

MONROE COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
DECEMBER 6, 2022

I. CALL TO ORDER

The Monroe County Board of Commissioners held a Regular Meeting in the City of Monroe on Tuesday, December 6, 2022. Chairman Mark Brant called the meeting to order at 6:01 p.m.

II. ROLL CALL

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

| PRESENT       |                    |                  | ABSENT |
|---------------|--------------------|------------------|--------|
| David Hoffman | George Jondro      | David Swartout   |        |
| Mark Brant    | Randy Richardville | Greg Moore, Jr.  |        |
| Dawn Asper    | David Vensel       | J. Henry Lievens |        |

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

III. PLEDGE OF ALLEGIANCE

Commissioner Asper led the Pledge of Allegiance.

IV. OPENING PRAYER

Deputy Clerk, Lisa Sanders led the Opening Prayer.

V. APPROVAL OF AGENDA

Motion by Commissioner Swartout, supported by Commissioner Hoffman to approve the December 6, 2022 Regular Meeting Agenda as presented.

Voice vote taken. Motion carried.

VI. APPROVAL OF MINUTES (11/15/2022 Regular Meeting)

Motion by Commissioner Lievens, supported by Commissioner Asper to approve the minutes as presented for the November 15, 2022 Regular Meeting and waive the reading thereof.

Voice vote taken. Motion carried.

VII. PUBLIC COMMENT—

1. Catherine Calder, Chair of the Library Board would like to encourage the Board of Commissioners to reappoint Mike Grodi to the Library Board. All Library Board members bring something different to the table and Mike Grodi is good with finances, retirement and the like.

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION—None

IX. FINANCE MATTERS

1. Approval of the 12/07/2022 Accounts Payable Current Claims Report in the amount of \$597,186.99.

Motion by Commissioner Hoffman, supported by Commissioner Moore to accept the 12/07/2022 Accounts Payable Current Claims Report in the amount of \$597,186.99 and approve payment of the claims.

Roll call by Clerk as follows:

| AYE           |                    |                  | NAY | EXCUSED | ABSTAIN |
|---------------|--------------------|------------------|-----|---------|---------|
| David Hoffman | George Jondro      | David Swartout   |     |         |         |
| Mark Brant    | Randy Richardville | Greg Moore, Jr.  |     |         |         |
| Dawn Asper    | David Vensel       | J. Henry Lievens |     |         |         |

Motion carried.

X. CONSENT AGENDA

1. Approval of Non-Claims:
  - a. Check Register dated 11/18/2022 in the amount of \$342,694.58.
  - b. Check Register dated 11/23/2022 in the amount of \$141,545.85.
  - c. Check Register dated 12/02/2022 in the amount of \$376,265.02.

Motion by Commissioner Jondro, supported by Commissioner Asper, to approve the Non-Claims for the dates and amounts presented.

Roll call by Clerk as follows:

| AYE           |                    |                  | NAY | EXCUSED | ABSTAIN |
|---------------|--------------------|------------------|-----|---------|---------|
| David Hoffman | George Jondro      | David Swartout   |     |         |         |
| Mark Brant    | Randy Richardville | Greg Moore, Jr.  |     |         |         |
| Dawn Asper    | David Vensel       | J. Henry Lievens |     |         |         |

Motion carried.

XI. COMMUNICATIONS

Board Action:

1. Letter dated November 18, 2022 from Ms. Kim Comerzan, Health Officer, Health Department, requesting approval to apply for and accept a Local Health Department Staff Wellbeing Grant in the amount of \$4,000 from the Michigan Association of Local Public Health (MALPH). There is no matching grant amount for the program. These funds will be received and expended in FY 2023.

Commissioner Brant read the request into the record.

Motion by Commissioner Lievens, supported by Commissioner Hoffman to accept the communication, place it on file and approve the request to apply for and accept the Local Health Department Staff Wellbeing Grant in the amount of \$4,000 from the Michigan Association of Local Public Health (MALPH) with no matching funds required.

Roll call by Clerk as follows:

| AYE           |                    |                  | NAY | EXCUSED | ABSTAIN |
|---------------|--------------------|------------------|-----|---------|---------|
| David Hoffman | George Jondro      | David Swartout   |     |         |         |
| Mark Brant    | Randy Richardville | Greg Moore, Jr.  |     |         |         |
| Dawn Asper    | David Vensel       | J. Henry Lievens |     |         |         |

Motion carried.

- Letter dated November 30, 2022 from Ms. Kim Comerzan, Health Officer, Health Department, requesting approval to apply for and accept a Medical Marihuana and Oversight Grant from the Michigan Department of Licensing and Regulatory Affairs (LARA) in the amount of \$54,530. No matching funds are required for this grant.

Chairman Brant read the request into the record.

Motion by Commissioner Lievens, supported by Commissioner Jondro to accept the communication, place it on file and approve the request to apply for and accept a Medical Marihuana and Oversight Grant from the Michigan Department of Licensing and Regulatory Affairs (LARA) in the amount of \$54,530 with no matching funds required.

Roll call by Clerk as follows:

| AYE           |                    |                  | NAY | EXCUSED | ABSTAIN |
|---------------|--------------------|------------------|-----|---------|---------|
| David Hoffman | George Jondro      | David Swartout   |     |         |         |
| Mark Brant    | Randy Richardville | Greg Moore, Jr.  |     |         |         |
| Dawn Asper    | David Vensel       | J. Henry Lievens |     |         |         |

Motion carried.

- Letter dated November 8, 2022 from Judge Cheryl Lohmeyer, Chief Probate Judge, requesting approval to accept an extension of the Coronavirus Emergency Supplemental Funding (CESF) program grant from December 31, 2022 to September 30, 2023 and requesting an appropriation of \$71 to cover the County contribution during 2023.

Chairman Brant read the request into the record.

Motion by Commissioner Lievens, supported by Commissioner Swartout to accept the communication, place it on file and approve the acceptance of the extension of the grant from December 31, 2022 to September 30, 2023. Further, authorize the County Administrator/Chief Financial Officer to identify an account to fund \$71 that the grant does not cover.

Roll call by Clerk as follows:

| AYE           |                    |                  | NAY | EXCUSED | ABSTAIN |
|---------------|--------------------|------------------|-----|---------|---------|
| David Hoffman | George Jondro      | David Swartout   |     |         |         |
| Mark Brant    | Randy Richardville | Greg Moore, Jr.  |     |         |         |
| Dawn Asper    | David Vensel       | J. Henry Lievens |     |         |         |

Motion carried.

- Letter dated November 30, 2022 from Mr. Jeff McBee, Community Planning & Engagement Director, requesting approval to submit an application for a Michigan Spark Grant in the amount of \$380,250 and adopt the Resolution of Authorization. The grant funds will be used for the development of the donated property located at the Southwest corner of North Custer and S. Raisinville Roads. No matching funds are required.

Chairman Brant read the request into the record. Mr. McBee answered questions from Commissioners.

Motion by Commissioner Hoffman, supported by Commissioner Moore to accept the communication, place it on file and approve the request to submit an application for a Michigan Spark Grant in the amount of \$380,250 with no matching funds required, and adopt the accompanying resolution.

Roll call by Clerk as follows:

| AYE           |                    |                  | NAY | EXCUSED | ABSTAIN |
|---------------|--------------------|------------------|-----|---------|---------|
| David Hoffman | George Jondro      | David Swartout   |     |         |         |
| Mark Brant    | Randy Richardville | Greg Moore, Jr.  |     |         |         |
| Dawn Asper    | David Vensel       | J. Henry Lievens |     |         |         |

Motion carried.

- Letter dated December 1, 2022 from Mr. John Conlin, Director, Emergency Management Division, requesting approval to accept additional grant funds of up to \$30,000, from the Southeastern Michigan Urban Area Security Initiative (UASI) Planning Board for Monroe County. This is for Planning Solution Area Analyst personnel from the UASI 2021 award performance period with no matching funds required.

Chairman Brant read the request into the record.

Motion by Commissioner Lievens, supported by Commissioner Moore to accept the communication, place it on file and approve acceptance of additional funding up to \$30,000, from the Southeastern Michigan Urban Area Security Initiative (UASI) Planning Board for Monroe County for FY2021 with no matching funds required.

Roll call by Clerk as follows:

| AYE           |                    |                  | NAY | EXCUSED | ABSTAIN |
|---------------|--------------------|------------------|-----|---------|---------|
| David Hoffman | George Jondro      | David Swartout   |     |         |         |
| Mark Brant    | Randy Richardville | Greg Moore, Jr.  |     |         |         |
| Dawn Asper    | David Vensel       | J. Henry Lievens |     |         |         |

Motion carried.

- Letter dated November 29, 2022 from Mr. John Conlin, Director, Emergency Management Division, requesting approval to accept the FY2022 Emergency Management Performance Grant (EMPG) between the Michigan State Police Emergency Management, Homeland Security Division and the County, in the amount of \$39,330 which provides funding towards the salary and fringe benefits of the Monroe County Emergency Management Director for the period 10/1/2021 to 9/30/2022 with the balance of costs included in the EMD 2021 and 2022 budgets.

Chairman Brant read the request into the record.

Motion by Commissioner Lievens, supported by Commissioner Swartout to accept the communication, place it on file and approve the request to accept the FY2022 Emergency Management Performance Grant (EMPG) between the Michigan State Police Emergency Management, Homeland Security Division and the Monroe County Emergency Management Division, in the amount of \$39,330.

Roll call by Clerk as follows:

| AYE           |                    |                  | NAY | EXCUSED | ABSTAIN |
|---------------|--------------------|------------------|-----|---------|---------|
| David Hoffman | George Jondro      | David Swartout   |     |         |         |
| Mark Brant    | Randy Richardville | Greg Moore, Jr.  |     |         |         |
| Dawn Asper    | David Vensel       | J. Henry Lievens |     |         |         |

Motion carried.

- Letter dated November 29, 2022 from Mr. Jeff McBee, Community Planning & Engagement Director submitting the proposed updates to the Macon Township Lenawee County Master Plan for review and approval of the County Planner's recommendations.

[Link](#) to Master Plan (Draft)

Chairman Brant explained that Macon Township in Lenawee County borders Monroe County and therefore needs to be reviewed by Monroe County for any recommendations.

Motion by Commissioner Lievens, supported by Commissioner Hoffman to accept the communication, place it on file and approve the recommendations of the County Planner and transmit the recommendations to the Macon Township Board of Trustees.

Roll call by Clerk as follows:

| AYE           |                    |                  | NAY | EXCUSED | ABSTAIN |
|---------------|--------------------|------------------|-----|---------|---------|
| David Hoffman | George Jondro      | David Swartout   |     |         |         |
| Mark Brant    | Randy Richardville | Greg Moore, Jr.  |     |         |         |
| Dawn Asper    | David Vensel       | J. Henry Lievens |     |         |         |

Motion carried.

- Letter dated November 29, 2022 from Mr. Jeff McBee, Community Planning & Engagement Director submitting the proposed updates to the Augusta Charter Township Washtenaw County Master Plan for review and approval of the County Planner's recommendations.

[Link](#) to Master Plan (Draft)

Chairman Brant explained that August Charter Township in Washtenaw County borders Monroe County and therefore needs to be reviewed by Monroe County for any recommendations.

Motion by Commissioner Lievens, supported by Commissioner Asper to accept the communication, place it on file and approve the recommendations of the County Planner and transmit the recommendations to the Augusta Charter Township Board of Trustees.

Roll call by Clerk as follows:

| AYE           |                    |                  | NAY | EXCUSED | ABSTAIN |
|---------------|--------------------|------------------|-----|---------|---------|
| David Hoffman | George Jondro      | David Swartout   |     |         |         |
| Mark Brant    | Randy Richardville | Greg Moore, Jr.  |     |         |         |
| Dawn Asper    | David Vensel       | J. Henry Lievens |     |         |         |

Motion carried.

9. Appointments/Reappointments of Monroe County Board/Commission members.

Motion by Commissioner Vensel, supported by Commissioner Asper to confirm the Chairman's nominations to the Boards and Commissions and place the roster of appointments/reappointments communication on file.

Roll call by Clerk as follows:

| AYE                |                 | NAY | EXCUSED | ABSTAIN          |
|--------------------|-----------------|-----|---------|------------------|
| Mark Brant         | David Vensel    |     |         | David Hoffman    |
| Dawn Asper         | David Swartout  |     |         | George Jondro    |
| Randy Richardville | Greg Moore, Jr. |     |         | J. Henry Lievens |

Motion carried.

XII. PUBLIC HEARINGS—

1. Recommended 2023-2024 County of Monroe Annual Line Item Budget Resolution.

Click [here](#) for 2023 Budget Hearing Presentation, which is posted on the County website.

Click [here](#) for the 2023-2024 Recommended Annual Line Item Budget, which is posted on the County website.

Mr. Michael Bosanac presented a final update on the Recommended 2023-2024 County of Monroe Annual Line Item Budget:

- Compliance with P.A. 2 has been met
- Budget Resolution is the 2023 General Appropriations Act of the County
  - Pages R-2 through R-18 serve as the executive summary of the budget
- Recommended budget:

**2023**  
Revenues: \$52,234,038  
Expenditures \$51,475,383  
= **\$758,655**

Expenditures are out of balance against Revenues (lower) by \$758,655. Difference or projected surplus has been budgeted as expenditure in Contingency Account to balance the Fund. Contingency Account budgeted as \$858,655; an increase of \$758,655 from current year.

- **2024 Budget Projection:**

**2024**  

- Revenues: \$53,208,296
- Expenditures: \$53,208,296

\$0 Balanced

- 2024 Budget shown in balance for now. As decisions are made throughout 2023, the organization's leaders should be mindful of decision impacts. Long way from developing details in 2024 budget and a lot will change; very preliminary.

Chairman Brant opened the Public Hearing at 6:46 p.m.

No Public Comments were made and the Clerk had not received any emails or other correspondence with regard to the Recommended 2023-2024 County of Monroe Annual Line Item Budget. Yes, the Budget has been available for review per the Public Hearing Notice.

Chairman Brant closed the Public Hearing at 6:47 p.m.

Tom Graham, Legal Advisor commented that he reviewed the Budget Resolution and it is in order for adoption.

Chairman Brant asked if there were any comments from the Commissioners and they are as follows:

Commissioner Hoffman: I want to thank our staff that does such a great job.

Commissioner Moore: I would quickly say it would seem like this is a seamless process that is very quick for such a big decision. However, it's a yearlong process and we get quarterly and bi-weekly updates on the budget so all of us Commissioners always know where we are with the budget process, which I find tremendously helpful. When I have constituents call or someone asks me a question, I appreciate the communication from the staff. We are always being updated yearlong. This isn't something we come together one month, pass it, and hope for the best next year. It is literally every two weeks we are getting some type of update and I wanted to share that publically.

Commissioner Swartout: I'd like to add that I agree with Greg and we had our copies hand delivered about two weeks ago.

No other Commissioners commented.

Motion by Commissioner Swartout, seconded by Commissioner Hoffman to accept the 2023-2024 Recommended Budget and approve the Resolution to Adopt the 2023-2024 Annual Line Item Budget as the General Appropriations Act of the County of Monroe.

Roll call by Clerk as follows:

| AYE           |                    |                  | NAY | EXCUSED | ABSTAIN |
|---------------|--------------------|------------------|-----|---------|---------|
| David Hoffman | George Jondro      | David Swartout   |     |         |         |
| Mark Brant    | Randy Richardville | Greg Moore, Jr.  |     |         |         |
| Dawn Asper    | David Vensel       | J. Henry Lievens |     |         |         |

Motion carried.

XIII. OLD BUSINESS—None

XIV. NEW BUSINESS—None

XV. PUBLIC COMMENT—

1. Greg Stewart, Road Commissioner thanked the Board for his reappointment to the Board of Road Commissioners.

XVI. ANNOUNCEMENTS

- a. Copies of any Tributes or Certificates issued since November 15, 2022 meeting: None

XVIII. MEMBERS TIME

Commissioner Lievens—Pass.

Commissioner Hoffman—Mike's staff hit a home run again with the lights in front of the Courthouse. Beautiful job. I've never seen such a nice display. Thanks to all the Directors and visitors for coming tonight. It's been a pleasure working with Commissioner Jondro.

Commissioner Asper—Whenever I watch Mike up there expressing all that, I feel unworthy because I feel like the work that goes into it versus the time that we have to spend reviewing is so much less. I appreciate the Administrator Reports which each time solidify a lot of the information that we need to learn. I just appreciate the staff and the whole second floor; they are just amazing people.

Commissioner Jondro—Pass.

Commissioner Vensel—Pass.

Commissioner Moore—It's good to see Commissioner Stewart here from my neck of the woods. Congratulations on your reappointment. I missed the last meeting but I wanted to say thank you to Commissioner Brant for the donation of land for the Trail Loop. That was very cool of you.

Commissioner Swartout—Pass

Commissioner Richardville—Pass

Mr. Bosanac—I had a conversation with a local resident who has been in business for a long time and he said he didn't know Commissioner Brant donated 1,000 acres to the County because that's what he read in the paper. The citizen wanted to know if maybe Commissioner Brant had 400-500 acres that he could donate to him. Mr. Bosanac advised that it was 1.16 acres. Mr. Bosanac said the process is moving quickly regarding the land donation and it's going to be an integral part of the Trail Loop. He appreciates Jeff (McBee) and his team moving quickly to meet the deadline to submit the Spark Application in this first round. We also received a very nice letter of support from Andy Clark, our Museum Director on behalf of the Museum Board of Trustees. We will also be receiving letters of support from other organizations including SEMCOG. We are optimistic that we will get good consideration. If we are not awarded the money in this first round, it will give us a good idea of what we need to do differently in the next round. I appreciate the Board's support throughout the year. The Board is a role model across the organization. Next meeting we will have the Board Goals and progress. I want to give credit to Sue Maier and Aundrea Armstrong for collaboration on the budget; we work well together.

Commissioner Brant—When you sit down and redesign that landing, call Commissioner Hoffman and I for some input on how we would like it to look. In addition, this is Commissioner Jondro's last meeting and I'd like to thank him for years of community service, especially on this Board.

- XIX. ADJOURNMENT—Chairman Brant adjourned the meeting at 6:58 p.m. with no further business to conduct.

Respectfully submitted by:



Lisa E. Sanders

Deputy Clerk/Administrative Assistant

Monroe County Board of Commissioners