

MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
OCTOBER 3, 2023

I. CALL TO ORDER

The Monroe County Board of Commissioners held a Regular Meeting in the City of Monroe on Tuesday, October 3, 2023. Chairman Mark Brant called the meeting to order at 6:00 p.m.

II. ROLL CALL

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

PRESENT			ABSENT
David Hoffman	Jay Heinzerling	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 Brant led the Pledge of Allegiance.

IV. OPENING PRAYER

Deputy Clerk, Lisa Sanders led the Opening Prayer.

V. APPROVAL OF AGENDA

Motion by Commissioner Lievens, supported by Commissioner Heinzerling to approve the October 3, 2023 Regular Meeting Agenda as presented.

Voice vote taken. Motion carried.

VI. APPROVAL OF MINUTES (09/19/2023 Regular Meeting)

Motion by Commissioner Lievens, supported by Commissioner Heinzerling to approve the minutes as presented for the September 19, 2023 Regular Meeting and waive the reading thereof.

Voice vote taken. Motion carried.

VII. PUBLIC COMMENT—None

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION—None

IX. FINANCE MATTERS

1. Approval of the 10/04/2023 Accounts Payable Current Claims Report in the amount of \$1,412,252.61.

Motion by Commissioner Hoffman, supported by Commissioner Heinzerling to confirm the 10/04/2023 Accounts Payable Current Claims Report for \$1,412,252.61 and approve the Claims for the date and amount presented.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	Jay Heinzerling	David Swartout			
Mark Brant	Randy Richardville	Greg Moore, Jr.			
Dawn Asper	David Vensel	J. Henry Lievens			

Motion carried.

- Letter dated September 12, 2023 from Mr. David Thompson, Monroe County Drain Commissioner submitting and requesting approval of the 2023 Annual Report for Special Drainage Assessments in the amount of \$2,818,620.04 and placement on the Grand Levy for spreading of assessments. [Link](#) to report.

Drain Commissioner Thompson explained the report and answered questions from Commissioners.

Motion by Commissioner Hoffman, supported by Commissioner Heinzerling to approve the 2023 Annual Report for Special Drainage Assessments in the total amount of \$2,818,620.04 and move the model resolution be adopted.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	Jay Heinzerling	David Swartout			
Mark Brant	Randy Richardville	Greg Moore, Jr.			
Dawn Asper	David Vensel	J. Henry Lievens			

Motion carried.

Chairman Brant read the second request into the record.

Motion by Commissioner Swartout, supported by Commissioner Heinzerling to approve the apportionment of 50% of the County of Monroe's at large assessment for Special Drainage Assessments of \$174,595.02 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	Jay Heinzerling	David Swartout			
Mark Brant	Randy Richardville	Greg Moore, Jr.			
Dawn Asper	David Vensel	J. Henry Lievens			

Motion carried.

3. Letter dated September 25, 2023 from Ms. Jamie Dean, Health Officer/Director, requesting approval for an additional allocation of \$155,561 to the 2023 Medical Examiner's budget to continue operations of the ME Office and cover the costs for Monroe County deaths expected through December 2023.

Chairman Brant read the request into the record and Ms. Dean answered questions.

Motion by Commissioner Lievens, supported by Commissioner Swartout to accept the communication, place it on file and approve the request for an additional allocation of \$155,561 to the 2023 Medical Examiner's budget to continue operations of the ME Office and cover the costs for Monroe County deaths expected through December 2023. Further, authorize the County Administrator/Chief Financial Officer to provide the additional appropriation to the Medical Examiner's 2023 budget.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	Jay Heinzerling	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 09/22/2023 in the amount of \$266,874.69
- b. Check Register dated 09/29/2023 in the amount of \$260,918.24

Motion by Commissioner Lievens, supported by Commissioner Asper, to confirm the Non-Claims payments as presented on the agenda for the dates and amounts listed.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	Jay Heinzerling	David Swartout			
Mark Brant	Randy Richardville	Greg Moore, Jr.			
Dawn Asper	David Vensel	J. Henry Lievens			

Motion carried.

2. Operations Committee-Report of Committee Chairman Richardville from 09/19//2023 meeting. Link to Operations Committee 09/19/2023 Agenda Packet: [HERE](#)

- a. Letter dated August 30, 2023, from Sheriff Troy Goodnough requesting approval of a transition plan for Animal Control Enforcement services and restructuring of Sheriff's Records Division & Administrative Staff as outlined. These plans are a cost savings of \$30,019.

- b. Letter dated September 11, 2023, from Ms. Annamarie Osment, Monroe County Clerk, requesting approval to reclassify Courtroom Clerks and the Jury/Mediation Clerk effective September 25, 2023. No additional appropriation is necessary; the cost of the upgrades are included in the Clerk's 2023 budget.
- c. Letter dated September 13, 2023, from Mr. Jeff McBee, Community Planning & Engagement Director requesting a part-time Veterans Services Assistant in the Veterans Affairs Department with an effective date of October 1, 2023. The cost of the additional position is included in the 2023 budget.
- d. Letter dated September 12, 2023, from Ms. Aundrea Armstrong, Deputy Administrator/Chief Financial Officer, requesting approval of five (5) policy updates to the following:
 - Policy #401-Compensation
 - Policy #404-Dental Care Benefits
 - Policy #411-Health Care Benefits
 - Policy #425-Term Life and Accidental Death and Dismemberment
 - Policy #429-Vision Care Benefits

Motion by Commissioner Swartout, supported by Commissioner Vensel to approve the recommendations of the Operations Committee as reported and presented.

Roll Call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	Jay Heinzerling	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 September 27, 2023 from Ms. Jamie Dean, Health Officer/Director, Monroe County Health Department, requesting approval to apply for a Public Health Emergency Preparedness (PHEP) Special Projects Funding Grant for up to \$51,000. There is no match requirement for this grant during the award period of October 1, 2023 to June 30, 2024. With this grant award, the Monroe County Health Department would fund additional support required to update its Emergency Preparedness planning and training activities.

Chairman Brant read the request into the record and Ms. Dean answered questions from Commissioners.

Motion by Commissioner Lievens, supported by Commissioner Heinzerling Move to accept the communication, place it on file and approve the request to apply for a Public Health Emergency Preparedness (PHEP) Special Projects Funding Grant for up to \$51,000 with no County match required.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	Jay Heinzerling	David Swartout			
Mark Brant	Randy Richardville	Greg Moore, Jr.			
Dawn Asper	David Vensel	J. Henry Lievens			

Motion carried.

2. Letter dated September 27, 2023 from Judge Amanda Eicher, 1st District Court requesting approval to accept a grant award from the State Court Administrative Office for the grant period October 1, 2023 through September 30, 2024 for funding of the Mental Health Recovery Court in the amount of \$192,130, with a local contribution of \$1,132 to provide for payroll processing costs and travel costs that cannot be provided by the grant. An additional appropriation of up to \$75 would be required in 2023, with the balance of \$1,057 requested to be included in the 2024 budget.

Chairman Brant read the request into the record. Ms. Jessica Chaffin, 1st District Court Administrator, answered questions from Commissioners.

Motion by Commissioner Lievens, supported by Commissioner Asper to accept and place the communication on file and approve acceptance of the grant award from the State Court Administrative Office for the grant period October 1, 2023 through September 30, 2024 for funding of the Mental Health Recovery Court in the amount of \$192,130, with a local contribution of \$1,132 to provide for payroll processing costs and travel costs that cannot be provided by the grant. Further, authorize the County Administrator/Chief Financial Officer to provide an additional appropriation of up to \$75 to the Mental Health Court to fund payroll processing costs and travel costs in 2023 and authorize funding \$1,057 in the 2024 budget.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	Jay Heinzerling	David Swartout			
Mark Brant	Randy Richardville	Greg Moore, Jr.			
Dawn Asper	David Vensel	J. Henry Lievens			

Motion carried.

3. Letter dated September 28, 2023 from Judge Michael Brown, 1st District Court requesting approval to accept a grant award from the State Court Administrative Office for the grant period October 1, 2023 through September 30, 2024 for funding of the Veterans Treatment Court in the amount of \$37,000, with a local contribution of \$577 to provide for payroll processing costs and travel costs that cannot be provided by the grant. An additional appropriation of up to \$75 would be required in 2023, with the balance of \$502 requested to be included in the 2024 budget.

Chairman Brant read the request into the record.

Motion by Commissioner Lievens, supported by Commissioner Hoffman to accept and place the communication on file and approve acceptance of the grant award from the State Court Administrative Office for the grant period October 1, 2023 through September 30, 2024 for funding

of the Veterans Treatment Court in the amount of \$37,000, with a local contribution of \$577 to provide for payroll processing costs and travel that cannot be provided by the grant. Further, authorize the County Administrator/Chief Financial Officer to provide an additional appropriation of up to \$75 to the Veterans Treatment Court to fund payroll processing costs and travel costs in 2023 and authorize funding \$502 in the 2024 budget.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	Jay Heinzerling	David Swartout			
Mark Brant	Randy Richardville	Greg Moore, Jr.			
Dawn Asper	David Vensel	J. Henry Lievens			

Motion carried.

4. Letter dated September 20, 2023 from Mr. Michael Woolford, Monroe County Equalization Director submitting the County Apportionment Report with the Grand Levy for 2023 in the amount total amount of \$249,246,388.57 and recommending the Board accept and adopt the report. [Link](#) to report.

Mr. Woolford explained the report and answered questions of Commissioners.

Motion by Commissioner Lievens, supported by Commissioner Hoffman to accept the communication, place it on file and approve the 2023 Monroe County Apportionment Report and the Grand Levy in the amount of \$249,246,388.57.

Roll call by Clerks as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	Jay Heinzerling	David Swartout			
Mark Brant	Randy Richardville	Greg Moore, Jr.			
Dawn Asper	David Vensel	J. Henry Lievens			

Motion carried.

5. Letter dated September 13, 2023, from Ms. Annamarie Osment, Monroe County Clerk/Register of Deeds, requesting consideration of appointments for two (2) seats set to expire on the Board of Canvassers on October 31, 2023. Names have been submitted from both the Republican Party and the Democratic Party. One person from each party needs to be appointed for a term to commence on November 1, 2023, and end on October 31, 2027.

Chairman Matt Petree from the Republican Party submitted the following names:

1. Emilie Foster (Seeking Reappointment)
2. John Cullen

Motion by Commissioner Lievens, supported by Commissioner Swartout to accept the communication, place it on file and appoint one Emilie Foster to a seat on the Board of Canvassers for the term commencing November 1, 2023 and ending October 31, 2027.

Voice vote taken. Motion carried.

Chairman Rick Kull from the Democrat Party submitted the following name:

1. MaryEtta Kreklau (Seeking Reappointment)

Motion by Commissioner Heinzerling, supported by Commissioner Hoffman to accept the communication, place it on file and appoint MaryEtta Kreklau to a seat on the Board of Canvassers for the term commencing November 1, 2023 and ending October 31, 2027.

Voice vote taken. Motion carried.

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS—

1. Letter dated September 13, 2023 from Sheriff Troy Goodnough, Monroe County Sheriff submitting the updated Monroe County Animal Control Ordinance for Board consideration and adoption.

Chairman Brant read the request into the record.

Motion by Commissioner Heinzerling, supported by Commissioner Vensel to accept the communication along with the Ordinance, place on file and approve the request to adopt the updated Monroe County Animal Control Ordinance with further feedback in January 2024.

Discussion commenced regarding Article IV, Section D, Item 1 to see if a change from seven (7) days to ten (10) or fourteen (14) days for a stray hold is feasible. Sheriff Goodnough will review data; upon review, he will come back before the Board of Commissioners in January 2024 to discuss the findings.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	Jay Heinzerling	David Swartout			
Mark Brant	Randy Richardville	Greg Moore, Jr.			
Dawn Asper	David Vensel	J. Henry Lievens			

Motion carried.

XIV. NEW BUSINESS—None

XV. PUBLIC COMMENT—None

XVI. ANNOUNCEMENTS

1. Copies of any Tributes or Certificates issued since the September 19, 2023 meeting: None

XVII. MEMBERS TIME

Commissioner Moore—Attended the Monroe County Business Alliance Gala and Monroe County received the award for Enterprise Business of the Year for Economic Development. It was a really nice event and I accepted on our behalf.

Commissioner Hoffman—I needed to get something on record for our farmers in my District and I didn't mean to be harsh to the Drain Commissioner. We had a Heritage Day at the Port this weekend and it was very nice. I stopped by the dog show at the Fairgrounds and there were 1,500 dogs there from all over the country.

Ms. Armstrong—Wellness Day is next Thursday, October 12, 2023 from 8:00 a.m. to 4:00 p.m. for employees, retirees and spouses. If you want to get a flu shot, you need to make an appointment with Human Resources. Construction will be starting on the Courtyard probably towards the end of this week. You will still have access to the Courthouse.

Commissioner Asper, Heinzerling, Richardville, Vensel, Swartout and Lievens all passed.

Commissioner Brant—The main reason for the change in the policies for Health, Dental and Vision is that effective January 1, 2024 newly hired employees will be eligible 30 days after beginning employment.

XVIII. ADJOURNMENT—Chairman Brant adjourned the meeting at 6:40 p.m. with no further business to conduct.

Respectfully submitted by:

Lisa E. Sanders

Lisa E. Sanders

Deputy Clerk/Administrative Assistant

Monroe County Board of Commissioners