

MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 29, 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 Wednesday, December 29, 2021. Vice-Chairman Richardville called the meeting to order at 5:00 p.m.

II. ROLL CALL

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

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

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

III. PLEDGE OF ALLEGIANCE

Commissioner Moore led the Pledge of Allegiance.

IV. OPENING PRAYER

Deputy Clerk, Lisa Sanders led the Opening Prayer.

V. APPROVAL OF AGENDA

Motion by Commissioner Hoffman, seconded by Commissioner Jondro to approve the December 29, 2021 agenda as presented.

Voice vote taken. Motion carried.

VI. APPROVAL OF MINUTES (12/07/2021 Regular Meeting Minutes)

Motion by Commissioner Hill, supported by Commissioner Swartout to approve the minutes of the December 7, 2021 Regular Meeting as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VII. PUBLIC COMMENT—None

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION—None

IX. CONSENT AGENDA

1. Approval of Non-Claims

- a. Check Register dated 12/10/2021 in the amount of \$428,190.78

- b. Check Register dated 12/17/2021 in the amount of \$1,494,437.84
- c. Check Register dated 12/23/2021 in the amount of \$4,396,196.47

Motion by Commissioner Moore, supported by Commissioner Hoffman to approve the Non-Claims for the dates and amounts as presented.

Roll call by Clerk as follows:

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

Motion carried.

X. COMMUNICATIONS

Board Action:

1. Letter dated December 10, 2021 from Chief Deputy David Buchko, Monroe County Sheriff's Office, informing the Board of a supplemental allocation from the Office of Highway Safety Planning of \$114,950 for the Secondary Road Patrol Grant FY2022 and requesting approval to accept the allocation. This supplemental amount will reduce the County's share that is included in the 2022 budget from \$298,407 to \$183,457.

Vice-Chairman Richardville read the request into the record and Chief Deputy Buchko explained that this is a supplemental allocation.

Motion by Commissioner Hill, supported by Commissioner Hoffman to accept the communication, place it on file and approve the request to accept a supplemental grant award from the Office of Highway Safety Planning in the amount of \$114,950 for the Secondary Road Patrol Grant FY2022.

Roll call by Clerk as follows:

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

Motion carried.

2. Letter dated December 20, 2021 from Hon. Jack Vitale, Chief Judge, 1st District Court requesting approval to accept a grant award from the Michigan State Police for the 2022 Coronavirus Emergency Supplemental Funding Program in the amount of \$19,625 to fund Clerks, Probation Officers and Judicial staff overtime; \$600 for PPE; and \$3,900 for hearing notification and check-in software in the 2022 budget for a

total of \$23,765 related to COVID-19 operational impact with no County matching funds.

Vice-Chairman Richardville read the request into the record.

Motion by Commissioner Jondro, supported by Commissioner Swartout to accept the communication, place it on file and approve the request to accept a grant from the Michigan State Police 2022 CESF grant in the total amount of \$23,765 as outlined in the grant agreement with no County matching funds.

Roll call by Clerk as follows:

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

Motion carried.

- Letter dated December 20, 2021 from Ms. Melissa Strong, Director of Juvenile Services/Probate Court Administrator requesting approval to accept a grant award from the Michigan State Police for the 2022 Coronavirus Emergency Supplemental Funding Program in the amount of \$19,179 to pay for a part-time file clerk in the Probate Court to help with the back log of cases with no County matching funds to the grant award but miscellaneous operating expenses to be funded from the 2022 Probate Court budget.

Vice-Chairman Richardville read the request into the record.

Motion by Commissioner Moore, supported by Commissioner Jondro to accept the communication, place it on file and approve the request to accept a grant award from the Michigan State Police 2022 CESF grant in the amount of \$19,179 with no County matching funds to the grant award amount and authorize expenditure of miscellaneous operating expenses to be funded from the 2022 Probate Court budget.

Roll call by Clerk as follows:

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

Motion carried.

- Resolution to Amend the 2021 Budget that includes necessary year-end 2021 budget amendments by appropriating Fund Balance in the General Fund and appropriate

additional transfer-in to the Inmate Dormitory Fund (Fund 251) of \$900,000 to cover a housing revenue shortfall and appropriate additional transfer-in of \$175,000 to the General Fund (Fund 101) to cover the remaining cost of the total compensation plans implemented throughout the year including those as part of CBA's ratified by the board.

Ms. Aundrea Armstrong, Acting County Administrator, explained the necessary year-end 2021 budget amendments.

- a. Public Act 2 (Uniform Budgeting & Accounting Act) requires that in each fund, expenditures cannot exceed appropriations. This is also defined in the County's General Appropriations Act, Section 7.
- b. Should this occur and a fund ends in a deficit, a deficit elimination plan must be prepared and submitted to Michigan Treasury. We will avoid this by approving the resolution in front of you today and amending the budget.
- c. The Resolution addresses the General Fund (101) and Inmate Dormitory Fund (251).
- d. As we are days away from year-end, if any budget adjustments are to be made, they must be done prior to the close of the fiscal year. We cannot amend the budget after the fiscal year ends.
- e. Accordingly, we must act now and are doing so with the latest information on expenditure to appropriation balances across the organization in all funds and cost centers.

Motion by Commissioner Hill, supported by Commissioner Swartout to accept the Resolution communication, place it on file and approve the Resolution to Amend the 2021 Budget.

Roll call by Clerk as follows:

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

Motion carried.

5. Letter dated December 15, 2021 from Chairman Mark Brant submitting the Board of Commissioners summary of 2021 accomplishments.

[Link](#) to Board of Commissioners 2021 Summary Accomplishments

Vice-Chairman Richardville read the request into the record.

Motion by Commissioner Jondro, supported by Commissioner Hoffman to accept the communication and accompanying report from Chairman Brant and place on file.

Voice vote taken. Motion carried.

6. Letter dated December 20, 2021 from Mr. Michael Bosanac, Administrator/Chief Financial Officer, submitting the year-end 2021 progress report of the Monroe County Board of Commissioners 2021-2022 Goals.

[Link](#) to Board of Commissioners 2021-2022 Goals progress report.

Vice-Chairman Richardville read the request into the record.

Motion by Commissioner Moore, supported by Commissioner Jondro to accept the communication with report and place on file.

Voice vote taken. Motion carried.

XI. PUBLIC HEARINGS—

1. Closeout Public Hearing for Michigan Community Development Block Grant (CDBG) Funding for CDBG Cares Funding

Vice-Chairman Richardville opened the Public Hearing at 5:13 p.m.

Mr. Jeff McBee, Director, Community Planning & Engagement Department explained the Michigan Community Development Block Grant (CDBG) Funding for CDBG Cares Funding which requires the Public Hearing.

No Public Comments were made and the Clerk had not received any emails or other correspondence with regard to the Closeout Public Hearing for Michigan Community Development Block Grant (CDBG) Funding for CDBG Cares Funding.

Vice-Chairman Richardville closed the Public Hearing at 5:15 p.m.

No Board action required.

XII. OLD BUSINESS—None

XIII. NEW BUSINESS—None

XIV. PUBLIC COMMENT—None

XV. ANNOUNCEMENTS—None

XVI. MEMBERS TIME

Commissioner Moore—It was a very productive year and I enjoyed working with all of you and wish you a Blessed New Year.

Commissioner Swartout—I echo Commissioner Moore and everybody have a safe New Year.

Commissioner Hill—Echo my fellow Commissioners

Commissioner Jondro—It's been another good year working with everybody and a good year financially for the County. Happy New Year to everybody and I'm looking forward to another year here.

Commissioner Hoffman—Thanks for all the team work and Happy New Year.

Commissioner Richardville—It's been a joy working with all of you and the staff as well. I appreciate how efficiently Monroe County is run. I'm really looking forward to 2022.

Commissioner Brant, Commissioner Asper and Commissioner Lievens were all excused.

XVII. ADJOURNMENT

With no further business to discuss, Vice-Chairman Richardville adjourned the meeting at 5:17 p.m.