000
(03)	Local Oper. - NON-PRNC RES	249,705	18.0000	4,494.69	4,494.69	18.0000
(09)	Mason					
	Bldg. & Site	157,048,025	0.0000	0.00	0.00	0.0000
	Commercial Personal	1,007,874	6.0000	6,047.24	6,047.24	6.0000
(09)	Local Oper. - NON-PRNC RES	37,691,852	17.9532	676,689.36	676,689.36	17.9532

ERIE TOWNSHIP
SPECIAL ASSESSMENTS

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EXETER TOWNSHIP

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
(01-05)	Maybee Village (Operating)	18,234,058	7.0000	127,638.41	127,638.41	7.0000
	Township Tax	153,819,117	0.8191	125,993.24	314,560.10	2.0450
	Roads	153,819,117	1.2259	188,566.86		
	County General					
	Allocated	153,819,117	4.7952	737,593.43		
	Senior Citizen	153,819,117	0.4650	71,525.89	844,036.26	5.4872
	Fairview	153,819,117	0.1250	19,227.39		
	Veterans	153,819,117	0.0020	307.64		
	Museum	153,819,117	0.1000	15,381.91		
	Community College	153,819,117	2.1794	335,233.38	465,979.63	3.0294
	Community College Facilites	153,819,117	0.8500	130,746.25		
	County Library	153,819,117	1.0000	153,819.12	153,819.12	1.0000
(01-02-05)	Monroe Special Education	135,626,545	3.4778	471,682.00		
	Monroe Intermediate Schools	135,626,545	0.2897	39,291.01	644,782.16	4.7541
	Technology	135,626,545	0.9866	133,809.15		
(30)	Washtenaw Intermediate Schools	18,192,572	5.6417	102,637.03	102,637.03	5.6417
	State Education Tax(Less 351)	153,810,776	6.0000	922,864.66	922,864.66	6.0000
(01)	Monroe Public					
	Debt Issue(Sinking)	43,034,623	1.0000	43,034.62	107,586.55	2.5000
	Debt Issue	43,034,623	1.5000	64,551.93		
	Commercial Personal	566,030	6.0000	3,396.18	3,396.18	6.0000
(01)	Local Oper. - NON-PRNC RES	8,838,083	18.0000	159,085.49	159,085.49	18.0000
(02)	Airport					
	Debt Issue	83,894,360	2.8500	239,098.93	239,098.93	2.8500
	Commercial Personal	259,153	6.0000	1,554.92	1,554.92	6.0000
	Local Oper. - NON-PRNC RES	11,154,761	18.0000	200,785.70	200,785.70	18.0000
(05)	Dundee					
	Debt Issue	8,697,562	5.7300	49,837.03	49,837.03	5.7300
	Commercial Personal	1,231	6.0000	7.39	7.39	6.0000
	Local Oper. - NON-PRNC RES	1,335,732	18.0000	24,043.18	24,043.18	18.0000
(30)	Milan					
	Debt Issue	18,192,572	9.9000	180,106.46	180,106.46	9.9000
	Commercial Personal	0	5.9694	0.00	0.00	5.9694
(30)	Local Oper. - NON-PRNC RES	3,311,437	17.9694	59,504.54	59,504.54	17.9694

EXETER TOWNSHIP **SPECIAL ASSESSMENTS**

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FRENCHTOWN TOWNSHIP

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
	Township Operating	1,242,550,249	4.2683	5,303,577.23		
	Fire Dept	1,242,550,249	3.0000	3,727,650.75	9,935,680.31	7.9962
	LETC	1,242,550,249	0.7279	904,452.33		
(08)	Resort District	631,863,925	3.0000	1,895,591.78	1,895,591.78	3.0000
	County General					
	Allocated	1,242,550,249	4.7952	5,958,276.95		
	Senior Citizen	1,242,550,249	0.4650	577,785.87	6,818,121.72	5.4872
	Fairview	1,242,550,249	0.1250	155,318.78		
	Veterans	1,242,550,249	0.0020	2,485.10		
	Museum	1,242,550,249	0.1000	124,255.02		
	Community College	1,242,550,249	2.1794	2,708,014.01	3,764,181.72	3.0294
	Community College Facilites	1,242,550,249	0.8500	1,056,167.71		
	County Library	1,242,550,249	1.0000	1,242,550.25	1,242,550.25	1.0000
(01-02-08)	Monroe Special Education	1,242,550,249	3.4778	4,321,341.26		
	Monroe Intermediate Schools	1,242,550,249	0.2897	359,966.81	5,907,208.15	4.7541
	Technology	1,242,550,249	0.9866	1,225,900.08		
	State Education Tax(Less 351)	1,147,473,191	6.0000	6,884,839.15	6,884,839.15	6.0000
(01)	Monroe Public					
	Debt Issue(Sinking)	331,860,892	1.0000	331,860.89	829,652.23	2.5000
	Debt Issue	331,860,892	1.5000	497,791.34		
	Commercial Personal	11,911,500	6.0000	71,469.00	71,469.00	6.0000
(01)	Local Oper. - NON-PRNC RES	140,066,128	18.0000	2,521,190.30	2,521,190.30	18.0000
(02)	Airport					
	Debt Issue	81,534,128	2.8500	232,372.26	232,372.26	2.8500
	Commercial Personal	21,729,691	6.0000	130,378.15	130,378.15	6.0000
(02)	Local Oper. - NON-PRNC RES	41,331,083	18.0000	743,959.49	743,959.49	18.0000
(08)	Jefferson					
	Debt Issue	829,155,229	1.4500	1,202,275.08	1,202,275.08	1.4500
	Commercial Personal	6,271,813	6.0000	37,630.88	37,630.88	6.0000
(08)	Local Oper. - NON-PRNC RES	518,066,861	18.0000	9,325,203.50	9,325,203.50	18.0000

FRENCHTOWN TOWNSHIP
SPECIAL ASSESSMENTS

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IDA TOWNSHIP

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
	Township Tax	213,925,313	0.8038	171,953.17		
	Voted Fire	213,925,313	0.9958	213,026.83	384,980.00	1.7996
	County General					
	Allocated	213,925,313	4.7952	1,025,814.66		
	Senior Citizen	213,925,313	0.4650	99,475.27	1,173,850.97	5.4872
	Fairview	213,925,313	0.1250	26,740.66		
	Veterans	213,925,313	0.0020	427.85		
	Museum	213,925,313	0.1000	21,392.53		
	Community College	213,925,313	2.1794	466,228.83	648,065.35	3.0294
	Community College Facilites	213,925,313	0.8500	181,836.52		
	County Library	213,925,313	1.0000	213,925.31	213,925.31	1.0000
(07-10)	Monroe Special Education	213,925,313	3.4778	743,989.45		
	Monroe Intermediate Schools	213,925,313	0.2897	61,974.16	1,017,022.32	4.7541
	Technology	213,925,313	0.9866	211,058.71		
	State Education Tax(Less 351)	213,925,313	6.0000	1,283,551.88	1,283,551.88	6.0000
(07)	Ida					
	Debt Issue	204,083,441	0.0000	0.00	0.00	0.0000
	Commercial Personal	857,400	6.0000	5,144.40	5,144.40	6.0000
(07)	Local Oper. - NON-PRNC RES	23,968,927	18.0000	431,440.69	431,440.69	18.0000
(10)	Summerfield					
	Debt Issue	9,841,872	2.0700	20,372.68	20,372.68	2.0700
	Commercial Personal	5,300	6.0000	31.80	31.80	6.0000
(10)	Local Oper. - NON-PRNC RES	1,284,806	18.0000	23,126.51	23,126.51	18.0000

IDA TOWNSHIP
SPECIAL ASSESSMENTS

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LASALLE TOWNSHIP

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
	Township Tax	191,015,006	0.7350	140,396.03		
	Fire Department	191,015,006	0.7468	142,650.01	283,046.04	1.4818
	County General					
	Allocated	191,015,006	4.7952	915,955.16		
	Senior Citizen	191,015,006	0.4650	88,821.98	1,048,137.55	5.4872
	Fairview	191,015,006	0.1250	23,876.88		
	Veterans	191,015,006	0.0020	382.03		
	Museum	191,015,006	0.1000	19,101.50		
	Community College	191,015,006	2.1794	416,298.10	578,660.86	3.0294
	Community College Facilites	191,015,006	0.8500	162,362.76		
	County Library	191,015,006	1.0000	191,015.01	191,015.01	1.0000
(01-07-09)	Monroe Special Education	191,015,006	3.4778	664,311.99		
	Monroe Intermediate Schools	191,015,006	0.2897	55,337.05	908,104.44	4.7541
	Technology	191,015,006	0.9866	188,455.40		
	State Education Tax(Less 351)	191,015,006	6.0000	1,146,090.04	1,146,090.04	6.0000
(01)	Monroe Public					
	Debt Issue(Sinking)	106,752,633	1.0000	106,752.63	266,881.58	2.5000
	Debt Issue	106,752,633	1.5000	160,128.95		
	Commercial Personal	610,664	6.0000	3,663.98	3,663.98	6.0000
	Local Oper. - NON-PRNC RES	18,504,956	18.0000	333,089.21	333,089.21	18.0000
(07)	Ida					
	Debt Issue	23,818,075	0.0000	0.00	0.00	0.0000
	Commercial Personal	0	6.0000	0.00	0.00	6.0000
	Local Oper. - NON-PRNC RES	1,765,006	18.0000	31,770.11	31,770.11	18.0000
(09)	Mason					
	Bldg. & Site	60,444,298	0.0000	0.00	0.00	0.0000
(09)	Commercial Personal	191,064	6.0000	1,146.38	1,146.38	6.0000
	Local Oper. - NON-PRNC RES	7,849,260	17.9532	140,919.33	140,919.33	17.9532

LASALLE TOWNSHIP **SPECIAL ASSESSMENTS**

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LONDON TOWNSHIP

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
	Township Tax	115,356,394	0.8318	95,953.45		
	Voted - Fire	115,356,394	1.9850	228,982.44	438,238.94	3.7990
	Voted - Roads	115,356,394	0.9822	113,303.05		
	County General					
	Allocated	115,356,394	4.7952	553,156.98		
	Senior Citizen	115,356,394	0.4650	53,640.72	632,983.60	5.4872
	Fairview	115,356,394	0.1250	14,419.55		
	Veterans	115,356,394	0.0020	230.71		
	Museum	115,356,394	0.1000	11,535.64		
	Community College	115,356,394	2.1794	251,407.73	349,460.66	3.0294
	Community College Facilites	115,356,394	0.8500	98,052.93		
	County Library	115,356,394	1.0000	115,356.39	115,356.39	1.0000
(05)	Monroe Special Education	43,303,719	3.4778	150,601.67		
	Monroe Intermediate Schools	43,303,719	0.2897	12,545.09	205,870.21	4.7541
	Technology	43,303,719	0.9866	42,723.45		
(30)	Washtenaw Intermediate Schools	72,052,675	5.6417	406,499.58	406,499.58	5.6417
	State Education Tax(Less 351)	115,356,394	6.0000	692,138.36	692,138.36	6.0000
(05)	Dundee					
	Debt Issue	43,303,719	5.7300	248,130.31	248,130.31	5.7300
	Commercial Personal	1,015,078	6.0000	6,090.47	6,090.47	6.0000
(05)	Local Oper. - NON-PRNC RES	7,348,031	18.0000	132,264.56	132,264.56	18.0000
(30)	Milan					
	Debt Issue	72,052,675	9.9000	713,321.48	713,321.48	9.9000
	Commercial Personal	1,399,924	5.9694	8,356.71	8,356.71	5.9694
(30)	Local Oper. - NON-PRNC RES	13,753,175	17.9694	247,136.30	247,136.30	17.9694

LONDON TOWNSHIP **SPECIAL ASSESSMENTS**

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MILAN TOWNSHIP

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
	Township Tax	96,885,889	0.7903	76,568.92		
	Township Fire	96,885,889	1.2500	121,107.36	343,005.11	3.5403
	Township Roads	96,885,889	1.5000	145,328.83		
	County General					
	Allocated	96,885,889	4.7952	464,587.21		
	Senior Citizen	96,885,889	0.4650	45,051.94	531,632.25	5.4872
	Fairview	96,885,889	0.1250	12,110.74		
	Veterans	96,885,889	0.0020	193.77		
	Museum	96,885,889	0.1000	9,688.59		
	Community College	96,885,889	2.1794	211,153.11	293,506.12	3.0294
	Community College Facilites	96,885,889	0.8500	82,353.01		
	County Library	96,885,889	1.0000	96,885.89	96,885.89	1.0000
(05)	Monroe Special Education	14,894,625	3.4778	51,800.53		
	Monroe IntemEDIATE Schools	14,894,625	0.2897	4,314.97	70,810.54	4.7541
	Technology	14,894,625	0.9866	14,695.04		
(30)	Washtenaw Intermediate Schools	81,296,877	5.6417	458,652.59	458,652.59	5.6417
(40)	Lenawee Intermediate Schools	694,387	7.3092	5,075.41	5,075.41	7.3092
	State Education Tax(Less 351)	96,850,963	6.0000	581,105.78	581,105.78	6.0000
(05)	Dundee					
	Debt Issue	14,894,625	5.7300	85,346.20	85,346.20	5.7300
	Commercial Personal	120,058	6.0000	720.35	720.35	6.0000
(05)	Local Oper. - NON-PRNC RES	2,398,242	18.0000	43,168.36	43,168.36	18.0000
(30)	Milan					
	Debt Issue	81,296,877	9.9000	804,839.08	804,839.08	9.9000
	Commercial Personal	380,853	5.9694	2,273.46	2,273.46	5.9694
(30)	Local Oper. - NON-PRNC RES	29,949,539	17.9694	538,175.25	538,175.25	17.9694
(40)	Britton-Macon					
	Debt Issue	694,387	4.7000	3,263.62	3,263.62	4.7000
	Commercial Personal	0	6.0000	0.00	0.00	6.0000
(40)	Local Oper. - NON-PRNC RES	132,701	18.0000	2,388.62	2,388.62	18.0000

MILAN TOWNSHIP
SPECIAL ASSESSMENTS

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MONROE TOWNSHIP

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
	Township Operating	441,276,140	3.7516	1,655,491.57	2,536,013.98	3.7516
	Fire	441,276,140	1.9954	880,522.41		
	County General					
	Allocated	441,276,140	4.7952	2,116,007.35		
	Senior Citizen	441,276,140	0.4650	205,193.41	2,421,370.44	5.4872
	Fairview	441,276,140	0.1250	55,159.52		
	Veterans	441,276,140	0.0020	882.55		
	Museum	441,276,140	0.1000	44,127.61		
	Community College	441,276,140	2.1794	961,717.22	1,336,801.94	3.0294
	Community College Facilites	441,276,140	0.8500	375,084.72		
	County Library	441,276,140	1.0000	441,276.14	441,276.14	1.0000
(01-07)	Monroe Special Education	441,276,140	3.4778	1,534,670.16		
	Monroe Intermediate Schools	441,276,140	0.2897	127,837.70	2,097,870.90	4.7541
	Technology	441,276,140	0.9866	435,363.04		
	State Education Tax(Less 351)	440,441,416	6.0000	2,642,648.50	2,642,648.50	6.0000
(01)	Monroe Public					
	Debt Issue(Sinking)	424,835,546	1.0000	424,835.55	1,062,088.87	2.5000
(01)	Debt Issue	424,835,546	1.5000	637,253.32		
	Commercial Personal	8,739,575	6.0000	52,437.45	52,437.45	6.0000
	Local Oper. - NON-PRNC RES	142,165,307	18.0000	2,558,975.53	2,558,975.53	18.0000
(07)	Ida					
	Debt Issue	16,440,594	0.0000	0.00	0.00	0.0000
(07)	Commercial Personal	750	6.0000	4.50	4.50	6.0000
	Local Oper. - NON-PRNC RES	1,155,809	18.0000	20,804.56	20,804.56	18.0000

MONROE TOWNSHIP
SPECIAL ASSESSMENTS

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RAISINVILLE TOWNSHIP

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
	Township Tax	228,021,143	0.7216	164,540.06	164,540.06	0.7216
	County General					
	Allocated	228,021,143	4.7952	1,093,406.98		
	Senior Citizen	228,021,143	0.4650	106,029.83	1,251,197.60	5.4872
	Fairview	228,021,143	0.1250	28,502.64		
	Veterans	228,021,143	0.0020	456.04		
	Museum	228,021,143	0.1000	22,802.11		
	Community College	228,021,143	2.1794	496,949.28	690,767.25	3.0294
	Community College Facilites	228,021,143	0.8500	193,817.97		
	County Library	228,021,143	1.0000	228,021.14	228,021.14	1.0000
(01-05-.07)	Monroe Special Education	228,021,143	3.4778	793,011.93		
	Monroe Intermediate Schools	228,021,143	0.2897	66,057.73	1,084,035.32	4.7541
	Technology	228,021,143	0.9866	224,965.66		
	State Education Tax(Less 351)	228,021,143	6.0000	1,368,126.86	1,368,126.86	6.0000
(01)	Monroe Public					
	Debt Issue(Sinking)	99,289,725	1.0000	99,289.73	248,224.32	2.5000
	Debt Issue	99,289,725	1.5000	148,934.59		
(01)	Commercial Personal	422,758	6.0000	2,536.55	2,536.55	6.0000
	Local Oper. - NON-PRNC RES	9,374,404	18.0000	168,739.27	168,739.27	18.0000
(05)	Dundee					
	Debt Issue	49,620,086	5.7300	284,323.09	284,323.09	5.7300
(05)	Commercial Personal	163,815	6.0000	982.89	982.89	6.0000
	Local Oper. - NON-PRNC RES	6,203,231	18.0000	111,658.16	111,658.16	18.0000
(07)	Ida					
	Debt Issue	79,111,332	0.0000	0.00	0.00	0.0000
(07)	Commercial Personal	476,682	6.0000	2,860.09	2,860.09	6.0000
	Local Oper. - NON-PRNC RES	10,080,995	18.0000	181,457.91	181,457.91	18.0000

RAISINVILLE TOWNSHIP
SPECIAL ASSESSMENTS

Ida Lights	\$4,061.58
Iott Lights	3,224.63
Delinquent City Water	3,811.33
Delinquent Ida Sewer	6,406.51
Fire Special Assessment	107,360.00
Plum Grove Lights	12,670.00
Frary Lane	104.05
City Water	0.00
Burwitz	700.18
Dashner	9,359.66
Dundee & Raisinvile #2	9,938.99
Foy	1,260.54
Kern	1,317.44
Little Sandy Creek	90,067.33
Mason Run	7,224.43
Plum Grove	2,055.83
Plum Creek	14,514.90
Sandy Creek	6,383.52
Sortor Tile	2,003.09
Stewart	609.80
Turner	8,555.53
2021 GRAND LEVY RAISINVILLE TOWNSHIP	\$6,079,099.85

SUMMERFIELD TOWNSHIP

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
	Township Tax	160,926,378	0.8593	138,284.04		
	Township Road	160,926,378	1.9998	321,820.57		
	Township Fire	160,926,378	1.9998	321,820.57	826,984.57	5.1389
	Library Bond	160,926,378	0.2800	45,059.39		
	County General					
	Allocated	160,926,378	4.7952	771,674.17		
	Senior Citizen	160,926,378	0.4650	74,830.77	883,035.23	5.4872
	Fairview	160,926,378	0.1250	20,115.80		
	Veterans	160,926,378	0.0020	321.85		
	Museum	160,926,378	0.1000	16,092.64		
	Community College	160,926,378	2.1794	350,722.95	487,510.37	3.0294
	Community College Facilites	160,926,378	0.8500	136,787.42		
	County Library	160,926,378	1.0000	160,926.38	160,926.38	1.0000
(10-11)	Monroe Special Education	147,614,291	3.4778	513,372.98		
	Monroe Intermediate Schools	147,614,291	0.2897	42,763.86	701,773.10	4.7541
	Technology	147,614,291	0.9866	145,636.26		
(48)	Lenawee Intermediate Schools	13,312,087	7.3092	97,300.71	97,300.71	7.3092
	State Education Tax(Less 351)	160,904,363	6.0000	965,426.18	965,426.18	6.0000
(10)	Summerfield					
	Debt Issue	145,568,459	2.0700	301,326.71	301,326.71	2.0700
	Commercial Personal	2,427,973	6.0000	14,567.84	14,567.84	6.0000
(10)	Local Oper. - NON-PRNC RES	24,077,848	18.0000	433,401.26	433,401.26	18.0000
(11)	Whiteford					
	Debt Issue	2,045,832	4.9300	10,085.95	10,085.95	4.9300
	Commercial Personal	0	5.4572	0.00	0.00	5.4572
(11)	Local Oper. - NON-PRNC RES	364,560	17.4572	6,364.20	6,364.20	17.4572
(48)	Deerfield					
	Debt Issue	13,312,087	2.0000	26,624.17	26,624.17	2.0000
	Commercial Personal	0	6.0000	0.00	0.00	6.0000
(48)	Local Oper. - NON-PRNC RES	1,257,501	18.0000	22,635.02	22,635.02	18.0000

SUMMERFIELD TOWNSHIP SPECIAL ASSESSMENTS

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WHITEFORD TOWNSHIP

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
	Township Tax	246,986,400	0.9213	227,548.57		
	Township Roads	246,986,400	0.9733	240,391.86	708,332.29	2.8679
	Township Fire	246,986,400	0.9733	240,391.86		
	County General					
	Allocated	246,986,400	4.7952	1,184,349.19		
	Senior Citizen	246,986,400	0.4650	114,848.68	1,355,263.78	5.4872
	Fairview	246,986,400	0.1250	30,873.30		
	Veterans	246,986,400	0.0020	493.97		
	Museum	246,986,400	0.1000	24,698.64		
	Community College	246,986,400	2.1794	538,282.16	748,220.60	3.0294
	Community College Facilites	246,986,400	0.8500	209,938.44		
	County Library	246,986,400	1.0000	246,986.40	246,986.40	1.0000
(03-11)	Monroe Special Education	246,562,373	3.4778	857,494.62		
	Monroe Intermediate Schools	246,562,373	0.2897	71,429.12	1,172,182.18	4.7541
	Technology	246,562,373	0.9866	243,258.44		
(44)	Lenawee Intermediate Schools	424,027	7.3092	3,099.30	3,099.30	7.3092
	State Education Tax(Less 351)	245,172,409	6.0000	1,471,034.45	1,471,034.45	6.0000
(03)	Bedford					
	Debt Issue	17,452,248	1.9900	34,729.97	34,729.97	1.9900
	Commercial Personal	38,186	6.0000	229.12	229.12	6.0000
(03)	Local Oper. - NON-PRNC RES	1,310,496	18.0000	23,588.93	23,588.93	18.0000
(11)	Whiteford					
	Debt Issue	229,110,125	4.9300	1,129,512.92	1,129,512.92	4.9300
	Commercial Personal	5,543,030	5.4572	30,249.42	30,249.42	5.4572
(11)	Local Oper. - NON-PRNC RES	52,430,778	17.4572	915,294.58	915,294.58	17.4572
(44)	Blissfield					
	Debt Issue	424,027	1.7500	742.05	742.05	1.7500
	Commercial Personal	0	6.0000	0.00	0.00	6.0000
(44)	Local Oper. - NON-PRNC RES	99,450	18.0000	1,790.10	1,790.10	18.0000

WHITEFORD TOWNSHIP SPECIAL ASSESSMENTS

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LUNA PIER CITY

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
	City Tax	44,853,945	9.7753	438,460.77		
	Flood	44,853,945	1.0000	44,853.95	568,537.22	12.6753
	Police	44,853,945	1.9000	85,222.50		
	County General					
	Allocated	44,853,945	4.7952	215,083.64		
	Senior Citizen	44,853,945	0.4650	20,857.08	246,122.56	5.4872
	Fairview	44,853,945	0.1250	5,606.74		
	Veterans	44,853,945	0.0020	89.71		
	Museum	44,853,945	0.1000	4,485.39		
	Community College	44,853,945	2.1794	97,754.69	135,880.54	3.0294
	Community College Facilites	44,853,945	0.8500	38,125.85		
	County Library	44,853,945	1.0000	44,853.95	44,853.95	1.0000
(09)	Monroe Special Education	44,853,945	3.4778	155,993.05		
	Monroe Intermediate Schools	44,853,945	0.2897	12,994.19	213,240.14	4.7541
	Technology	44,853,945	0.9866	44,252.90		
	State Education Tax(Less 351)	44,853,945	6.0000	269,123.67	269,123.67	6.0000
(09)	Mason					
	Sinking	44,853,945	0.0000	0.00	0.00	0.0000
	Commercial Personal	94,040	6.0000	564.24	564.24	6.0000
(09)	Local Oper. - NON-PRNC RES	17,800,575	17.9532	319,577.28	319,577.28	17.9532

LUNA PIER CITY
SPECIAL ASSESSMENTS

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MILAN CITY

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
	City Tax	68,860,473	16.5000	1,136,197.80		
	Milan Seniors	68,860,473	0.4637	31,930.60		
	Milan Publicity	68,860,473	0.2744	18,895.31		
	Milan City Library	68,860,473	1.7295	119,094.19	1,306,402.66	20.3625
	Milan City DDA	204,141	1.3949	284.76		
	County General					
	Allocated	68,860,473	4.7952	330,199.74		
	Senior Citizen	68,860,473	0.4650	32,020.12	377,851.19	5.4872
	Fairview	68,860,473	0.1250	8,607.56		
	Veterans	68,860,473	0.0020	137.72		
	Museum	68,860,473	0.1000	6,886.05		
	Community College	68,860,473	2.1794	150,074.51	208,605.91	3.0294
	Community College Facilites	68,860,473	0.8500	58,531.40		
	County Library	68,860,473	1.0000	68,860.47	68,860.47	1.0000
	Washtenaw Intermediate	68,860,473	5.6417	388,490.13	388,490.13	5.6417
	State Education Tax(Less 351)	67,381,545	6.0000	404,289.27	404,289.27	6.0000
(30)	Milan					
	Debt Issue	68,860,473	9.9000	681,718.68	681,718.68	9.9000
(30)	Commercial Personal	3,418,309	5.9694	20,405.25	20,405.25	5.9694
	Local Oper. - NON-PRNC RES	28,389,902	17.9694	510,149.50	510,149.50	17.9694

MILAN CITY
SPECIAL ASSESSMENTS

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MONROE CITY

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
	City Tax	942,850,572	20.6016	19,424,230.34	19,424,230.34	20.6016
	County General					
	Allocated	942,850,572	4.7952	4,521,157.06		
	Senior Citizen	942,850,572	0.4650	438,425.52	5,173,609.66	5.4872
	Fairview	942,850,572	0.1250	117,856.32		
	Veterans	942,850,572	0.0020	1,885.70		
	Museum	942,850,572	0.1000	94,285.06		
	Community College	942,850,572	2.1794	2,054,848.54	2,856,271.53	3.0294
	Community College Facilites	942,850,572	0.8500	801,422.99		
	County Library	942,850,572	1.0000	942,850.57	942,850.57	1.0000
(01-08)	Monroe Special Education	942,850,572	3.4778	3,279,045.72		
	Monroe Intermediate Schools	942,850,572	0.2897	273,143.81	4,482,405.90	4.7541
	Technology	942,850,572	0.9866	930,216.37		
	State Education Tax(Less 351)	573,640,552	6.0000	3,441,843.31	3,441,843.31	6.0000
(01)	Monroe Public					
	Debt Issue(Sinking)	916,350,372	1.0000	916,350.37	2,290,875.93	1.0000
	Debt Issue	916,350,372	1.5000	1,374,525.56		1.5000
(01)	Commercial Personal	18,748,580	6.0000	112,491.48	112,491.48	6.0000
	Local Oper. - NON-PRNC RES	304,245,492	18.0000	5,476,418.86	5,476,418.86	18.0000
(08)	Jefferson					
	Debt Issue	26,500,200	1.4500	38,425.29	38,425.29	1.4500
	Commercial Personal	3,269,170	6.0000	19,615.02	19,615.02	6.0000
	Local Oper. - NON-PRNC RES	19,605,840	18.0000	352,905.12	352,905.12	18.0000

MONROE CITY
SPECIAL ASSESSMENTS

Delinquent City Operating	\$671,444.29
Delinquent Refuse	93,204.74
Delinquent Port	0.00
Delinquent Ecdev	2,395.33
Delinquent Fire	21,781.30
Delinquent City Bridge	24,098.60
Delinquent LETC	41,758.99
Delinquent Pst Ret Hlth	0.00
Delinquent State Education	281,401.34
Delinquent Weeds	0.00
Delinquent Water	10,605.88
Delinquent Blight	3,646.81
Delinquent Sidewalks	0.00
Delinquent Rental Insp.	0.00
Delinquent Tree Removal	0.00
Delinquent Demolitions	21,521.40
Delinquent Sewer	16,612.05
Penalty	75,844.43
Delinquent Admin Fee	15,129.68
Delinquent Special Assessment	0.00
Eaton Tile	3,856.90
Frenchtown Resort	5,545.05
Grosvenor Tile	17,343.93
Lehr	338.80
Lehr North Branch	96.83
Loranger Tile	182.89
Mason Run	67,426.40
Plum Creek	10,418.53
Sandy Creek	973.81
Wry Tile	7,763.02
2021 GRAND LEVY MONROE CITY	\$46,005,334.01

PETERSBURG CITY

SCHOOL DISTRICT	LINE ITEM	TAXABLE VALUE	RATE VOTED & ALLOC.	DOLLAR AMOUNT TO RAISE	DOLLAR TOTAL TO COMPOSITE MILLAGE RATE	TOTAL MILLAGE RATE
	City Tax	25,977,972	10.9500	284,458.79	489,796.47	10.9500
	Police Operating	25,977,972	4.5643	118,571.26		7.9043
	City WWTP	25,977,972	3.0600	79,492.59		
	Library Bond	25,977,972	0.2800	7,273.83		
	County General					
	Allocated	25,977,972	4.7952	124,569.57		
	Senior Citizen	25,977,972	0.4650	12,079.76	142,546.34	5.4872
	Fairview	25,977,972	0.1250	3,247.25		
	Veterans	25,977,972	0.0020	51.96		
	Museum	25,977,972	0.1000	2,597.80		
	Community College	25,977,972	2.1794	56,616.39	78,697.67	3.0294
	Community College Facilites	25,977,972	0.8500	22,081.28		
	County Library	25,977,972	1.0000	25,977.97	25,977.97	1.0000
(10)	Monroe Special Education	25,977,972	3.4778	90,346.19		
	Monroe Intermediate Schools	25,977,972	0.2897	7,525.82	123,501.88	4.7541
	Technology	25,977,972	0.9866	25,629.87		
	State Education Tax(Less 351)	25,973,772	6.0000	155,842.63	155,842.63	6.0000
(10)	Summerfield					
	Debt Issue	25,977,772	2.0700	53,773.99	53,773.99	2.0700
	Commercial Personal	136,800	6.0000	820.80	820.80	6.0000
(10)	Local Oper. - NON-PRNC RES	5,619,393	18.0000	101,149.07	101,149.07	18.0000

PETERSBURG CITY
SPECIAL ASSESSMENTS

[illegible]



ANNAMARIE OSMENT

Monroe County Clerk/Register of Deeds

Monroe County Courthouse • 106 East First Street • Monroe, Michigan 48161-2185

Telephone:

Clerk: (734) 240-7020

Deeds: (734) 240-7390

Fax:

(734) 240-7045

Email:

annamarie_osment@monroemi.org

October 12, 2021

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

RE: Appointments to the Board of Canvassers

Dear Chairman Brant and Members of the Board:

The Board of Canvassers has two seats, currently held by Vicki Kipf and Christine Chickeral, scheduled to expire as of October 31, 2021. The seats are one each from the Republican and Democratic parties. Pursuant to MCL 168.24 the Chairperson of each party was sent communication to submit three (3) names for the Board of Commissioners to consider for appointment of these expiring seats.

Chairman Bill Kipf from the Republican Party submitted the following names:

1. Vicki Kipf
2. Cynthia Marcero
3. Glenda Kennon

Chairman Mike Hayter from the Democrat Party submitted the following names:

1. Christine Chickeral
2. Nick Wagers
3. Constance Hayter

I respectfully submit my recommendation to re-appoint Ms. Vicki Kipf and Ms. Christine Chickeral due to their knowledge, experience, and willingness to continue to serve their community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Annamarie Osment', with a stylized, flowing script.

Annamarie Osment
Monroe County Clerk Register of Deeds

Monroe County Canvassing Board Current Roster

Canvassing Board	Republican		Vicki J. Kipf	10/31/2021
	Republican		Glenda Kennon (Assistant)	
2 Dem/2 Rep/ 4 Year Terms	Democrat		Christine Chickeral	10/31/2021
			Emilie Foster (Replacing Gloria Whitaker per Aundrea Armstrong)	10/31/2023
	Republican		Geri Allen (Assistant) (deceased)	
	Democrat		Danielle Bowman	
	Democrat			10/31/2023



**MONROE
COMMUNITY
MENTAL
HEALTH
AUTHORITY**

September 23, 2021

Mark Brant, Chairman
Monroe County Board of Commissioners
Monroe County Courthouse
125 East Second Street
Monroe, Michigan 48161

RE: Monroe CMH Authority Board Appointments

Dear Commissioner Brant,

The Board Membership Screening Committee of the Monroe Community Mental Health Authority completed its interview process for three vacant seat(s) on its Board of Directors in September 2021. A total of four applications were received and four individuals were interviewed. Of the four applicants, three have been recommended and accepted by the Board of Director's at their September 22, 2021 Board Meeting.

The applicants recommended for appointment to the Monroe Community Mental Health Authority Board are:

LaMar Frederick	<u>Term</u>
3254 Deer Creek Drive	10/5/2021 – 3/31/2024
Lambertville, MI 49144	
RLFrederick@bex.net	

Chantele Steffens	<u>Term</u>
4036 East Dunbar Road	10/5/2021 – 3/31/2024
Monroe, MI 48161	
milliefountain12@gmail.com	

Catherine Bernhold	<u>Term</u>
28 West Noble Avenue	10/5/2021 – 3/31/2022
Monroe, MI 48162	
Byroon48@gmail.com	

The Board Membership Screening Committee is recommending the Monroe County Commissioner's appoint LaMar Frederick, Chantele Steffens, and Catherine Bernhold to the Monroe Community Mental Health Authority Board at their Tuesday, October 5, 2021 meeting.

Thank you for your time and consideration.

Sincerely,

Susan Fortney, Vice Chairperson
Monroe Community Mental Health Authority



Accredited

Lighting the Way.

Monroe Community Mental Health Authority Current Roster

Community Mental Health Authority	General Public		Kandie Collier (deceased)	3/31/2022
12 Members/ Stag Terms/ 3 Year Terms	Primary Consumer		Jim Neumann	3/31/2023
	Secondary Consumer		Dawn Asper	3/31/2022
	General Public		John Burkardt	3/31/2022
	Secondary Consumer		Pamela Ray	3/31/2022
	General Public		David Stephens--resigning	3/31/2024
	Secondary Consumer		Gloria Rafko	3/31/2023
	General Public		Susan Fortney	3/31/2023
	General Public		Michael Humphries	3/31/2023
	Primary Consumer		Sandra Libstorff	3/31/2024
	General Public		Charles Londo-resigning at the end of this term	3/31/2021
	General Public		Randy Richardville	3/31/2024