AGENDA
MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, DECEMBER 3, 2024– 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 Moore

IV. OPENING PRAYER

V. APPROVAL OF AGENDA

VI. APPROVAL OF MINUTES (11/19/2024 Regular Meeting)

VII. PUBLIC COMMENT

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION

1. Monroe County Sewage Disposal System Bonds, Series 2025 in the amount of not to exceed $13,000,000 (limited tax general Obligation)

    a. Letter dated November 20, 2024 from Mr. Patrick McGow, Bond Counsel, Miller, Canfield, Paddock and Stone, P.L.C. to Michael Bosanac, Administrator/CFO outlining the bond issue and related matters.

    b. Bond authorizing Resolution under Public Act 342 for Monroe County Sewage Disposal System Bonds, Series 2025 (Limited Tax General Obligation) in the amount not to exceed $13,000,000.

2. County of Monroe Capital Improvement Bonds, Series 2025 in the amount of not to exceed $13,000,000 (limited tax general Obligation)

    a. Letter dated November 20, 2024 from Mr. Patrick McGow, Bond Counsel, Miller, Canfield, Paddock and Stone, P.L.C. to Michael Bosanac, Administrator/CFO outlining the bond issue and related matters.

    b. Notice of Intent Resolution Capital Improvement Bonds, Series 2025 (Limited Tax General Obligation) in the amount not to exceed $13,000,000.

c. Resolution Requesting Issuance of Bonds by County Board of Commissioners dated November 11, 2024 from County Board of Road Commissioners.

3. Letter dated November 27, 2024 from Mr. Michael Bosanac, Administrator/Chief Financial Officer, submitting and requesting approval of Frenchtown Charter Township Tax Increment Sharing Agreement for two (2) Corridor Improvement Authority Areas between Frenchtown Charter Township, Corridor Improvement Authority and the County of Monroe for:

   a. North Dixie Highway Corridor Improvement Authority

   b. US-24/North Telegraph Road Corridor Improvement Authority

IX. FINANCE MATTERS

1. Consideration of Recommended 2025-2026 County of Monroe Annual Line Item Budget Resolution.

   Click Here for the 2025-2026 Recommended Annual Line Item Budget, which is posted on the County website.

2. Payment of the 12/04/2024 Accounts Payable Current Claims Report in the amount of $ 1,069,178.82

X. CONSENT AGENDA

1. Approval of Non-Claims
   a. Check Register dated 11/22/2024 in the amount of $528,068.94
   b. Check Register dated 11/27/2024 in the amount of $1,254,315.64

XI. COMMUNICATIONS

1. Letter dated November 20, 2024 from Chief Judge Michael Brown, First Judicial District Court requesting approval of the appointment of Ms. Kristi A. Liechty as a non-attorney magistrate for the 1st District Court per Local Administrative Order 2024-03.

2. Letter dated November 21, 2024 from Judge Amanda L. Eicher, District Court requesting acceptance and support establishing a Driving While Impaired Treatment Court in First District Court.

3. Letter dated November 15, 2024 from Mr. Jason Berry, Community Planning & Engagement Director, requesting acceptance of the FY25 County Veteran Service Fund Grant in the amount of $134,745.04 with no local match required.

4. Letter dated November 21, 2024 from Ms. Jamie Dean, Health Director, requesting approval 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). There are no matching funds required.

5. Letter dated December 3, 2024 from Mr. Jacob Perry, Director of Information Technology, requesting approval to submit an application to The Michigan Department of Technology, Management & Budget (DTMB) for an appropriation of FY 2023 State and Local Cybersecurity Grant Program (SLCGP) funds.

6. Letter dated November 26, 2024 from Mr. Michael Bosanac, Administrator/Chief Financial Officer recommending the compensation for elected non-judicial officials and Road Commissioners for 2025 and 2026 along with supporting resolutions.

7. Letter dated November 26, 2024 from Mr. Michael Bosanac, Administrator/Chief Financial Officer recommending the compensation adjustments for all non-union employees for 2025 and 2026 along with the applicable policies for approval and amendment effected by the compensation adjustments recommended.

8. Letter dated December 3, 2024 from Mr. Jason Berry, Community Planning & Engagement Director, submitting a review/recommendation from the County Planner of an application to the Farmland and Open Space Preservation program (part 361 of the Natural Resources and Environmental Protection Act) for property in Milan and Dundee Township.

9. Letter dated November 26, 2024 from Mr. Jeff McBee, Director, Human Resources, recommending approval of the tentative collective bargaining agreement between the County of Monroe, the Monroe County 9-1-1 District Board and the Monroe County Central Dispatch Association with a term expiring December 31, 2027.

10. Letter dated November 26, 2024 from Mr. Jeff McBee, Director, Human Resources, recommending approval of the tentative collective bargaining agreements, District Court Unit I and District Court Unit II, between the County of Monroe, the 1st District Court, and the 1st District Court Employees Association with terms expiring December 31, 2026.

11. Letter dated November 26, 2024 from Mr. Jeff McBee, Director of Human Resources, recommending approval of the tentative collective bargaining agreements between the County of Monroe, the 1st District Court, the 38th Circuit Court- Family Division, and the Technical, Professional & Office workers of Michigan (TPOAM) with terms expiring December 31, 2026.

12. Letter dated November 26, 2024 from Mr. Jeff McBee, Director of Human Resources, recommending approval of the tentative collective bargaining agreement between the County of Monroe, the 38th Circuit Court- Family

Division, and the Technical, Professional & Office workers of Michigan (TPOAM) with a term expiring December 31, 2026.

13. Appointments/ Reappointments of Monroe County Board/Commission Members.

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. PUBLIC COMMENT

XVI. ANNOUNCEMENTS

1. Copies of any Tributes or Certificates issued since the November 19, 2024 meeting: None

XVII. MEMBERS TIME

XVIII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 19, 2024

I. CALL TO ORDER

The Monroe County Board of Commissioners held a Regular Meeting in the City of Monroe, on Tuesday, November 19, 2024. Chairman Randy Richardville called the meeting to order at 6:00 p.m.

II. ROLL CALL

Roll call by Deputy Clerk, Grace Drewior, as follows:

PRESENT			ABSENT
David Hoffman	Jay Heinzerling	David Swartout	
J Henry Lievens	Randy Richardville	David Vensel	
Dawn Asper	Greg Moore, Jr.		

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

III. PLEDGE OF ALLEGIANCE

Commissioner Swartout led the Pledge of Allegiance.

IV. OPENING PRAYER

Deputy Clerk, Grace Drewior led the Opening Prayer.

V. APPROVAL OF AGENDA

Motion by Vice-Chairman Lievens, supported by Commissioner Hoffman to approve the November 19, 2024 Regular Meeting Agenda.

Voice vote taken. Motion carried.

VI. APPROVAL OF MINUTES (11/12/2024 Rescheduled Meeting Minutes)

Motion by Vice-Chairman Lievens, supported by Commissioner Swartout to approve the minutes as presented for the November 12, 2024 Rescheduled Meeting and then waived the reading thereof.

Voice vote taken. Motion carried.

VII. PUBLIC COMMENT—

1. Shawna Farley: Spoke about all the wonderful things that the county is receiving from the dispensaries in Monroe: economic benefits, public services, funding community trust and safety, and so forth. Ms. Farley then shared her concerns with Mark Brant's charge. She stated that this is a conflict of interest and all the work that dispensary owners have to do to correctly open a dispensary. Mark Brant didn't have to do.

   Chairman Richardville informed her that public comment is usually only three minutes. He asked for her contact information to make sure he could get a copy of the document she created for the Ad-Hoc Committee.

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION— None.

IX. FINANCE MATTERS

1. Payment of the 11/20/2024 Accounts Payable Claims Report in the amount of $825,981.81.

Chairman Richardville read the request into the record.

Sue Maier, Director of Fiscal Services, presented the Accounts Payable Claims Report.

Motion by Commissioner Heinzerling, supported by Commissioner Hoffman to accept the 11/20/2024 Accounts Payable Claims Report for $825,981.81 and approve the Claims for the date and amount presented.

Roll call by Clerk as follows:

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

Motion carried.

X. CONSENT AGENDA

1. Approval of Non-Claims.
   a. Check Register dated 11/15/2024 in the amount of $260,442.88

Chairman Richardville read the request into the record.

Motion by Commissioner Swartout, supported by Commissioner Heinzerling 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			
David Vensel	Randy Richardville	J. Henry Lievens			
Dawn Asper	Greg Moore, Jr.				

XI. COMMUNICATIONS

1. Letter dated November 13, 2024 from Mr. Jeff McBee, Human Resources Director recommending approval of the tentative collective bargaining agreement between the County of Monroe, the Monroe County Sheriff and the Police Officers Association of Michigan (POAM) (Deputy Sheriffs). The new collective bargaining agreement replaces the former agreement set to

expire on December 31, 2024. The new Agreement is for a period of three (3) years through December 31, 2027.

Chairman Richardville read the request into the record, and informed the Board that Mr. McBee was in the audience to answer any questions.

Motion by Commissioner Swartout, supported by Commissioner Hoffman to accept the communication, and approve the tentative collective bargaining agreement between the County of Monroe, the Monroe County Sheriff and the Police Officers Association of Michigan (POAM) (Deputy Sheriffs) for a three-year agreement through December 31, 2027 and authorize the Chairman to execute the agreement on behalf of the County.

Roll call by Clerk as follows:

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

Motion carried.

XII. PUBLIC HEARINGS—None

1. Consideration of Recommended 2025-2026 County of Monroe Annual Line Item Budget Resolution.

Click Here for the 2025-2026 Recommended Annual Line Item Budget, which is posted on the County website. County Administrator/Chief Financial Officer will provide a summary overview of the Recommended Budget.

Chairman Richardville read the agenda item and informed the public that the 2026 values are projected amounts and that line item detail will be adopted a year from now. He then welcomed Michael Bosanac to proceed with his presentation.

Michael Bosanac, County Administrator/CFO, presented a summary overview of the Recommended Budget. Mr. Bosanac explained this information was presented at the November 12, 2024 meeting so most of it was already discussed.

Chairman Richardville declared the public hearing of the 2025 Monroe County Michigan General Fund Budget now open for public comment.

Bill Lavoy: Mr. Lavoy asked if there was any kind of place for streaming and transparency in the budget. Mr. Lavoy then questioned if any information was being withheld that could affect the implementation of the budget or the operation of the Board.

Chairman Richardville called for public comment(s) a second time.

Chairman Richardville called for the public comment(s) a third and final time.

Chairman Richardville asked Deputy Clerk, Grace Drewior, if there has been any written comments provided regarding the recommended budget. She stated there has not been.

Chairman Richardville stated the recommended budget has been available for public inspection since Thursday November 12, 2024 on the website and at the offices of the County Clerk and Finance. If there are no further comments, then I will now close this public hearing.

Commissioner Vensel stated he wanted to table the budget adoption until the December 3, 2024 Board Meeting so he can get some questions answered. Stating his questions were about the succession plan of the administration and 1st District Courts budget.

Commissioner Hoffman stated he would second if needed.

Commissioner Moore, Commissioner Swartout, and Commissioner Asper shared their concerns with postponing the vote for the budget.

Michael Bosanac explained postponing the vote will shorten the window for his office to implement the budget but he said they can still accommodate that. Mr. Bosanac also asked Commissioner Vensel to give him a call and he will be happy to sit down and discuss his questions. Mr. Bosanac then explained he wants to make sure the Board is comfortable with the budget.

Motion by Commissioner Vensel, supported by Commissioner Hoffman to postpone the vote on tonight's budget for two weeks from now at the next scheduled Board Meeting on December 3, 2024.

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

Motion carried.

XIII. OLD BUSINESS— None

XIV. NEW BUSINESS—None

XV. PUBLIC COMMENT—

1. Shawna Farley: Explained the documents she created are resolutions and wanted to talk about them. She finished her comment by speaking about the voting situation and how the outcome would have been different had the community known the whole story and known how to do a write in on a ballot. She then thanked the Board for their time.

2. Bill Lavoy: Stated that he believes being convicted of any felony while holding public office is a violation of public trust.

XVI. ANNOUNCEMENTS—

1. Copies of any Tributes or Certificates issued since the November 12, 2024 meeting: None

XVII. MEMBERS TIME –

Commissioner Moore – Passed.

Commissioner Swartout – Passed.

Commissioner Vensel – Passed.

Commissioner Heinzerling – Passed.

Commissioner Asper – Encouraged citizens to read the charges and articles to make sure the facts are correct because some of the statements made tonight were not accurate. She then thanked the citizens who participated in public comment and said she wants more people to come speak. Reminded the public that the Board represents the citizens, not the government. She finished her comment by stating if anyone wanted to speak to them directly, their contact information is on the website.

Commissioner Hoffman – Stated that the Board knows what Mark Brant did was wrong. He then thanked everyone for coming out.

Commissioner Lievens – Passed.

Chairman Richardville – Stated Commissioner Asper was correct when she said not everything said was a fact during public comment. Informed the public he can fill people in on that. He finished his comment by explaining streaming the meeting is being discussed and there will be action on it in a few weeks.

XVIII. ADJOURNMENT - Chairman Richardville adjourned the meeting at 6:55 p.m. with no further business to discuss.

Respectfully submitted by:

Grace Drewior

Grace Drewior
Deputy Clerk/Administrative Assistant
Monroe County Board of Commissioners

Founded in 1852
by Sidney Davy Miller

MILLER CANFIELD

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November 20, 2024

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

Re: $13,000,000 Monroe County Sewage Disposal System Bonds (Monroe Metropolitan Water Pollution Control System), Series 2025 (Limited Tax General Obligation) – Clean Water State Revolving Fund Project

Dear Mike:

I have enclosed a Bond Authorizing Resolution and Act 342 Contract for the above bond issue to be considered for approval by the Monroe County Board of Commissioners at their meeting on Tuesday, December 3rd. The Bonds are expected to be sold through the Michigan Finance Authority's Clean Water State Revolving Fund ("CWSRF") program which provides for financing in 20 annual installments at an interest rate of 2.5%, or 30 annual installments at an interest rate of 2.75%.

The Bonds are to be issued to pay for the improvements to the Monroe Metropolitan Area Wastewater Teatment Plant and collection system, including wet weather facilities, sewer lining, and pump station rehabilitation improvements, together with all related site improvements, appurtenances and attachments (the "Project").

The Bond Authorizing Resolution approves the Act 342 Contract and authorizes the issuance of bonds in an amount not to exceed $13,000,000. Please note that this number is a "not to exceed" amount which reflects estimated costs and the actual bond size will be determined after construction bids are received for the project in early 2025. The Resolution provides flexibility for the actual size of the Bond issue to be reduced prior to closing based on the actual construction bids.

Under the Master Agreement of 2001 which governs the operation of the Monroe Metropolitan Water Pollution Control System, the improvements are to be paid for by the three local units: City of Monroe, Charter Township of Frenchtown and Charter Township of Monroe. The Master Agreement provides the bonds will be issued by the County but paid for from sewer rates and charges collected by the local units, with each local units' share based on its usage of the Wastewater Treatment Plant.

The enclosed documents are similar to the forms previously approved by the County for Act 342 Water and Sewer Bonds. The documents provide that the County will issue the Bonds and pledge the County's full faith and credit as backup security for the Bonds. The Contract provides that the local units agree to pay the annual debt service on the Bonds according to the allocation set forth in the Contract, with the funds generated from user charges collected from their sewer customers, and each local unit has pledged its limited tax full faith and credit for payment of the Bonds. The Contract also contains the standard indemnification paragraph for Monroe County bond transactions which provides that the costs of the Project, including any future litigation, are to be paid by the local units. Each of the local units have taken the necessary preliminary actions in connection with the Bonds and approved the Contract at their respective meetings over the past month.

The Resolution also authorizes various County officials (Drain Commissioner, Chairman and Clerk) to take the necessary actions to execute and deliver the Contract, the Bonds and all related documents, to approve the final size and term of the Bonds.

I am sending the documents to the County's Legal Advisor, Thomas Graham, for his review.

We would appreciate it if the documents are placed on the agenda for the Board of Commissioners December 3rd meeting. I will be at the December 3rd Board of Commissioners meeting to address any questions from the Commissioners.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

By: ______________________________

Patrick F. McGow

Enclosures

cc: David Thompson, Drain Commissioner
Kari Blanchett
W. Thomas Graham
Conor Starrs

42980306.1/061970.00114

BOND AUTHORIZING RESOLUTION
MONROE COUNTY SEWAGE DISPOSAL SYSTEM BONDS
(MONROE METROPOLITAN WATER POLLUTION CONTROL SYSTEM)
SERIES 2025
(LIMITED TAX GENERAL OBLIGATION)

COUNTY OF MONROE
State of Michigan

Minutes of a regular meeting of the Board of Commissioners of the County of Monroe, State of Michigan (the "County"), held in the County, on December 3, 2024, at 6:00 o'clock p.m., prevailing Eastern Time.

PRESENT: Members ____

____

ABSENT: Members ____

The following preamble and resolution were offered by Member ___________ and supported by Member ________________:

WHEREAS, the County, acting by and through its Board of Commissioners, Act 342, Public Acts of Michigan, 1939, as amended (the "Act"), and, by resolution of the Board of Commissioners, designated the County Drain Commissioner as the duly designated County Agency (the "County Agency") in and for the County for the administration of sewage disposal system improvements in accordance with the Act; and

WHEREAS, the Act authorizes a county to acquire sewage disposal systems and to improve, enlarge, extend and operate the systems; and

WHEREAS, pursuant to the Act the County has previously established the Monroe County Sewage Disposal System (Monroe Metropolitan Water Pollution Control System) (the "System"); and

WHEREAS, to preserve and protect the public health, safety and welfare of the present and future residents of the City of Monroe (the "City"), Charter Township of Monroe ("Monroe Township"), and Charter Township of Frenchtown ("Frenchtown Township"; together with the City and Monroe Township, the "Local Units" and each a "Local Unit"), which in turn will be for the benefit of the general health, safety and welfare of the entire County, it is necessary that sewage disposal system improvements, consisting of acquiring, constructing, furnishing and equipping improvements to the Monroe Metropolitan Area Wastewater Treatment Plant and collection system, including wet weather facilities, sewer lining, and pump station rehabilitation improvements, together with all related site improvements, appurtenances and attachments (the "Project") be acquired and constructed to service the Local Units as a part of the System; and

WHEREAS, the Act provides the most practicable method and means for acquiring and financing the Project necessary for the public health and welfare of the residents of the County residing in the Local Units to be served, and will result in the lowest cost for the money necessary to be borrowed for such purpose; and

WHEREAS, plans and an estimate of the cost of the Project have been prepared by Fishbeck, consulting engineers (the "Engineers"), which said estimate of cost totals not to exceed $13,000,000; and

WHEREAS, in order to finance all or part of the cost of the Project it is deemed advisable to proceed under the authorization contained in Sections 5a, 5b and 5c of the Act; and

WHEREAS, the County, the County Agency and the Local Units will enter into a contract (the "Contract") for the construction and financing of the Project to be operated as part of the System; and

WHEREAS, the Contract has been duly approved by resolutions of the legislative bodies of each Local Unit; and

WHEREAS, under the provisions of the Contract, the County obligates itself to pay the cost of the Project to be financed by the issuance of bonds of the County by paying the installments, plus interest, as specified in the Contract (the "Contractual Payments"), and further obligates itself to collect sufficient moneys annually for the purpose of meeting the Contractual Payments, subject to constitutional, statutory and charter limitations; and

WHEREAS, the County proposes to issue its bonds, as authorized by the Act, in anticipation of and secured primarily by the Contractual Payments that each Local Unit has in the Contract obligated itself to provide in the amounts as may be necessary to pay the cost of constructing the Project; and

WHEREAS, the County intends that its bonds are to be sold through the State of Michigan's Clean Water State Revolving Fund ("CWSRF") program administered by the Department of Environment, Great Lakes and Energy ("EGLE") and the Michigan Finance Authority (the "Authority"), whereby the bonds of the County are sold to the Authority and bear interest at a fixed rate of not to exceed two and three-quarter percent (2.75%) per annum; and

WHEREAS, it is necessary for the County to authorize the Monroe County Drain Commissioner to act as authorized project representative in connection with the Project; and

WHEREAS, the County Agency has approved this resolution and recommended its adoption by this Board of Commissioners.

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY, AS FOLLOWS:

<u>Section 1</u>. <u>Approval of Contract.</u> The Contract is hereby approved and the Chairman of the Board of Commissioners, the County Clerk, and the County Agency are authorized and directed to execute and deliver the Contract for and on behalf of the County.

Section 2. Plans and Specifications. The plans, specifications and estimates of cost for the Project as prepared by the Engineers are hereby accepted and approved; it is hereby determined to be advisable and necessary for the public health of the County to acquire, construct and complete the Project as a County project under the provisions of the Act and as provided in said plans and specifications, under the supervision of the County Agency; and the Project shall be designated as "Monroe County Sewage Disposal System (Monroe Metropolitan Water Pollution Control System)."

Section 3. Project Costs. The total estimated cost of acquiring and constructing the Project, including payment of incidental expenses as specified in Section 5 of this resolution, in the amount of not to exceed Thirteen Million Dollars ($13,000,000) is hereby approved and confirmed.

Section 4. Useful Life of Project. The estimated period of usefulness of the Project is determined to be not less than Thirty-Three (33) years.

Section 5. Authorization of Bonds. For the purpose of paying the total cost of the Project, including payment of engineering, legal and financial expenses, there shall be borrowed the sum of not to exceed Thirteen Million Dollars ($13,000,000), and that in evidence thereof there be issued, in one or more series, the of bonds of the County in an equivalent aggregate principal amount, which bonds are sometimes hereinafter referred to in this resolution as the "Bonds."

Section 6 Bond Terms. The Bonds shall be designated MONROE COUNTY SEWAGE DISPOSAL SYSTEM BONDS (MONROE METROPOLITAN WATER POLLUTION CONTROL SYSTEM), SERIES 2025 (LIMITED TAX GENERAL OBLIGATION), the principal of and interest thereon to be payable primarily out of the Contractual Payments required to be paid by the Local Units pursuant to the Contract. The Bonds shall be issued in an amount of not to exceed Thirteen Million Dollars ($13,000,000) or such lesser amount as shall be determined by the County Agency at the time or times of sale (the "Principal Amount") and approved by the State of Michigan acting through EGLE and the Authority. The Bonds which are sold to the Authority shall be in the form of a single fully-registered, nonconvertible bond of the denomination of the Principal Amount dated as of the date of delivery of the Bonds, payable in principal installments serially on April 1 or October 1 of each year in the amounts and beginning on such date as may be determined by the County Agency at the time of sale of the Bonds and approved by the Authority, that the Bonds shall mature in not more than thirty (30) annual installments, and the total principal amount shall not exceed $13,000,000.

The Bonds shall bear interest at an interest rate per annum on the par value thereof as evidenced by execution of the Purchase Contract, but in any event not to exceed two and three-quarters percent (2.75%) per annum and the County Agency shall deliver the Bonds in accordance with the delivery instructions of the Authority. The principal amount of the Bonds is expected to be drawn down by the County periodically, and interest on the principal amount shall accrue from the date such principal amount is drawn down by the County.

The Bonds shall not be convertible or exchangeable into more than one fully-registered bond. Principal of and interest on the Bonds shall be payable as provided in the Bond form in this Resolution.

The Bonds or principal installments thereof shall be subject to prepayment prior to maturity by the County with the prior approval of the Authority.

Section 7. Execution of Bonds. The Chairman of the Board of Commissioners and the County Clerk are hereby authorized and directed to execute the Bonds on behalf of the County by means of their manual or facsimile signatures when issued and sold for and on behalf of the County and the County Agency and to cause to be imprinted thereon a facsimile of the seal of the County. If the Bonds are executed by means of facsimile signature, the Bonds shall be delivered to the transfer agent for authentication.

Section 8. Contractual Payments as Security. The Bonds and the interest thereon shall be payable primarily from the Contractual Payments received by the County pursuant to the Contract, for which each Local Unit in the Contract has pledged its full faith and credit pursuant to the provisions Sections 5a and 5c of the Act. Pursuant to the provisions of Article IX, Section 6 of the Michigan Constitution of 1963, each Local Unit has covenanted and agreed to levy taxes annually to the extent necessary to provide the funds to meet its payments when due in anticipation of which the Bonds are issued, which taxes shall be subject to constitutional, statutory and charter limitations. All of the Contractual Payments are hereby pledged solely and only for the payment of principal of and interest on the Bonds.

Section 9. Additional Security. Pursuant to the authorization provided in Section 5c of the Act, the full faith and credit of the County is hereby pledged for the prompt payment of the principal of and interest on the Bonds as the same shall become due. If for any reason there are not sufficient funds on hand from the Contractual Payments to pay the principal of and interest on the Bonds when due, upon written notification by the County Agency to the County Treasurer of the amount of the deficiency, the County Treasurer shall promptly deposit into the debt retirement fund for the Bonds the amount of the deficiency out of general funds of the County. If it becomes necessary for the County to so advance any such moneys, it shall be entitled to reimbursement from any surplus from time to time existing in the fund for which said principal and interest are primarily liable, or from any other legally available source. The County recognizes and covenants that its full faith and credit pledge hereunder is a first budget obligation, and, to the extent necessary to provide funds to meet the pledge herein provided, it is obligated to levy ad valorem taxes against the taxable property in the County, which taxes, however, shall be subject to constitutional and statutory tax limitations.

Section 10. Debt Retirement Fund. It shall be the duty of the County Agency or the County Treasurer, after the adoption of this resolution and the sale of the Bonds herein authorized, to open a special depository account with a bank or trust company to be designated "DEBT RETIREMENT FUND - MONROE COUNTY SEWAGE DISPOSAL SYSTEM BONDS (MONROE METROPOLITAN WATER POLLUTION CONTROL SYSTEM), SERIES 2025 (LIMITED TAX GENERAL OBLIGATION)", sometimes referred to as the "Debt Retirement Fund," into which account the County Agency shall deposit all contractual payments as received and into which account any advances made by the County pursuant to Section 9 of this resolution shall be deposited. The moneys from time to time on hand in said Debt Retirement Fund shall be used solely and only for the payment of the principal of and interest on the Bonds, or, to the extent of any surplus, to reimburse the County for any advances made pursuant to Section 9 hereof. The County Treasurer on behalf of the County shall have the right to invest moneys in the Debt

Retirement Fund as provided in the Contract, which investments may be in obligations other than those of the depository bank or trust company.

Section 11. Operation, Maintenance and Control of the System. The City of Monroe shall be responsible for the operation, maintenance and administration of the System, pursuant to the Master Agreement of 2001 AD for the Monroe Metropolitan Water Pollution Control System (the "Master Agreement") among the Local Units and the County Agency. If the provisions of the Master Agreement relating to the responsibility are amended, the provisions of the Master Agreement shall control. The acquisition and construction of the Project shall be under the overall jurisdiction and control of the County Agency for and on behalf of the Local Units and the provisions in the Contract relative to the operation, maintenance and administration are hereby recognized, approved and confirmed.

Section 12. Bond Form. The Bonds shall be in substantially the following form with such changes or completion as necessary or appropriate to give effect to the intent of this Resolution and subject to such modifications which may be required by the Michigan Attorney General and the Authority and approved by bond counsel:

UNITED STATES OF AMERICA
STATE OF MICHIGAN

COUNTY OF MONROE

MONROE COUNTY SEWAGE DISPOSAL SYSTEM BOND
(MONROE METROPOLITAN WATER POLLUTION CONTROL SYSTEM), SERIES 2025
(LIMITED TAX GENERAL OBLIGATION)

REGISTERED OWNER: Michigan Finance Authority

PRINCIPAL AMOUNT: ________________ Dollars ($________________)

DATE OF ORIGINAL ISSUE: ______________, 2025

The County of Monroe, State of Michigan (the "County"), acknowledges itself to owe and for value received, hereby promises to pay to the Michigan Finance Authority (the "Authority"), or registered assigns, the Principal Amount shown above, or the portion thereof as shall have been advanced to the County pursuant to a Purchase Contract between the County and the Authority and a Supplemental Agreement by and among the County, the Authority and the State of Michigan acting through the Department of Environmental Quality, in lawful money of the United States of America, unless prepaid prior thereto as hereinafter provided.

During the time the Principal Amount is being drawn down by the County under this bond, the Authority will periodically provide to the County a statement showing the amount of principal that has been advanced and the date of each advance, which statement shall constitute prima facie evidence of the reported information; provided that no failure on the part of the Authority to provide such a statement or to reflect a disbursement or the correct amount of a disbursement shall relieve the County of its obligation to repay the outstanding Principal Amount actually advanced, all accrued interest thereon, and any other amount payable with respect thereto in accordance with the terms of this bond.

The Principal Amount shall be payable on the dates and in the annual principal installment amounts set forth on the Schedule A attached hereto and made a part hereof, as such Schedule may be adjusted if less than $______________ is disbursed to the County or if a portion of the Principal Amount is prepaid or reduced as provided below, with interest on the principal installments from the date each installment is delivered to the holder hereof until paid at the rate of ______percent (____%) per annum. Interest is first payable on October 1, 2025, and semiannually thereafter and principal is payable on the first day of October, commencing October 1, 2028 (as identified in the Purchase Contract) and annually thereafter.

Principal installments of this bond are subject to prepayment prior to maturity by the County only with the prior written consent of the Authority and on the terms as may be required by the Authority.

Notwithstanding any other provision of this bond, as long as the Authority is the owner of this bond, (a) this bond is payable as to principal, premium, if any, and interest at the designated office of U.S. Bank Trust Company, National Association, Detroit, Michigan, or at such other place as shall be designated in writing to the County by the Authority (the "Authority's Depository"); (b) the County agrees that it will deposit with the Authority's Depository payments of the principal of, premium, if any, and interest on this bond in immediately available funds at least five business days prior to the date on which any such payment is due whether by maturity, redemption or otherwise; and (c) written notice of any redemption of this bond shall be given by the County and received by the Authority's Depository at least 40 days prior to the date on which such redemption is to be made.

Additional Interest

In the event of a default in the payment of principal or interest hereon when due, whether at maturity, by redemption or otherwise, the amount of such default shall bear interest (the "additional interest") at a rate equal to the rate of interest which is two percent above the Authority's cost of providing funds (as determined by the Authority) to make payment on the bonds of the Authority issued to provide funds to purchase this bond but in no event in excess of the maximum rate of interest permitted by law. The additional interest shall continue to accrue until the Authority has been fully reimbursed for all costs incurred by the Authority (as determined by the Authority) as a consequence of the County's default. Such additional interest shall be payable on the interest payment date following demand of the Authority. In the event that (for reasons other than the default in the payment of any municipal obligation purchased by the Authority) the investment of amounts in the reserve account established by the Authority for the bonds of the Authority issued to provide funds to purchase this bond fails to provide sufficient available funds (together with any other funds which may be made available for such purpose) to pay the interest on outstanding bonds of the Authority issued to fund such account, the County shall and hereby agrees to pay on demand only the County's pro rata share (as determined by the Authority) of such deficiency as additional interest on this bond.

The bonds of this issue are payable primarily from the proceeds of contractual payments to be paid by the City of Monroe, Charter Township of Monroe, and Charter Township of Frenchtown (the "Local Units" and each a "Local Unit"), each located in the County of Monroe, Michigan, to the Drain Commissioner, acting for and on behalf of the County (the "County Agency"), pursuant to a certain contract dated December 1, 2024, between the County by and through the County Agency and the Local Units, whereby the County Agency, on behalf of the County, is to make improvements to a sewage disposal system to service the Local Units, said system designated as "Monroe County Sewage Disposal System (Monroe Metropolitan Water Pollution Control System)," By the provisions of said contract and pursuant to the authorization provided by law, each Local Unit has pledged its full faith and credit for the payment of its contractual payments. The County has irrevocably pledged to the payment of this issue of bonds the total contractual payments, which said total payments are established in the amount required to pay the principal of and interest on the bonds of this issue when due. As additional security for the payment of the bonds of this issue, the County, pursuant to the provisions of Act 342, Public Acts of Michigan, 1939, as amended ("Act 342"), and a resolution of the Board of Commissioners of the County, has pledged its full faith and credit for the prompt payment of the principal of and interest thereon. The full faith and credit pledges of the Local Units and of the County are limited tax general obligations of each severally, and each is required to pay its respective debt service commitments on the bonds as a first budget obligation from its general funds including the collection of any ad valorem taxes which each is authorized to levy. However, the ability of each to levy such taxes is subject to constitutional, statutory and charter tax limitations.

This bond is a single, fully registered, nonconvertible bond issued in the principal sum indicated above, pursuant to a resolution duly adopted by the Board of Commissioners of the County on December 3, 2024, and under and in full compliance with the Constitution and statutes of the State of Michigan, including specifically Act 342, for the purposes of paying the cost of constructing sewage disposal system improvements to serve the Local Units. For a complete statement of the funds from which and the conditions under which this bond is payable and the general covenants and provisions pursuant to which this bond is issued, reference is made to the above described resolution.

This bond shall be registered as to principal and interest on the books of the County kept by the County Treasurer and may be transferred only upon surrender of this bond by the registered owner of record in person, or by registered owner's attorney duly authorized in writing, to the County Treasurer together with a written instrument of transfer satisfactory to the County Treasurer duly executed by the registered owner or the registered owner's attorney duly authorized in writing, and thereupon a new registered bond in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the resolution authorizing this bond, and upon the payment of the charges, if any, therein prescribed.

It is hereby certified and recited that all acts, conditions and things required by law precedent to and in the issuance of this bond and the series of which this is one have been done and performed in regular and due time and form as required by law.

IN WITNESS WHEREOF, the County of Monroe, State of Michigan, by its Board of Commissioners, has caused this bond to be signed in the name of said County by the manual signature of the Chairman of the Board of Commissioners and to be countersigned by the manual signature of the County Clerk and a facsimile of the corporate seal of said County to be printed hereon, all as of the Date of Original Issue.

COUNTY OF MONROE

By________________________________
Chairman, Board of Commissioners

[SEAL]

By_______________________
County Clerk

EGLE Project No.: 5997-01
EGLE Approved Amt: $

SCHEDULE A

Based on the schedule provided below unless revised as provided in this paragraph, repayment of principal of the Bond shall be made until the full amount advanced to the County is repaid. In the event the Order of Approval issued by the Department of Environment, Great Lakes and Energy (the "Order") approves a principal amount of assistance less than the amount of the Bond delivered to the Authority, the Authority shall only disburse principal up to the amount stated in the Order. In the event (1) that the payment schedule approved by the County and described below provides for payment of a total principal amount greater than the amount of assistance approved by the Order or (2) that less than the principal amount of assistance approved by the Order is disbursed to the County by the Authority, or (3) that any portion of the principal amount of assistance approved by the Order and disbursed to the County is forgiven pursuant to the Order, the Authority shall prepare a new payment schedule which shall be effective upon receipt by the County.

Maturity Date	Principal Amount	Maturity Date	Principal Amount
October 1, 2028	$285,000	October 1, 2043	$430,000
October 1, 2029	290,000	October 1, 2044	440,000
October 1, 2030	300,000	October 1, 2045	450,000
October 1, 2031	310,000	October 1, 2046	465,000
October 1, 2032	315,000	October 1, 2047	475,000
October 1, 2033	325,000	October 1, 2048	490,000
October 1, 2034	335,000	October 1, 2049	500,000
October 1, 2035	345,000	October 1, 2050	515,000
October 1, 2036	355,000	October 1, 2051	530,000
October 1, 2037	365,000	October 1, 2052	545,000
October 1, 2038	375,000	October 1, 2053	560,000
October 1, 2039	385,000	October 1, 2054	575,000
October 1, 2040	395,000	October 1, 2055	590,000
October 1, 2041	405,000	October 1, 2056	610,000
October 1, 2042	415,000	October 1, 2057	625,000

Interest on the bond shall accrue on principal disbursed by the Authority to the County which has not been forgiven pursuant to the Order from the date such portion is disbursed, until paid, at the rate of 2.75% per annum, payable October 1, 2025, and semi-annually hereafter.

The County agrees that it will deposit with the Authority's Depository, or such other place as shall be designated in writing to the County by the Authority payments of the principal of, premium, if any, and interest on this bond in immediately available funds by 12:00 noon at least five business days prior to the date on which any such payment is due whether by maturity, redemption or otherwise. In the event that the Authority's Depository has not received the County's deposit by 12:00 noon on the scheduled day, the County shall immediately pay to the Authority as invoiced by the Authority an amount to recover the Authority's administrative costs and lost investment earnings attributable to that late payment.

Section 13. Additional Bonds. Nothing contained in this resolution or the Contract shall be construed to prevent the County from issuing additional bonds under the provisions of the Act for any of the purposes authorized by the Act, but any such bonds shall in no way have any lien on or be payable out of the Contractual Payments pledged to the payment of the Bonds of this authorized issue, except the additional bonds as may be necessary may be issued to complete the Project pursuant to the authorization provided in Section 16 of the Contract.

Section 14. Construction Fund. The proceeds of sale of the Bonds shall be deposited in a special depository account in a bank to be designated by the County Treasurer, said account to be designated "MONROE COUNTY SEWAGE DISPOSAL SYSTEM BONDS (MONROE METROPOLITAN WATER POLLUTION CONTROL SYSTEM), SERIES 2025 (LIMITED TAX GENERAL OBLIGATION) - CONSTRUCTION FUND" (the "Construction Fund"). The moneys from time to time in the Construction Fund shall be used solely and only to pay costs of acquiring and constructing the Project. Any premium or accrued interest and capitalized interest paid at the time of delivery of the Bonds, shall be deposited into the Debt Retirement Fund established under the provisions of Section 10 of this resolution.

Section 15. Contract with Bondholders. The provisions of this resolution, together with the Contract, shall constitute a contract between the County and the holder or holders of the Bonds from time to time, and after the issuance of the bonds, no change, variation or alteration of the provisions of this resolution and the Contract may be made which would lessen the security for the Bonds. The provisions of this resolution and the Contract shall be enforceable by appropriate proceedings taken by the holder either at law or in equity.

Section 16. County Covenants. The County covenants and agrees with the successive holders of the Bonds that so long as any of the Bonds remain outstanding and unpaid as to either principal or interest:

(a) The County and the County Agency, as agency of the County, will punctually perform all of their obligations and duties under this resolution and the Contract, including all collection, segregation and application of the Contractual Payments paid by the Local Units or moneys advanced by the County in the manner required by the provisions of this resolution and the Contract.

(b) The County and the County Agency, as the agency of the County, will apply and use the proceeds of the sale of the Bonds for the purposes and in the manner required by the Contract and this resolution.

(c) The County will maintain and keep proper books of record and account relative to the application of funds for the construction of the Project and the Contractual Payments received pursuant to the Contract or monies advanced by the County. Not later than three (3) months after the end of each year, the County Agency shall cause to be prepared a statement, in reasonable detail, sworn to by its chief accounting officer, showing the application of the proceeds of the sale of the Bonds, the cash receipts from the Contractual Payments or monies advanced by the County during the year, and the application thereof, and the other information as may be necessary to enable any taxpayer or any holder or owner of the Bonds, or anyone acting in their behalf, to be fully informed as to all matters pertaining to the construction of the Project and application of funds therefor or for the payment of Bonds during the year. A certified copy of said statement shall be filed with the County Clerk and the Clerk of each Local Unit and a copy shall also be sent to the manager or managers of the account purchasing the Bonds.

Section 17. Tax Covenant. The County hereby covenants that, to the extent permitted by law, it shall take all actions within its control necessary to maintain the exclusion of the interest on the Bonds from adjusted gross income for general federal income tax purposes under the Internal Revenue Code of 1986, as amended, and the rules and regulations issued thereunder, including but not limited to actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure and investment of bond proceeds and moneys deemed to be bond proceeds.

Section 18. Designation of CWSRF Project Representative. The County Drain Commissioner, a position currently held by David Thompson, is hereby designated as the authorized representative for all activities associated with the Project, including the submittal of a project plan and applications to the State of Michigan. The County Drain Commissioner is hereby authorized to take any actions necessary to comply with requirements of the Authority and EGLE in connection with the sale of the bond to the Authority. The County Drain Commissioner is hereby authorized to execute and deliver such other certificates, documents, instruments, applications and other papers as may be required by the Authority or EGLE or as may be otherwise necessary or convenient to effect the approval, sale and delivery of the Bonds. All prior actions taken by the County Drain Commissioner in connection with approving the milestone schedule and related documents are hereby ratified and confirmed.

Section 19. Approval of Purchase Contract. The proposed forms of Purchase Contract between the County and the Authority and Supplemental Agreement among the County, the Authority and EGLE are hereby approved, and the County Drain Commissioner is authorized and directed to execute the documents with the revisions permitted by law and not materially adverse to the County as may be necessary or advisable to accomplish the sale of the Bonds to the Authority as contemplated herein.

Section 20. Posting of Notice Pursuant to Act 34. The County hereby confirms that the notice posting required in connection with this resolution pursuant to Section 308 of Act 34 was done in due time and form as required.

Section 21. Repealer. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are repealed.

Section 22. Immediate Effect. This resolution shall become effective immediately upon its passage.

AYES: Members____

____

NAYS: Members____

RESOLUTION DECLARED ADOPTED.

____
Grace Drewior
Deputy County Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Monroe, State of Michigan, at a regular meeting held on December 3, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

____
Grace Drewior
Deputy County Clerk

MONROE COUNTY SEWAGE DISPOSAL SYSTEM
(MONROE METROPOLITAN WATER POLLUTION CONTROL SYSTEM)
SERIES 2025 CONTRACT

THIS CONTRACT, made and entered into as of the 1st day of December, 2024, by and among the COUNTY OF MONROE, a county corporation in the State of Michigan (the "County"), its Drain Commissioner, as County Agency under Act No. 342, Public Acts of Michigan, 1939, as amended, and the CITY OF MONROE, CHARTER TOWNSHIP OF FRENCHTOWN and CHARTER TOWNSHIP OF MONROE, each municipal corporations located within the County (each a "Local Unit" and together, the "Local Units"; the City of Monroe sometimes referred to herein as the "City").

W I T N E S S E T H:

WHEREAS, by resolution previously adopted by the Board of Commissioners of the County, the Monroe County Drain Commissioner (the "County Agency") was authorized to be established as County Agency pursuant to Act No. 342, Public Acts of Michigan, 1939, as amended ("Act 342"); and

WHEREAS, pursuant to Act 342 and the MASTER AGREEMENT OF 2001 AD FOR THE MONROE METROPOLITAN WATER POLLUTION CONTROL SYSTEM, among the County and the Local Units (said agreement referred to as the "Master Agreement"), the Local Units have acquired and constructed, and the City is now operating, the Monroe Metropolitan Water Pollution Control System (the "System") to provide wastewater treatment and sewage disposal service to the Local Units; and

WHEREAS, it is necessary for the public health and welfare of the present and future residents of the Local Units that the County undertake improvements to the System consisting of acquiring, constructing, furnishing and equipping improvements to the Monroe Metropolitan Area Wastewater Treatment Plant and collection system, including wet weather facilities, sewer lining, and pump station rehabilitation improvements, together with all related site improvements, appurtenances and attachments (the "Improvements") to serve the Local Units; and

WHEREAS, Act 342 authorizes a county to acquire sewage disposal systems and to improve, enlarge, extend and operate such systems; and

WHEREAS, by the terms of Act 342, the County and the Local Units are authorized to enter into a contract for the acquisition, improvement, enlargement or extension of the System and the payment of the cost thereof by the Local Units, with interest, over a period of not exceeding forty (40) years, and the County is then authorized, pursuant to appropriate action of its Board of Commissioners, to issue bonds of the County to provide the funds therefor, secured by the contractual obligations of the Local Units as set forth herein; and

WHEREAS, Act 342 provides the most practicable method and means for acquiring and financing the Improvements so vitally necessary for the public health and welfare of the residents of the County residing in the Local Units to be served, and will result in the lowest cost for the money necessary to be borrowed for such purpose; and

WHEREAS, plans and an estimate of cost of the Improvements have been prepared by Fishbeck, Inc., consulting engineers of Novi, Michigan (the "engineers"), which said estimate of cost totals $13,000,000; and

WHEREAS, it is proposed that a portion of the cost of the Improvements be financed by the issuance of County bonds in one or more series; and

WHEREAS, each or any series of bonds herein referred to may be sold at a competitive or negotiated sale to a private underwriter or purchaser, or may be purchased by the Michigan Finance Authority (the "MFA") in the Clean Water State Revolving Fund Loan program ("CWSRF"); and

WHEREAS, in order to provide for the acquisition and construction of the Improvements by the County and the financing of the cost thereof by the issuance of County bonds, and for other related matters, it is necessary for the parties to enter into this Contract; and

WHEREAS, each Local Unit has or will shortly publish the requisite notice informing its citizens and taxpayers of their referendum rights with respect to this Contract.

THEREFORE, IN CONSIDERATION OF THE PREMISES AND THE COVENANTS OF EACH OTHER, THE PARTIES AGREE AS FOLLOWS:

1. Approval of Acquisition, Construction and Financing of Improvements. The parties approve and agree to the acquisition, construction and financing of the Improvements under and pursuant to Act 342.

2. Approval of Plans. The Improvements shall consist of various improvements to the System, as are more particularly set forth in the preliminary plans which have been prepared and submitted by the consulting engineers, which plans are on file with the County Agency and are hereby approved and adopted.

3. Local Unit Consent to Establishment and Location of Improvements. Each Local Unit by way of compliance with Section 29, Article VII, Michigan Constitution of 1963, hereby consents and agrees to the establishment and location of the Improvements within their corporate boundaries and to the use by the County of their streets, highways, alleys, lands, rights-of-way or other public places for the purpose of constructing, operating and maintaining the Improvements as part of the System, and any improvements, enlargements and extensions thereto.

4. Local Unit Consent to Service. The Improvements are designed to service those areas in and around the Local Units in need of wastewater treatment service and is immediately necessary to protect and preserve the public health, and each Local Unit does hereby consent to such service being furnished by the Improvements as a part of the System to the individual users in these areas.

5. Approval of Plans and Cost. The County Agency and the Local Units hereby approve and confirm the preliminary plans for the Improvements prepared by the engineers and the estimated costs thereof in the amount of $13,000,000. Said estimated costs includes all surveys, plans, specifications, acquisition of property for rights-of-way, physical construction necessary to acquire and construct the Improvements, the acquisition of all materials, machinery and necessary equipment, contingency allowance, and engineering, engineering supervision, capitalized interest, administrative, legal and financing expenses necessary in connection with the acquisition and construction of the Improvements and the financing thereof.

6. County Agency Acquisition, Construction and Bidding Responsibilities; Requirements for Increased Costs. The County Agency will acquire and construct the Improvements and for that purpose will take bids for the acquisition and construction thereof prior to the time that any bonds are issued for the purpose of financing costs of the Improvements. The County Agency shall in no event enter into any final contract or contracts for the acquisition and construction of the Improvements if such contract price or prices will be such as to cause the actual cost of the Improvements to the Local Units to exceed the estimated total cost of the Improvements as approved in this Contract, unless the Local Units, by resolutions of their legislative bodies, (a) approve said increased cost and (b) agree to pay the excess over the estimated cost, either in cash or by specifically authorizing the maximum principal amount of bonds to be issued, as provided in Sections 9 and 10 of this Contract, to be increased to an amount which will provide sufficient funds to meet said increased cost and a similar increase to the installment obligations of the Local Units pledged under the terms of this Contract to the payment of such bonds.

7. Acquisition and Construction in Accordance with Plans and Specifications. The Improvements shall be acquired and constructed by the County Agency in accordance with the plans and specifications therefor based upon plans approved by this Contract, except that minor variations from said plans and specifications may be made without the approval of the Local Units if such variations shall not materially affect such plans and specifications. All matters relating to engineering plans and specifications, together with the making and letting of final construction contracts for the Improvements, the approval of work and materials thereunder, and construction supervision, shall be in the exclusive control of the County Agency.

8. Incorporation of Master Agreement Provisions; Adjustments for Increased Costs. The provisions of the Master Agreement relating to the Board of Control of the System, operation of the System, establishment of rates and charges and use of revenues of the System, allocation of capacity, and ownership of the System, as set forth in the Master Agreement, are incorporated herein and shall continue in effect, except as provided herein. Each Local Unit covenants that should it appear that additional funds will be needed to pay the expenses of operation, maintenance and administration of the System and/or debt service on the bonds when due, the Local Unit will cooperate with the County Agency and cause to be increased rates and charges for the use of all System facilities of the Local Unit, or take such other actions, so that sufficient revenues will be available for such purposes. The County Agency shall have the right to examine the books and records of any Local Unit relative to the System and, after conferring with the Local Unit and the Board of Control established pursuant to the Master Agreement, shall have the authority to increase or cause to be increased such rates and charges should it appear to the County Agency that additional funds will be needed for such purposes.

The parties hereto agree that the Improvements shall be acquired, constructed, operated, administered and maintained for the sole use and benefit of the Local Units and their System users, and the Local Units shall pay all costs in connection therewith. The Local Units shall have the exclusive right and discretion to determine policy for the use, expansion and improvement of the System in accordance with the Master Agreement, subject only to review by the County Agency on the basis of sound public utility operational procedure

If during the term of this Contract there is a conflict between the terms of the Master Agreement and the terms of this Contract, the terms of this Contract shall prevail.

9. County Agency Actions. To provide for the construction and financing of the Improvements in accordance with the provisions of Act 342 the County Agency shall take the following steps:

(a) The County Agency will submit to the Board of Commissioners of the County a resolution or resolutions providing for the issuance of bonds in the aggregate principal amount of not to exceed Thirteen Million Dollars ($13,000,000) (except as authorized pursuant to Section 6 of this Contract), in one or more series, to finance costs of the Improvements. Said bonds shall mature serially as hereinafter provided and shall be secured primarily by the contractual obligations of each Local Unit to pay its installments due, plus interest, as hereinafter provided in this Contract, and secondarily, if approved by a majority of the members-elect of the Board of Commissioners, by the full faith and credit of the County. After due adoption of any such resolution, the County Agency will take all necessary legal procedures and steps necessary to effectuate the sale and delivery of said bonds.

(b) The County Agency shall take all steps necessary to take bids for and enter into and execute final construction contracts for the acquisition and construction of the Improvements as specified and approved earlier in this Contract, in accordance with the plans and specifications therefor based on the plans as approved by this Contract. Said contracts shall specify a completion date agreeable to the Local Units and the County Agency.

(c) The County Agency will require and procure from the contractor or contractors undertaking the actual construction and acquisition of the Improvements all necessary and proper bonds to guarantee the performance of the contract or contracts, and such labor and material bonds as may be required by law, in such amount and such forms as may be approved by the County Agency.

(d) The County Agency, upon receipt of the proceeds of sale of any bonds referred to in this Contract, will comply with all provisions and requirements provided for in the resolution authorizing the issuance of such bonds and this Contract relative to the disposition and use of the proceeds of sale of such bonds.

(e) The County may temporarily invest any bond proceeds or other funds held by it for the benefit of the Local Units as permitted by law, and investment income shall accrue to and following the fund producing such income. Neither the County nor the Local Units shall invest, reinvest, or accumulate any moneys deemed to be proceeds of the bonds pursuant to applicable federal law and regulations, in such a manner as to cause the bonds to be "arbitrage bonds" within the meaning of said law and regulations, nor shall either take or fail to take any actions which would cause the interest on the bonds to be included in gross income for federal income taxation purposes.

10. Payments by Local Units. The cost of the Improvements to be financed by the issuance of the aforesaid bonds shall be charged to and paid by the Local Units to the County in the manner and at the times herein set forth. The principal amount of the bonds shall be paid to the County in annual principal installments, plus interest and other expenses as hereinafter provided, on October 1st of each year, as set forth in the schedule attached hereto as Exhibit A.

Pursuant to the Master Agreement, the percentage share of payments under this Contract allocated to each Local Unit (each Local Unit's "Local Unit Share") shall be based on Currently Existing Usage (as defined in the Master Agreement). Initially, the Local Unit Shares shall be as follows:

City of Monroe	42.798%
Charter Township of Frenchtown	34.755%
Charter Township of Monroe	22.447%
	100.000%

The County and the Local Units hereby acknowledge and agree that the Local Unit Shares may adjust annually to reflect changes in Current Existing Usage. Each Local Unit shall pay its then-current Local Unit Share of each payment required to be made by the Local Units to the County Agency pursuant to this Contract.

It is understood and agreed that the bonds of the County previously referred to will be issued in anticipation of the above contractual obligation, with principal maturities on October 1 of each year, corresponding to the principal amount of the above-described installments, and the Local Units shall also pay to the County in addition to said principal installments, on April 1st and October 1st of each year, commencing October 1, 2025, or such other date as required to meet the debt service on the bonds, as accrued interest on the principal amount remaining unpaid, an amount sufficient to pay all interest due on the succeeding interest payment dates (April 1st and October 1st) on the County bonds from time to time outstanding. From time to time as the County Agency is billed by the paying agent for the bonds to be issued for its services as paying agent/transfer agent/registrar for the bonds, and as other costs and expenses accrue to the County Agency from handling of the payments made by the Local Units, or from other actions taken in connection with the Improvements, the County Agency shall promptly notify the Local Units of the amount of such paying agent fees and other costs and expenses, and the Local Units shall promptly remit to the County Agency sufficient funds to meet such fees and other costs and expenses.

It is understood and agreed that the payments described in the previous paragraph are required to be made for the purpose of paying principal and interest on the bonds to be issued by the County for the Local Units and for costs related to the issuance and servicing of the bonds and therefore the Local Units will make the payments to the County not less than three (3) business days prior to the payment date.

Should cash payments be required from the Local Units in addition to the amounts specified in the preceding paragraphs of this Section 10 to meet costs of constructing the Improvements, the Local Units shall, upon written request by the County Agency, furnish to the County Agency satisfactory written evidence of their agreement and ability to make such additional cash payments, and the County Agency may elect not to proceed with the acquisition or financing of the Improvements until the County Agency receives such written evidence. The Local Units shall pay to the County Agency such additional cash payments within thirty (30) days after written request for such payment has been delivered by the County Agency to the Local Units.

It is further understood that in the event that principal amount of the bonds is reduced as provided in Section 16 of the Contract, then the annual principal installments shall be adjusted by the County acting through the County Agency and the County Agency shall notify the Local Units of such adjustments as provided in the following paragraph.

The County Agency shall, within thirty (30) days after the delivery of any bonds of the County previously referred to (including delivery to MFA as provided in the CWSRF program, if applicable), furnish the Local Units with a complete schedule of maturities of principal and interest thereon, and the Board shall also, at least thirty (30) days prior to each principal and/or interest installment due date, advise the Local Units, in writing, of the exact amount of principal and/or interest due on the County bonds on the next succeeding bond principal and/or interest due date, and payable by the Local Units on the first day of the month immediately preceding, as previously provided. Failure of the Board to notify the Local Units of any such payment shall not relieve the Local Units of the obligation to make such payment.

If any principal installment or interest is not paid when due, the amount not so paid shall be subject to a penalty, in addition to interest, of one percent (1%) thereof for each month or fraction thereof that the same remains unpaid after the due date.

11. Limited Tax Full Faith and Credit Pledge of Each Local Unit. Each the Local Unit, pursuant to specific authorization of Section 5a of Act 342, hereby irrevocably pledges its full faith and credit for the prompt and timely payment of its obligations pledged for bond payments as expressed in this Contract. Pursuant to such pledge, if other funds are not available, the Local Units shall be required to pay such amounts from any of its general funds as a first budget obligation, and shall each year, commencing with the year 2025, levy an ad valorem tax on all the taxable property in the Local Units in an amount which, taking into consideration estimated delinquencies in tax collections, will be sufficient to pay such obligations under this Contract becoming due before the time of the following year's tax collections, such annual levy, however, to be subject to applicable constitutional, statutory and charter tax limitations, unless this Contract is approved by vote of the electors of the Local Units. The foregoing commitments of the Local Units are expressly recognized as being for the purpose of providing funds to meet its contractual obligations in anticipation of which the County bonds previously referred to are issued. Nothing herein contained shall be construed to prevent the Local Units from using any,

or any combination of, the means and methods provided in Act 342, for the purpose of providing funds to meet its obligations under this Contract, and if at the time of making the annual tax levy there shall be other funds on hand earmarked and set aside for the payment of the contractual obligations due prior to the next tax collection period, then such annual tax levy may be reduced by such amount. It is the intent of each Local Unit to generate sufficient revenue from the rates and charges from users of the System to meet its debt service obligations under this Contract, and such funds may be taken into account when determining a Local Unit's obligation to levy taxes to the extent such moneys are available to pay the obligations incurred by the Local Unit pursuant to this Contract.

12. Prepayment. Each Local Unit may pay in advance any of its payments required to be made by this Contract, in which event the County Agency shall credit the Local Unit with such advance payment on future-due payments to the extent of such advance payment.

13. Additional Payments Applied to Call of Refunding Bonds. If any bonds referred to in this Contract are callable, each Local Unit may pay additional moneys over and above any of the payments specified in this Contract, with the written request that said additional funds be used to call bonds for redemption prior to maturity, in which event the County Agency shall be obligated to apply and use said moneys for such purpose to the fullest extent possible. Such moneys shall not then be credited as advance payments under the provisions of Section 12 of this Contract.

14. Default by Local Unit. In the event that a Local Unit shall fail for any reason to pay to the County Agency at the times specified the amounts required to be paid by the provisions of this Contract, the County Agency shall immediately give notice of such default and the amount thereof, in writing, to the Local Unit's Treasurer, the County Treasurer, the Treasurer of the State of Michigan and such other official charged with the disbursement to the Local Unit of funds returned by the State and now or hereafter under Act 342 available for pledge, as provided in this Section, and if such default is not corrected within ten (10) days after such notification, such official charged with disbursement to the Local Unit of the aforesaid funds, is by these presents, specifically authorized by each Local Unit to withhold from the aforesaid funds the maximum amount permitted by law necessary to cure said deficiency, and to pay said sums so withheld to the County Agency, to apply on the obligations of the Local Unit as herein set forth. Any such moneys so withheld and paid shall be considered to have been paid to the Local Unit within the meaning of the Michigan Constitution of 1963, the purpose of this provision being solely to voluntarily authorize and pledge the use of said funds in such amounts as may be permitted by law owing to the Local Unit to meet any past-due obligations of the Local Unit due under the provisions of this Contract. In addition to the foregoing, the County Agency shall have all other rights and remedies provided by law to enforce the obligations of the Local Units to make its payment in the manner and at the times required by this Contract, including the right of the County to direct the Local Units to make a tax levy or rate increase to reimburse the County for any funds advanced. The Local Units will not take any action to reduce the right of the County to receive the aforesaid state-returned moneys in the event of default.

15. Payments to be Pledged for Debt Service on Bonds. It is specifically recognized by each Local Unit that the debt service payments required to be made by it pursuant to the terms

of Section 10 of this Contract are to be pledged for and used to pay the principal of and interest on the bonds to be issued by the County, as provided by this Contract and authorized by law, and each Local Unit covenants and agrees that it will make all required payments to the County Agency promptly and at the times herein specified without regard to whether the Improvements are actually completed or placed in operation.

16. Reduction in Amount of Bonds Issued; Insufficiency of Bond Proceeds. If after construction bids are received it is determined that the estimated cost of the Improvements shall be less than approved in Section 5 of this Contract and that the amount of bonds of the County authorized in this Contract may be reduced, then the County Agency shall be automatically authorized to reduce the amount of bonds sold and the annual principal installments specified in Section 10 of this Contract and Exhibit A to this Contract (including Exhibit A as amended pursuant to Section 10 of this Contract) shall be automatically revised according to the new debt service schedule for the bonds, without the necessity of publication of notice of such revision.

If, after construction bids for the Improvements are let, the proceeds of the sale of the bonds to be issued by the County are for any reason insufficient to complete any component of the Improvements, the County shall be automatically authorized to issue additional bonds in an aggregate principal amount sufficient to complete such portions of the Improvements, and the annual payments required to be made hereunder by the Local Units shall also be increased in an amount so that the total payments required to be made as increased will be sufficient to meet the annual principal and interest requirements on the bonds herein authorized, plus the additional bonds to be issued. It is expressly agreed between the parties hereto that the County shall issue pursuant to this Contract and the Local Units shall be committed to retire such amount of bonds as may be necessary to pay all costs of the Improvements, whether or not in excess of those presently estimated herein. Any such additional bonds shall comply with the requirements of Act 342, and any increase in the annual payments shall be made in the manner and at the times specified in this Contract. In lieu of said additional bonds, the Local Units may pay over to the County in cash sufficient moneys to complete the Improvements.

17. Surplus Proceeds. After completion of the Improvements and payment of all costs thereof, any surplus remaining from the proceeds of sale of bonds shall be used by the County Agency for either of the following purposes, at the option of and upon request made by resolution of each of the Local Units, to wit: (a) for additional System improvements, subject to approval of the County Agency, or (b) for credit by the County Agency toward the next payments due the County Agency by the Local Units hereunder.

18. Connection Contracts. All contracts for connection to the Improvements made during construction of the Improvements shall be made by the County Agency with the cooperation of the Local Units. The actual costs of such connections shall be paid by those premises in the Local Units connecting to the Improvements except to the extent that the costs of such connections are included in the cost of the Improvements.

19. Obligations and Undertakings Conditioned Upon Issuance of Bonds. The obligations and undertakings of each of the parties to this Contract shall be conditioned on the successful issuance and sale of bonds pursuant to Act 342, and if for any reason whatsoever said bonds are not issued and sold within three (3) years from the date of this Contract, then this

Contract, except for payment of preliminary expenses and ownership of engineering data, shall be considered void and of no force and effect. In the event that said bonds are not issued and sold, all preliminary legal and engineering costs shall be paid by the Local Units, and the Local Units shall have ownership, possession and use of all plans and specifications, surveys and other engineering data and materials prepared.

20. Rights of Bondholders. The County Agency and the Local Units each recognize that the holders from time to time of the bonds issued by the County under the provisions of Act 342 to finance costs of the Improvements will have contractual rights in this Contract, and it is therefore covenanted and agreed by each of them that so long as any of said bonds shall remain outstanding and unpaid, the provisions of this Contract shall not be subject to any alteration or revision which would in any manner materially affect either the security of the bonds or the prompt payment of principal or interest thereon. The Local Units and the County Agency further covenant and agree that they will each comply with their respective duties and obligations under the terms of this Contract promptly at the times and in the manner herein set forth, and will not suffer to be done any act which would in any way impair the said bonds, the security therefor, or the prompt payment of principal and interest thereon. It is hereby declared that the terms of this Contract, insofar as they pertain to the security of any such bonds, shall be deemed to be for the benefit of the holders of said bonds.

21. Term. This Contract shall remain in full force and effect for a period of forty (40) years from the date hereof; provided that, at such time within said forty-year term as all of said bonds are paid, this Contract shall be terminated, and full right, title and interest in the Improvements shall be transferred to the Local Units, with such right, title and interest to be allocated among the Local Units in accordance with the Master Agreement, or the parties' interests in the Improvements may be governed by any then existing or new agreements between the Local Units and the County. In any event, the obligation of the Local Units to make debt service payments required by Section 10 of this Contract shall be terminated at such time as all of its debt service installments are paid in full, together with any deficiency or penalty thereon.

22. Local Unit Payment of Costs; Indemnification. In accordance with the established policy of the County of Monroe, as promulgated by the Board of Commissioners and its predecessor, the Board of Supervisors, all Act 342 contracts (including this contract) provide that the total cost (less funds, if any, which may become available from other sources) of each project shall be paid by the contracting local unit or units of government, in this instance the Local Units.

The parties hereto hereby expressly agree that the County shall not be liable for and the Local Units shall pay, indemnify and save the County harmless of, from and against all liability of any nature whatever regardless of the nature in which such liability may arise, for any and all claims, actions, demands, expenses, damages and losses of every conceivable kind whatsoever (including, but not limited to, liability for injuries to or death of persons and damages to or loss of property) asserted by or on behalf of any person, firm, corporation or governmental authority arising out of, resulting from, or in any way connected with the ownership, acquisition, construction, operation, maintenance and repair of the Improvements, the System, this Contract, or the issuance, sale and delivery of the bonds herein described. It is the intent of the parties that the County be held harmless by the Local Units from liability for such claim, actions, demands, expenses, damages and losses, however caused or however arising, including, but not limited to, to the extent not prohibited by law, such claims, actions, demands, expenses, legal and expert witness fees, damages and losses even though caused, occasioned or contributed to by the negligence, sole or concurrent, of the County or by negligence for which the County may be held liable. In any action or proceeding brought about by reason of any such claim or demand, the Local Units will also pay, indemnify and save the County harmless from and against all costs, attorneys' fees and disbursements of any kind or nature incidental to or incurred in said defense, and will likewise pay all sums required to be paid by reason of said claims, demands, or any of them, in the event it is determined that there is any liability on the part of the County. Upon the entry of any final judgment by a court of competent jurisdiction or a final award by an arbitration panel against the County on any claim, action, demand, expense, damage or loss contemplated by this section and notwithstanding that the County has not paid the same, the Local Units shall be obligated to pay to the County, upon written demand therefor, the amount thereof not more than sixty (60) days after such demand is made. In the event that any action or proceeding is brought against the County by reason of any such claims or demands, whether said claims or demands are groundless or not, the Local Units shall, upon written notice and demand from the County, resist and defend such action or proceeding in behalf of the County, but will not settle any such action in the proceeding without written consent of the County.

In the event of such litigation, mediation or arbitration, the County Agency shall consult with each Local Unit and shall retain legal counsel agreeable to both the County and the Local Units to represent the County; provided that if the County and the Local Units cannot agree as to such representation within a reasonable time, the County Agency shall exercise his discretion as to the retention of such counsel.

Notwithstanding the foregoing, nothing contained in this Section 22 shall be construed to indemnify or release the County against or from any liability which it would otherwise have arising from the wrongful or negligent actions or failure to act on the part of the County's employees, agents or representatives with respect to matters not related to the ownership, acquisition, construction, operation, maintenance or repair of the Improvements, the System, this Contract or the issuance, sale or delivery of the bonds herein described.

As used in this Section the term "County" shall include the County Agency.

The County will require or procure from the contractor or contractors undertaking the actual construction of the Improvements insurance protecting both the Local Units and the County (including the County Agency) from liability in connection with such construction. The cost of such insurance shall be considered to be a part of the cost of the Improvements.

23. Sale of Bonds to MFA; Bond Terms; Additional Requirements. In the event that all or any of the bonds referred to herein are sold to the MFA through the CWSRF, such bonds shall bear an original issue date, be payable in the amounts and on the dates and at such place, bear interest at the rates, be subject to redemption and otherwise have such terms and provisions as shall be determined in the County's agreements with the MFA, and all County, Agency and Local Unit officials, agents and employees are hereby directed to take all actions necessary or desirable to implement such a method of sale. The County is hereby authorized to make such changes in this Contract, except as to description of the Improvements or increased cost, as may

be required to properly reflect a sale to the MFA, and if such changes are made, the County shall promptly notify each Local Unit thereof.

Notwithstanding any other provision of this Contract, if and so long as the MFA is the owner of all or any of the bonds described in this Contract (such bonds being "MFA Bonds"), each Local Unit shall make its debt service payments hereunder allocable to MFA Bonds directly to such place as shall be designated in writing to the County and/or the Local Unit by the MFA (the "MFA's Depository") for the account of the County to be applied by the MFA's Depository to the payment of the MFA Bonds. Each Local Unit further covenants and agrees to take or abstain from taking such other action and/or execute and supply such other documents or certifications or information as may be required by the MFA, including specifically the Supplemental Agreement, Issuer's Certificate and Purchase Contract provided by the MFA. The County is further authorized to make such changes in the terms of this Contract and the financing plan for the Improvements as may be required by the MFA and do not materially affect the obligations of the Local Units hereunder, upon notification to each Local Unit.

The Local Units and the County have received no assurance from the MFA that sale of any of the bonds through the CWSRF can be accomplished, and therefore nothing herein shall constitute a commitment to such a sale. Should such method of sale of any of the bonds be available, the County agrees to use its best efforts to accomplish such a sale, and each Local Unit hereby agrees to execute such documents or take such action as the County, MFA, the Michigan Department of Environment, Great Lakes and Energy ("EGLE") or other parties involved may reasonably require to accomplish such sale of bonds.

The parties hereto hereby authorize their respective chief executive officers, clerks, treasurers, other officers, employees and/or agents to execute any documents necessary to implement this Contract, including but not limited to MFA or EGLE documents or other required documents.

24. Successors and Assigns. This Contract shall inure to the benefit of and be binding upon respective parties hereto, their successors and assigns.

25. Effectiveness and Execution of Contract. This Contract shall become effective upon the latest of the following: (a) approval of this Contract by the legislative bodies of each of the Local Units, by the County Agency and by the Board of Commissioners of the County; (b) execution by the Supervisor or Mayor and Clerk of each of the Local Units, by the Drain Commissioner as the County Agency, and by the Chairman of the Board of Commissioners of the County and the County Clerk for and on behalf of the County; and (c) the expiration of 45 days after the date of publication by each of the Local Units of a notice of entry into this contract as provided in Section 5b of Act 342 unless the effectiveness of this Contract is stayed by reason of the filing of a petition for referendum thereon, in which case upon approval by a majority of the electors of such Local Unit voting thereupon at an election called and held for that purpose. This Contract may be executed in several counterparts.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties have caused this Contract to be executed and delivered by the undersigned, being duly authorized by the respective governing bodies of such parties, all as of the day and year first above written.

COUNTY OF MONROE

By: ______________________________
Chairman of the Board
of Commissioners

By: ______________________________
County Clerk

By: ______________________________
County Drain Commissioner
County Agency

CITY OF MONROE

By: ______________________________
Mayor

By: ______________________________
City Clerk

CHARTER TOWNSHIP OF FRENCHTOWN

By: ______________________________
Supervisor

By: ______________________________
Township Clerk

CHARTER TOWNSHIP OF MONROE

By: ______________________________
Supervisor

By: ______________________________
Township Clerk

EXHIBIT A

Installments due the County on October 1 in the years and amounts as follows:

Year	Amount
2028	$285,000
2029	290,000
2030	300,000
2031	310,000
2032	315,000
2033	325,000
2034	335,000
2035	345,000
2036	355,000
2037	365,000
2038	375,000
2039	385,000
2040	395,000
2041	405,000
2042	415,000
2043	430,000
2044	440,000
2045	450,000
2046	465,000
2047	475,000
2048	490,000
2049	500,000
2050	515,000
2051	530,000
2052	545,000
2053	560,000
2054	575,000
2055	590,000
2056	610,000
2057	625,000

42829936.1/061970.00094

Founded in 1852
by Sidney Davy Miller

PATRICK F. MCGOW
TEL (313) 496-7684
FAX (313) 496-8450
E-MAIL mcgow@millercanfield.com

MILLER CANFIELD

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www.millercanfield.com

MICHIGAN
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QATAR

November 20, 2024

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

Re: County of Monroe Capital Improvement Bonds
Notice of Intent Resolution for Road Commission Facility

Dear Mike:

As we discussed, I have enclosed a Notice of Intent Resolution for consideration for approval by the County Board of Commissioners at its meeting on December 3rd. This Resolution authorizes the publication of a Notice of Intent relating to a proposed bond issue to be issued for the purpose of paying all or part of the costs of acquiring, constructing, furnishing and equipping a new Road Commission garage facility, including truck and equipment storage, maintenance facilities, sign shop facilities, washing bay and offices, including demolition of existing structures and site improvements. (together, the "Project").

At its meeting on November 11th, the Road Commission adopted the attached Resolution Requesting Issuance of Bonds by County Board of Commissioners. The Road Commission is requesting the County's assistance with the financing of the Project in an amount not to exceed $13,000,000. The Road Commission agrees to pay the County the amount of the debt service and any other costs of the Project from its gas and weight taxes and other available funds.

The enclosed Notice of Intent Resolution indicates the County's intent to issue its limited tax full faith and credit Capital Improvement Bonds in an amount not to exceed $13,000,000 to pay all or part of the cost of the Project. The Notice of Intent Resolution authorizes the County Clerk to publish a notice of intent to issue Bonds in the *Monroe News* indicating the County's intent to issue Bonds for the Project in an amount not to exceed $13,000,000. The amount in the Resolution is derived from the current estimated costs of the Project plus a contingency buffer.

The Resolution does not obligate the County to issue Bonds up to the full amount. The County can downsize the Bond issue prior to the sale of the Bonds once the construction costs of the Project have been determined, and the Road Commission determines the amount to be financed.

The proceeds of the Bonds may be used to pay for the acquisition and construction of the Project as well as reimburse the County and/or Road Commission for the engineering, design and other preliminary costs related to the Project. The Bonds will also be used to pay issuance costs related to the Bonds. The Notice provides that the County will pledge its limited tax full faith and credit as security for the Bonds, although the Bonds will be paid from the funds of the Road Commission.

The Revised Municipal Finance Act requires the County to notify the electors of the County of its intent to issue the Bonds by publishing a notice which gives the voters a referendum right on the issuance of the Bonds. The Bonds can be issued without a vote of the County electors unless a petition is filed with the County Clerk within 45 days of publication of the notice signed by at least 10% of the registered electors of the County. The form of Notice of Intent is included in the Resolution on page 3. **The Notice of Intent must be published as a display advertisement at least one-quarter (1/4) page in size in a newspaper of general circulation in the County**.

Paragraph 4 of the Resolution contains language required by the Internal Revenue Code which authorizes the County to reimburse itself from Bond proceeds for certain costs relating to the project incurred prior to issuance of the Bonds. The language of the Resolution is taken from the IRS regulations and, not surprisingly, it therefore reads as tax jargon. This is intended to provide flexibility relating to the use of the Bond proceeds in the event the Road Commission incurs hard construction costs before the Bonds are actually issued.

If the Notice of Intent Resolution is approved by the Board of Commissioners and the Notice of Intent is published shortly thereafter, the 45 day referendum period will expire in late January. After the referendum period expires, in order to issue and sell the Bonds, the County Board would need to adopt a resolution to authorize the issuance of the Bonds and that resolution would determine the amount of the Bond issue to be financed.

We would appreciate receiving three (3) certified copies of the Resolution upon its adoption as well as three (3) Affidavits of Publication from the newspaper in which the Notice of Intent is published. **Please remind the newspaper that the Notice must be a quarter page ad.**

If you have any questions, please do not hesitate to contact me.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

By: ______________________________

Patrick F. McGow

Enclosures

Cc Aundrea Armstrong
David Leach
Kari Blanchett
Conor Starrs

NOTICE OF INTENT RESOLUTION
CAPITAL IMPROVEMENT BONDS

COUNTY OF MONROE
State of Michigan

Minutes of a regular meeting of the County Board of Commissioners of the County of Monroe, State of Michigan, held on the 3rd day of December, 2024, at 6:00 p.m., prevailing Eastern Time.

PRESENT: Members ____

____

ABSENT: Members ____

The following preamble and resolution were offered by Member ________________ and supported by Member ______________________:

WHEREAS, the Board of County Road Commissioners of the County of Monroe (the "Road Commission") has requested the County of Monroe, State of Michigan (the "County") to issue general obligation limited tax bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), in an aggregate principal amount of not to exceed Thirteen Million Dollars ($13,000,000) (the "Bonds") for the purpose of paying all or part of the costs of acquiring, constructing, furnishing and equipping a new Road Commission garage facility, including truck and equipment storage, maintenance facilities, sign shop facilities, washing bay and offices, including demolition of existing structures and site improvements (the "Project"); and

WHEREAS, the Road Commission has promised to pay the debt service on the Bonds from its future revenues derived from state-collected gas and weight taxes returned to the County for County road purposes pursuant to law and from other available funds; and

WHEREAS, a notice of intent to issue the Bonds must be published before the issuance of the Bonds in order to comply with the requirements of Section 517 of Act 34; and

WHEREAS, the County intends at this time to state its intentions to be reimbursed from proceeds of the Bonds for any expenditures undertaken by the County or the Road Commission for the Project prior to issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. <u>Notice of Intent Authorized</u>. The County Clerk is authorized and directed to publish a notice of intent to issue bonds in the *Monroe News*, a newspaper of general circulation in the County.

2. <u>Form of Notice of Intent</u>. The notice of intent shall be published as a display advertisement not less than one-quarter (1/4) page in size in substantially the form attached to this resolution as Exhibit A.

3. <u>Approval of Notice of Intent and Publication</u>. The County Board does hereby

determine that the foregoing form of Notice of Intent to Issue Bonds and the manner of publication directed is the method best calculated to give notice to the County's electors and taxpayers residing in the boundaries of the County of the County's intent to issue the Bonds, the maximum amount of the Bonds, the purpose of the Bonds, the source of payment for the Bonds and the right of referendum relating thereto, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.

4. Reimbursement Declaration. The County makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

(a) The County reasonably expects to reimburse itself or the Road Commission with proceeds of the Bonds for certain costs of the Project which were paid or will be paid from the funds of the Road Commission subsequent to sixty (60) days prior to today.

(b) The maximum principal amount of debt expected to be issued for the Projects, including issuance costs, is $13,000,000.

(c) A reimbursement allocation of the capital expenditures described above with the proceeds of the Bonds will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the Projects are placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the County's use of the proceeds of the Bonds to reimburse the County for a capital expenditure made pursuant to this resolution.

5. Bond Counsel. Miller, Canfield, Paddock and Stone, P.L.C. is hereby approved as bond counsel for the Bonds.

6. Municipal Advisor. PFM Financial Advisors LLC is retained as the registered municipal advisor to the County in connection with the issuance of the Bonds.

7. Rescission. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members:____

____

NAYS: Members:____

RESOLUTION DECLARED ADOPTED.

____

Grace Drewior
Deputy County Clerk

I hereby certify that the attached is a true and complete copy of a resolution adopted by the County Board of Commissioners of the County of Monroe, State of Michigan, at a regular meeting held on the 3rd day of December, 2024, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 and that minutes of the meeting were kept and will be or have been made available as required by said Act.

____

Grace Drewior
Deputy County Clerk

EXHIBIT A

NOTICE TO TAXPAYERS AND ELECTORS
OF THE COUNTY OF MONROE
OF INTENT TO ISSUE BONDS
AND THE RIGHT OF REFERENDUM RELATING THERETO

PLEASE TAKE NOTICE that the County of Monroe, State of Michigan (the "County"), intends to issue and sell its general obligation limited tax bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended, in an aggregate principal amount of not to exceed Thirteen Million Dollars ($13,000,000) for the purpose of paying all or part of the costs of acquiring, constructing, furnishing and equipping a new Road Commission garage facility, including truck and equipment storage, maintenance facilities, sign shop facilities, washing bay and offices, including demolition of existing structures and site improvements.

SOURCE OF PAYMENT OF BONDS

THE PRINCIPAL OF AND INTEREST ON SAID BONDS SHALL BE PAYABLE from the general funds of the County lawfully available for such purposes including property taxes levied within applicable constitutional and statutory tax rate limitations. It is the County's intention to pay the debt service on the bonds from funds provided by the Monroe County Road Commission from its future revenues derived from state-collected gas and weight taxes returned to the County for County road purposes pursuant to law and from other available funds.

BOND DETAILS

SAID BONDS will be payable in annual installments not to exceed twenty (20) in number and will bear interest at the rate or rates to be determined at a public or private sale but in no event to exceed the maximum rate permitted by law on the balance of the bonds from time to time remaining unpaid.

RIGHT OF REFERENDUM

THE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS UNLESS A PETITION REQUESTING SUCH A VOTE SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE COUNTY IS FILED WITH THE COUNTY CLERK WITHIN FORTY-FIVE (45) DAYS AFTER PUBLICATION OF THIS NOTICE. IF SUCH PETITION IS FILED, THE BONDS MAY NOT BE ISSUED WITHOUT AN APPROVING VOTE OF A MAJORITY OF THE QUALIFIED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE COUNTY VOTING THEREON.

THIS NOTICE is given pursuant to the requirements of Section 517, Act 34, Public Acts of Michigan, 2001, as amended.

Grace Drewior
Deputy County Clerk

42919038.3/061970.00115

RESOLUTION REQUESTING ISSUANCE OF BONDS BY COUNTY BOARD OF COMMISSIONERS

BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF MONROE
State of Michigan

Minutes of a regular meeting of the Board of County Road Commissioners of the County of Monroe, State of Michigan, held on November 11, 2024, at 2:00 p.m., prevailing Eastern Time.

PRESENT: Members: Greg W. Stewart, Jack Thayer, William Kipf, James S. Jacobs

ABSENT: Members: ____________

The following preamble and resolution were offered by Member Thayer and supported by Member Jacobs:

WHEREAS, there is a need to acquire, construct, furnish and equip a new Road Commission garage facility, including truck and equipment storage, maintenance facilities, sign shop facilities, washing bay and offices, including demolition of existing structures and site improvements (the "Project"); and

WHEREAS, the estimated cost of the Project is an amount not to exceed Thirteen Million Dollars ($13,000,000); and

WHEREAS, current highway revenues and funds on hand of the Board of County Road Commissioners of the County of Monroe (the "Road Commission"), are not sufficient to pay for the Project; and

WHEREAS, in order to obtain the lowest cost of financing the Project, the Road Commission desires to request the County of Monroe (the "County") to borrow funds and issue its limited tax general obligation bonds to pay the cost of the Project; and

WHEREAS, the Road Commission will pay the annual principal and interest payments on the proposed bonds from its future revenues derived from state-collected gas and weight taxes returned to the County for County road purposes pursuant to law.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Request for Issuance of Bonds. The Road Commission hereby requests the Monroe County Board of Commissioners to borrow an amount not to exceed $13,000,000 to issue its bonds to pay the cost of the Project and the issuance costs relating to the bonds.

2. Payment of Bonds; Reimbursement of Costs. The Road Commission agrees to pay the County from its future revenues derived from State-collected gas and weight taxes returned to the County for County road purposes pursuant to law, in such amounts necessary to pay principal of and interest on the bonds as they come due. The Road Commission further agrees to reimburse the County for any costs of the Project not financed from the proceeds of the bonds, including, if necessary, the costs of issuance of the bonds, any publication costs, and other costs incurred by the County with respect to the Project.

3. Use of Bond Proceeds. The proceeds of the Bonds shall be used to pay the cost of the Project and issuance costs relating to the bonds. Any remaining costs of the Project shall be paid from funds lawfully available to the Road Commission.

4. Delivery of Resolution to County. The Secretary of the Road Commission is directed to deliver a certified copy of this resolution to the County Clerk.

5. Rescission. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members Jacobs, Kipf, Mayer, Stewart

NAYS: Members ______

RESOLUTION DECLARED ADOPTED.

Korley Woodhull
Secretary

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of County Road Commissioners of the County of Monroe, State of Michigan, at a regular meeting held on November 11, 2024, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that minutes of the meeting were kept and will be or have been made available as required by said Act.

Korley Woodhull
Secretary

42904303.1/061970.00113

Michigan's Cornerstone.

MONROE COUNTY

FINANCE DEPARTMENT

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

November 27, 2024

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

Re: Frenchtown Charter Township Tax Capture Sharing Agreement-Corridor Improvement Authorities

Dear Chairman Richardville and Members of the Board:

Previously, on May 7, 2024, the County adopted a resolution providing for a Michigan Tax Increment Financing Policy to establish the parameters for the County and local tax jurisdiction who establish Tax Increment Financing Plans to share the captured taxes. Frenchtown Charter Township established a Corridor Improvement Authority with the ability to encourage historic preservation, acquire and dispose of interests in real property and create development plans designed to promote economic growth within commercial areas of the township.

On October 8, 2024, the Frenchtown Township Board held public hearings on the Development Plan and Tax Increment Financing Plans. After that date, the County and any other taxing unit subject to capture has sixty (60) days to adopt a resolution to option of capture or the County, Township and Authority may enter into a tax sharing agreement.

With the assistance of Mr. Patrick McGow, Attorney, Miller Canfield, a Tax Sharing Agreement was developed meeting the provisions of Section 618(3) of Act 57 that permits the Authority to enter into sharing agreements with the Township and taxing jurisdictions in the Development Area to share a portion of the captured assessed value of the Development Area.

The Township has created two (2) Corridor Improvement Areas:

- North Dixie Highway
- North Telegraph Road

Counsel has prepared a separate Tax Increment Sharing Agreement for each improvement area. The agreements are the result of the work and input of our counsel, township counsel, township economic development consultant, township officials and our office. The Township Board approved the Agreements at its meeting on November 19 and the Corridor Improvement Authority approved them on November 26. We recommend entering into the enclosed tax Increment Sharing Agreements.

Counsel will be at the December 3, 2024 meeting when the Tax Increment Sharing Agreements are on the agenda. If you have any questions, please let us know so that we can respond accordingly.

Sincerely,

Michael Bosanac
Administrator/Chief Financial Officer

cc. Mr. Patrick McGow, Miller Canfield
Ms. Kerry Bondy, Petrangelo, Bondy & Crossley

Enclosures-Separate Agreements, respectively for:
North Telegraph Road Corridor Improvement Authority
North Dixie Highway Corridor Improvement Authority

TAX INCREMENT SHARING AGREEMENT

THIS AGREEMENT is made by and between the **NORTH DIXIE HIGHWAY CORRIDOR IMPROVEMENT AUTHORITY** (the "Authority"), the **CHARTER TOWNSHIP OF FRENCHTOWN,** County of Monroe, State of Michigan (the "Township"), and the **COUNTY OF MONROE,** State of Michigan (the "County"),

WHEREAS, the Authority was established by a resolution approved by the Township Board of the Township adopted on December 19, 2023, under the authority of the Recodified Tax Increment Financing Act, Act 57, Public Acts of Michigan, 2018, as amended ("Act 57"); and

WHEREAS, pursuant to Act 57, the Authority has prepared a Development Plan and Tax Increment Financing Plan (the "TIF Plan") to provide for the capture of tax increment revenues to be captured from the development area described in the TIF Plan (the "Development Area"); and

WHEREAS, the Board of Commissioners of the County has previously approved the County of Monroe, Michigan Tax Increment Financing Policy by resolution approved on May 7, 2024 (the "County TIF Policy"); and

WHEREAS, in accordance with the TIF Policy, the Township met with the County in advance of creating the Authority and in advance of approving the TIF Plan; and

WHEREAS, pursuant to Section 618(5) of Act 57, the County Board of Commissioners may adopt a resolution to exempt its taxes from capture by the Authority not more than 60 days after the public hearing on the TIF Plan; and

WHEREAS, Section 618(3) of Act 57 permits the Authority to enter into sharing agreements with the Township and taxing jurisdictions in the Development Area to share a portion of the captured assessed value of the Development Area (the "Captured Assessed Value"); and

WHEREAS, under the County TIF Policy, the County Administrator/Chief Financial Officer is authorized to enter into negotiations with the Township and Authority to determine whether the County will exercise its right to opt out of capture or enter into a sharing agreement to provide for participation by the County in the capture of County tax increment revenues pursuant to the TIF Plan; and

WHEREAS, the County TIF Policy states that if the County cannot reach an agreement in sufficient time before the expiration of the opt out period, the County Administrator/Chief Financial Officer will recommend the County Board of Commissioners adopt a resolution to opt out of capture of all County taxes, which resolution to opt out may be rescinded by the County upon approval and execution of an agreement satisfactory to the County Board of Commissioners at a later date; and

WHEREAS, the parties desire to enter into this Agreement to provide for certain limitations on the tax increment revenue capture by the Authority of County taxes and to provide for certain rights of the parties.

NOW, THEREFORE, in consideration of the mutual covenants and promises of the parties, the parties agree hereto as follows:

ARTICLE 1
CAPTURE OF COUNTY TAXES AND SHARING OF CAPTURED ASSESSED VALUE

Section 1. Capture of County Taxes and Agreement to Share Captured Assessed Value. The County agrees to allow the capture of the County's Pro Rata Share of taxes by the Authority to pay the Permitted Costs of the Plan, subject to the terms and conditions of this Agreement. The County millages shall not be used to pay a greater percentage of the Permitted Costs of the Plan than the County Pro Rata Share.

Section 2. County Pro Rata Share of Taxes. The County's Pro Rata Share of taxes shall be the County's proportionate share of the eligible millages subject to capture by the Authority, which include the following according to the Plan, subject to adjustment annually according to the millage rates then in effect:

County Operating-	4.7952
County Senior Citizens	0.5280
County Veterans	0.0020
County Fairview	0.1250
County Museum	0.1500
County Millages	5.6002
Monroe County Community College	2.1794
MCCC Maintenance	0.8500
MCCC Millages	3.0294
Frenchtown Operating	2.8545
Frenchtown Water Plant	1.5000
Frenchtown Fire Dept	3.0000
Frenchtown LETC	0.3914
Frenchtown Millages	7.7459
Frenchtown Resort District	3.0000
County Millages	5.6002
Other Millages	13.7753
Total Millages	19.3755

County Pro Rata Share = 5.6002 / 19.3755 = 28.90%

Section 3. Use of Tax Increment Revenues Captured from County; Permitted Costs. The Permitted Costs of the Plan that are eligible for use of County millages are limited to the following items:

a. Tax increment revenues of the Authority captured from County millages may only be spent on economic investment for the Authority's development area and specifically that directly involves new construction, infrastructure improvements (sewer lines, water line extension, roads, wayfinding signs and sidewalks/pedestrian access) required for new private development to directly increase the taxable value in the development area.

b. Street or roadway lighting is an acceptable use of tax increment revenues from County millages provided the lighting design, pole style, and color create a designation of the area as a district and matches and coordinates with lighting designs from adjoining areas along the corridor that are not part of this specific district. Tax capture revenues cannot be used for routine maintenance or replacement of lighting systems.

c. Tax increment revenues from County millages shall not be used for burying existing electrical or other utility lines/cables for any reason other than the lines impede a development or construction project. Any other purpose for burying electrical or utility lines/cables is not an allowable cost from County millages.

d. Tax increment revenues from County millages shall not be used for street signalization improvements unless directly related to and a required investment for a new development and without it approval of the new development of private investment for taxable value growth would not be made.

e. Tax increment revenues from County millages shall not be used for constructing public buildings or public structures other than structures relating to infrastructure investments (as listed above in a, b and c) that will lead to private development and construction.

f. Tax increment revenues from County millages shall not be used for event or marketing materials not directly related to the implementation of projects approved within the tax capture area.

g. Tax increment revenues from County millages shall not be used for what would be an expense of a general purpose governmental function, including maintaining landscapes, planting flowers, developing parks or maintenance of parks or park equipment, trash pick-up, snow plowing/salting, and any purchase and maintenance of decorations or displays and the purchase of open space amenities such as drinking fountains, bike racks and EV vehicle charging units. In addition, the purchase of trucks or equipment and office space rental/lease costs charged by the Township or Authority to support any of these general-purpose governmental functions is not an allowable expenditure from County tax increment revenues.

h. Elected or appointed officials of the Township, Authority or their immediate family members shall be prohibited from engaging in a business transaction, relating to property in the development area, which he or she may profit from because of his or her official position or authority or benefit from confidential information which he or she has obtained because of such position or authority. This provision does not prohibit members of the governing body of the Authority from having an ownership or business interest in the development area. Any plans by the Authority to purchase property in the development area from elected or appointed officials of the municipality, or their immediate family members, shall be disclosed in writing to the County prior to the transaction occurring.

Section 4. Project-Specific Tax Increment Financing: The County and the Authority support the use of project specific TIF within tax capture districts as a means of incentivizing new development that would not occur absent the use of this tool. This allows the Authority to enter into development agreements that will rebate paid taxes to the developer for a specified period of time. This, in turn, eliminates the shortfall in project funding that prevents it from being undertaken. To help ensure the verification of need and proper use of anticipated tax revenue, the following steps will be followed:

a. The Authority using project specific TIF shall create an application and review process for requests, including review criteria by which each request is evaluated.

b. Any business or property owner (including those with an option to purchase a property) in the Authority district can apply for project specific TIF funding assistance to support project development.

c. Each application will include a project pro-forma which, at a minimum, identifies project costs, revenues, and shortfall or "gap" in funding that prevents the project from being feasible.

d. The Authority may hire a consultant with expertise in project construction costs and financing to evaluate the application and associated proforma. The resulting recommendation should include a statement on the feasibility of the project, the amount of profit anticipated, and how the cost numbers and profit align with industry standards.

e. The Authority may create a subcommittee for the review of project specific TIF applications. This subcommittee will work with staff and consultants to make a recommendation to the Authority Board for the approval, approval with amendments, or denial of the application.

f. The Authority Board shall make a recommendation to the Township Board regarding the application and the Township Board will then either approve or deny the application. If the Township Board approves the application, it shall direct the municipal attorney to prepare a development agreement that, at a minimum, stipulates the terms and conditions of funding distribution and project timing.

g. A condition of funding shall be the annual payment of taxes by the recipient prior to issuance of a TIF rebate payment.

h. The Authority may establish an administrative fee that will be captured to cover the cost of reviewing applications, including those that are not approved yet incurred review expenses.

i. The Authority may capture and commit 100% of the project-specific tax increment for a period of up to 25 years. By year 15, the Authority will meet with the applicable taxing jurisdictions to evaluate the success of the program and determine whether an extension of the commitment term is needed to incentivize additional projects or a reduction in the tax capture is available for the remaining term. This shall be consistent with, Section 3. Tax Capture Duration and Reductions, subsection (b). The above evaluation in year 15 will not impact any project-specific tax increment development agreements that are already in place at that time.

ARTICLE 2
CONDITIONS AND LIMITATIONS ON COUNTY TAX CAPTURE

Section 1. Representation on Authority Board by Monroe County Business Alliance. One (1) representative from the Monroe County Business Alliance ("MCBA") or any successor economic development organization shall be appointed to the Authority Board of Directors. The representative shall be the Chief Executive Officer of MCBA.

Section 2. Representation on Authority Board by County. One (1) representative from the County of Monroe appointed to the Authority Board of Directors representing the County. The representative shall be the Monroe County Administrator/Chief Financial Officer of the County.

Section 3. Tax Capture Duration and Reductions.

a. The duration of the capture of tax increment revenues under the Plan shall not exceed twenty-five (25) years. Any amendment to the Plan to extend the duration of the Plan after its initial approval must be approved by the Monroe County Board of Commissioners in order to allow for the capture of tax increment revenues from County millages. County millages are all millages under the jurisdiction of the Monroe County Board of Commissioners and financial management, control and reporting.

b. After the initial fifteen 15-year period of the 25-year tax capture duration, the tax increment revenue capture from the captured assessed/taxable value shall be reduced over the next ten years (years 16-25) from 100% down to 50%. The

Authority will not capture the reduced amounts and the reduced amounts will be collected by the County. The final year of the tax capture shall be at 50% of available tax increment revenues. The permitted capture of tax increment revenues from County millages shall be reduced according to the following table for the last 10 years:

Year 16	95%
Year 17	90%
Year 18	85%
Year 19	80%
Year 20	75%
Year 21	70%
Year 22	65%
Year 23	60%
Year 24	55%
Year 25	50%

Section 4. Authority Records and Annual Report. The Authority shall be required to comply with the transparency and reporting requirements in Part 9 of Act 57, which include the following items:

a. Certain Authority records and documents required to be posted on the Authority's website, or local unit's website, as described at MCL 125.4910(1).

b. A written Annual Report on the status of the tax increment financing account as described at MCL 125.4911(1).

c. A written Annual Report on the activities and outcomes of the Authority, including: what was paid for or financed during the year, estimate of jobs created, number of building permits in the Authority district, changes in taxable value in Authority district or development area and the amount of tax captured by each taxing jurisdiction within the Authority District and total for the most recent year.

Section 5. Future Amendments to Plan; County Reserves Right to Opt Out. In the event of any future amendments to the Plan, the Authority shall be required to provide notice to the governing bodies of the County and Township in accordance with Act 57. The County reserves its right to opt out of any future amendment to the Plan.

ARTICLE 3
MISCELLANEOUS

Section 1. Entire Agreement. This Agreement shall constitute the entire agreement between the parties hereto; all prior agreements between the parties, whether written or oral, are merged herein and shall be of no force or effect.

Section 2. Governing Law. Each and every term, provision and condition of this Agreement shall be governed and construed in all respects, whether as to matters of validity, capacity, performance or otherwise, in accordance with the laws of the State of Michigan.

Section 3. Severability. Each term, condition and provision of this Agreement is severable and if any term, condition or provision shall be determined to be illegal, invalid and/or unenforceable for any reason whatsoever, this Agreement shall thereafter be read, construed, and enforced as though such illegal, invalid and/or enforceable term, condition or provision were not included herein.

Section 4. Captions. All captions or headings preceding the text of separate paragraphs of this Agreement are solely for reference purposes and shall not affect the meaning, construction, interpretation or effect of the text.

Section 5. Filing of Agreement with Clerks. Following execution of this Agreement by all parties, this Agreement shall be filed with the County Clerk of the County and the Township Clerk of the Township.

Section 6. Notices. All notices and other communications given or made pursuant hereto shall be in writing and shall be deemed to have been duly given or made as of the date delivered or mailed if delivered personally, mailed by registered mail (postage prepaid, return receipt requested) or delivered by a nationally recognized courier service to the parties at the following addresses (or at such other address for a party as shall be specified by like notice, except that notices of changes of address shall be effective upon receipt).

If to the Authority:

North Dixie Highway Corridor Improvement Authority
Attn: Executive Director or Chair
2744 Vivian Road
Monroe, Michigan 48162

If to the Township:

Charter Township of Frenchtown
Attn: Township Supervisor
2744 Vivian Road
Monroe, Michigan 48162

If to the County:

County of Monroe
Attn: County Administrator/Chief Financial Officer
125 East Second Street
Monroe, Michigan 48161

[remainder of page intentionally left blank]

Section 7. Counterparts. This Agreement may be signed in any number of counterparts.

IN WITNESS WHEREOF, each of the parties hereto have executed this Agreement as of the day and year set forth immediately beneath their respective signatures.

NORTH DIXIE HIGHWAY CORRIDOR IMPROVEMENT AUTHORITY

By ______________________________
Its ________________________

By ______________________________
Its ________________________

Date of execution: __________________

CHARTER TOWNSHIP OF FRENCHTOWN

By ______________________________
Its ________________________

By ______________________________
Its ________________________

Date of execution: __________________

COUNTY OF MONROE

By ______________________________
Its ________________________

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Its ________________________

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42899063.3/061970.00113

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c. A written Annual Report on the activities and outcomes of the Authority, including: what was paid for or financed during the year, estimate of jobs created, number of building permits in the Authority district, changes in taxable value in Authority district or Development Area and the amount of tax captured by each taxing jurisdiction within the Authority District and total for the most recent year.

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Section 3. Severability. Each term, condition and provision of this Agreement is severable and if any term, condition or provision shall be determined to be illegal, invalid and/or unenforceable for any reason whatsoever, this Agreement shall thereafter be read, construed, and enforced as though such illegal, invalid and/or enforceable term, condition or provision were not included herein.

Section 4. Captions. All captions or headings preceding the text of separate paragraphs of this Agreement are solely for reference purposes and shall not affect the meaning, construction, interpretation or effect of the text.

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If to the Authority:

US-24/Telegraph Road Corridor Improvement Authority
Attn: Executive Director or Chair
2744 Vivian Road
Monroe, Michigan 48162

If to the Township:

Charter Township of Frenchtown
Attn: Township Supervisor
2744 Vivian Road
Monroe, Michigan 48162

If to the County:

County of Monroe
Attn: County Administrator/Chief Financial Officer
125 East Second Street
Monroe, Michigan 48161

[remainder of page intentionally left blank]

Section 7. Counterparts. This Agreement may be signed in any number of counterparts.

IN WITNESS WHEREOF, each of the parties hereto have executed this Agreement as of the day and year set forth immediately beneath their respective signatures.

US-24/TELEGRAPH ROAD CORRIDOR IMPROVEMENT AUTHORITY

By ______________________________
Its ________________________

By ______________________________
Its ________________________

Date of execution: __________________

CHARTER TOWNSHIP OF FRENCHTOWN

By ______________________________
Its ________________________

By ______________________________
Its ________________________

Date of execution: __________________

COUNTY OF MONROE

By ______________________________
Its ________________________

By ______________________________
Its ________________________

Date of execution: __________________

42756116.5/061970.00113

[RAP205] OPTIMUM PAYMENTS SUMMARY
PAGE 1
OFFICE: 001 RUN: 005568 PAYMENT DATE: 12/04/24 PAY-THROUGH DATE: 11/26/24

Vendor	Name	Amount	Count
000000010502	ACTION WALLPAPERING AND PAINTI	950.00	1
000000012366	J C ANDRUS & ASSOCIATES, INC	2040.00	1
000000012950	AVENTIS PASTEUR	3295.17	1
000000020004	B & L OFFICE MACHINES	183.60	2
000000020039	BANAS BUILDING CENTER	1025.81	5
000000020072	BAKER'S GAS & WELDING SUPPLIES	5423.65	17
000000020405	BEDFORD TOWNSHIP SEWER O & M	200.00	1
000000020554	BELLE TIRE DISTRIBUTORS, INC.	1436.08	7
000000020600	RELX INC. DBA LEXIS NEXIS	1484.07	1
000000030009	CDW GOVERNMENT INC.	7292.63	4
000000030451	CATHOLIC CHARITIES OF SOUTHEAS	2378.75	1
000000030564	CHARM-TEX, INC	159.80	1
000000031162	COMMUNITY MENTAL HEALTH PARTNE	178696.81	2
000000031179	COMPASSIONATE COMPANIONS, INC.	32572.92	2
000000031830	COUNTY AGENCY ADMINISTRATIVE	1600.00	1
000000040280	DES MOINES STAMP, MFG CO.	34.00	1
000000041752	D.J. CONLEY ASSOCIATES, INC.	2640.25	2
000000050011	ELECTIONSOURCE	1134.48	3
000000050565	ERIE WELDING & MECHANICAL CONT	29855.00	1
000000050598	4IMPRINT, INC.	4005.84	1
000000060150	FASTENAL COMPANY	74.47	5
000000060151	FASTSIGNS OF MONROE, MI	228.91	1
000000060210	FIFTH THIRD BANK	476.87	1
000000060435	FLINT CLINICAL PATHOLOGISTS, P	24.00	1
000000060761	4 SEASONS LAWN CARE AND LANDSC	2460.00	5
000000060790	FRAME'S PEST CONTROL, INC.	246.98	2
000000060791	FRAMES, DOORS & HARDWARE, INC	355.00	2
000000061065	FRIENDLY FORD INC	5672.52	3
000000070009	GALL'S INC.	60.13	1
000000070501	GRAINGER	4043.98	2
000000070775	GREENSTONE INSURANCE COMPANY,	11410.00	1
000000080020	HARBOR BEHAVIORAL HEALTHCARE	375.00	1
000000080922	HR STAFFING TEAM, LLC	4666.63	2
000000080980	THE HUNTINGTON NATIONAL BANK	329.24	1
000000090199	ICLE	149.60	1
000000090204	IDENTISYS INC.	615.02	1
000000090215	IBEX INSURANCE SERVICES, LLC	8353.00	1
000000100013	J L MECHANICAL SERVICES INC	10706.43	3
000000100050	JACK'S LAWN SERVICE	701.50	2
000000100250	JETSCREEN PRINTING	5348.88	1
000000110690	KOHLER ARCHITECTURE, INC.	12898.52	7
000000120011	LABELCITY, INC.	229.39	1
000000120125	LAKE ERIE TRANSIT COMMISSION	500.00	1
000000120771	LEXISNEXIS RISK SOLUTIONS	50.00	1
000000120986	LOWE'S COMPANIES INC	407.33	7
000000121003	LOWERY CORP	4721.00	3
000000121021	LUCAS COUNTY CORONER'S OFFICE	18750.00	15
000000121042	LUCKEY FARMERS INC	823.80	1
000000130001	M A L P H	4582.00	1

OFFICE: 001 RUN: 005568 PAYMENT DATE: 12/04/24 PAY-THROUGH DATE: 11/26/24

Vendor	Name	Amount	Count
000000130003	MADCP	395.00	1
000000130130	IMPERIAL DADE	3544.20	5
000000130185	MANNIK & SMITH GROUP INC	4500.00	1
000000130450	MCKESSON MEDICAL-SURGICAL GOVE	4241.98	2
000000130455	MDE, INC.	1638.00	1
000000130851	MERCK HUMAN HEALTH	4526.41	2
000000131065	MI ASSOC OF COUNTY VETERANS CO	100.00	2
000000131376	MICHIGAN SHERIFFS' ASSOCIATION	1475.00	1
000000132050	MILLCRAFT PAPER COMPANY	77.16	2
000000132249	MONROE COUNTY BUSINESS ALLIANC	7128.10	2
000000132850	GANNETT MICHIGAN LOCALIQ	1284.00	3
000000140096	NAPA AUTO PARTS GR659	29.97	1
000000140255	CRISIS PREVENTION INSTITUTE, I	985.49	1
000000140507	NORTH SKYE LLC	120.00	1
000000150243	ONCELL SYSTEMS, INC	219.00	1
000000160001	PAAM	14137.00	1
000000160143	PANCONE'S SERVICE CENTER	199.94	1
000000160251	PEERLESS SUPPLY CO.	224.57	2
000000160252	PEERPLACE NETWORKS LLC	20160.00	1
000000160948	PITNEY BOWES INC	2454.36	2
000000160996	POINTCLICKCARE TECHNOLOGIES IN	534.61	1
000000161076	POSITIVE TRADES GROUP	6997.80	1
000000180000	R & S PHARMACEUTICALS	677.97	1
000000180799	REVIZE LLC	900.00	1
000000180839	RIVER RAISIN INSTITUTE	1500.00	1
000000181001	ROSE PEST SOLUTIONS	518.00	1
000000190110	MIDWEST ALARM SERVICES	105.00	1
000000190164	SAFEWARE, INC.	22449.44	1
000000190240	SALENBIEN WELDING SERVICE	85.00	1
000000190405	ST. PIERRE ACE HARDWARE	462.07	14
000000190961	SCREENVISION MEDIA	444.85	1
000000191336	SENTINEL TECHNOLOGIES INC	1425.00	1
000000191803	JOHNSON CONTROLS FIRE PROTECTI	976.80	1
000000192121	GLAXOSMITHKLINE PHARMACEUTICAL	5108.79	2
000000192299	SOUTH COUNTY WATER SYSTEM	175.00	1
000000192336	SPECTRUM PRINTERS, INC.	63199.95	2
000000192421	STAPLES BUSINESS ADVANTAGE	827.12	1
000000192731	STATE OF MICHIGAN	10.00	1
000000192892	STEVENS DISPOSAL	3260.60	2
000000192920	STONECO OF MICHIGAN	3463.45	3
000000192996	SUMMIT FIRE PROTECTION CO.	868.00	2
000000200036	TANNER SUPPLY COMPANY INC	384.00	1
000000200050	TMACOG	3361.00	1
000000200370	TERACAI CORPORATION	1668.00	1
000000200416	THERAPEUTICS LLC	11956.50	2
000000200475	TIGER QUILL IMAGES, LLC	400.00	1
000000200745	BEVERAGE TOLEDO BEACH, LLC	94.49	1
000000200880	PROMEDICA CPR TRAINING	220.00	1
000000201600	TROUTS YACHT BASIN	791.22	2

OFFICE: 001 RUN: 005568 PAYMENT DATE: 12/04/24 PAY-THROUGH DATE: 11/26/24

Vendor	Name	Amount	Count
000000220445	VISTA SOLUTIONS GROUP, LP	9632.07	1
000000230651	WILLIAMS BROTHERS DUNDEE DODGE	73.91	1
000000230841	WOLVERINE COMMERCIAL FURNISHIN	21888.02	1
000000230856	WOMEN EMPOWERING WOMEN	4104.00	1
000000230868	WORLDWIDE INTERPRETERS INC	780.00	4
000000230891	WYANDOTTE ELECTRIC SUPPLY CO.	169.06	2
000000230901	PFIZER INC.	7504.46	3
000000260040	TRITECH SOFTWARE SYSTEMS	173355.93	1
000000400170	CITY OF MONROE	4100.00	2
000000500175	MONROE CO CLERK/REG OF DEEDS	10.00	1
000000501251	MONROE COUNTY LIBRARY SYSTEM	1313.00	1
000000501333	MONROE COMM.MENTAL HEALTH AUTH	174492.74	5
000000509851	LAUREN HANUS	27.74	1
000000510855	TITLE CHECK, LLC	3809.16	1
000000720216	DONNA R BRADEN	2500.00	1
000000720303	CROSS CUT MOWING LLC	650.00	1
000000720382	ELM AVENUE COWORKING	1907.80	1
000000720741	CALEB IAN GILBERT	800.00	1
000000721092	KAY ROBISON	710.00	2
000000721108	KEVIN'S CAR SERVICE	30.00	1
000000721254	LAWSON'S LIFESAVERS LLC	50.00	1
000000721271	SHANNON LEE LINSEA	500.00	1
000000721418	BRIAN NAREWSKI	710.00	1
000000721448	NORTHERN LOG SUPPLY, LLC	3620.00	1
000000721620	M HANIF PERACHA, MD, PC	435.00	3
000000722355	WM CONSULTING LLC	105.00	1
000000750021	JAMES BARTLETT	7937.50	3
000000750028	RONALD J BENORE, JR	587.82	1
000000750321	LAW OFFICE OF BEN GONEK, PLLC	15579.00	1
000000750819	H. MATTHEW VITITOE	600.00	1
000000750840	WARNER NORCROSS & JUDD LLP	5602.50	1
000000821038	MADIGAN BRANAN	147.40	1
000000821039	ATHENA BONGARD	21.84	1
000000821182	MARK S. BRAUNLICH	67.00	1
000000821259	MICHAEL BROWN	50.00	1
000000822673	JEFFREY DUSSEAU	338.35	1
000000823309	STACEY FRYE	80.40	1
000000824127	REBECCA HICKS	415.00	1
000000824223	JENNIFER HOMRICH	625.08	2
000000824823	GAIL KINCAID	18.28	1
000000826281	MIKE NELLIGAN	19.04	1
000000827049	PATRICIA ANN RIDDELL	150.00	1
000000827102	BRIAN A ROCHOWAIK	122.61	1
000000827187	PEGGY RUNYON	289.44	1
000000828400	STELLA WALLS	44.89	1
000000902906	JACK'S LAWN SERVICE	60.00	1
000000903006	KUHLMAN CORP.	352.25	1
000000903239	MONROE COUNTY ENTERPRISE FUND	15108.63	12
000000903819	SCHUMAKER BROTHERS	30000.00	1

OPTIMUM PAYMENTS SUMMARY

OFFICE: 001 RUN: 005568 PAYMENT DATE: 12/04/24 PAY-THROUGH DATE: 11/26/24

Vendor	Name	Amount	Count
CTY HEALTH	Chuck Kressbach, Treasurer	1500.00	1
CTY HEALTH	Teri Petras	50.00	1
SHERIFFADMIN	STATE OF MICHIGAN MDOC	160.00	1
	**** TOTALS:	1069178.82	292

NON CLAIM RUN 11/22/24

Company 01 County of Monroe

PARAMETERS FOR PAYMENT RUN NUMBER 005563

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 11/22/24

[RAP215] PAYMENT REGISTER - Checks 11/21/24 PAGE 2

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005563 Payment Date 11/22/24 Pay-thru Date 11/20/24

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
AT & T	000000010000	NOV102024	5252058	11/19/24	201.74	0.00	201.74	
		NOV1024	5252059	11/19/24	100.87	0.00	100.87	
		NOV102024	5252060	11/19/24	55.93	0.00	55.93	
		NOV1024	5252061	11/19/24	93.23	0.00	93.23	
					451.77	0.00	451.77	000000584312
AT&T MOBILITY	000000010026	11/06/2024	5252118	11/20/24	3200.88	0.00	3200.88	
		11142024	5252121	11/20/24	439.30	0.00	439.30	
		11142024	5252141	11/20/24	1785.45	0.00	1785.45	
					5425.63	0.00	5425.63	000000584313
AT&T MOBILITY	000000010043	UTV102024	5252119	11/20/24	1728.62	0.00	1728.62	
					1728.62	0.00	1728.62	000000584314
ALZHEIMER'S & DEMENT	000000011076	41114032813	5252031	11/19/24	5738.00	0.00	5738.00	
					5738.00	0.00	5738.00	000000584315
ASH SENIOR CITIZEN C	000000012750	41115093615	5252032	11/19/24	1992.68	0.00	1992.68	
					1992.68	0.00	1992.68	000000584316
REPUBLIC SERVICE OF	000000020010	003824281	5252028	11/19/24	11006.40	0.00	11006.40	
					11006.40	0.00	11006.40	000000584317
CHARTER COMMUNICATIO	000000030566	11072024	5251986	11/14/24	150.54	0.00	150.54	
		110724	5251987	11/14/24	251.68	0.00	251.68	
					402.22	0.00	402.22	000000584318
COMCAST	000000031086	223289795	5252062	11/19/24	1500.00	0.00	1500.00	
					1500.00	0.00	1500.00	000000584319
CONSUMERS ENERGY	000000031502	20296653920	5252063	11/19/24	30.23	0.00	30.23	
		11252024	5252116	11/20/24	6298.71	0.00	6298.71	
					6328.94	0.00	6328.94	000000584320
CONTINENTAL SERVICES	000000031545	RC12801	5252115	11/20/24	14958.81	0.00	14958.81	
					14958.81	0.00	14958.81	000000584321
DELTA DENTAL PLAN OF	000000040250	CNS00017118	5252142	11/20/24	10456.60	0.00	10456.60	
					10456.60	0.00	10456.60	000000584322
DTE ENERGY	000000040603	NOV232024	5252064	11/19/24	97.81	0.00	97.81	
					97.81	0.00	97.81	000000584323
Void Stub	************	***********	*******	********	***********	***********	***********	000000584324
FIFTH THIRD BANK	000000060211	0366-100824	5252038	11/19/24	65.00	0.00	65.00	
		0366-100924	5252039	11/19/24	11.99	0.00	11.99	

NON CLAIM RUN 11/22/24

[RAP215] Company 01 County of Monroe — PAYMENT REGISTER - Checks — 11/21/24 — PAGE 3

Office 001 Main — Bank BNK001 National City Bank — Run 005563 Payment Date 11/22/24 Pay-thru Date 11/20/24

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
FIFTH THIRD BANK	000000060211	0366-101124	5252040	11/19/24	111.90	0.00	111.90	
		0366 101124	5252041	11/19/24	76.44	0.00	76.44	
		0366-101624	5252042	11/19/24	37.95	0.00	37.95	
		0366-102124	5252043	11/19/24	95.92	0.00	95.92	
		0366 102124	5252044	11/19/24	55.92	0.00	55.92	
		0366_101124	5252045	11/19/24	13.95	0.00	13.95	
		0366=102824	5252046	11/19/24	250.00	0.00	250.00	
		0366-102924	5252047	11/19/24	200.00	0.00	200.00	
		0366-103024	5252048	11/19/24	71.89	0.00	71.89	
		0366 103024	5252049	11/19/24	113.88	0.00	113.88	
		0366-103124	5252050	11/19/24	12.97	0.00	12.97	
		0366 103124	5252051	11/19/24	30.46	0.00	30.46	
		0366_102924	5252052	11/19/24	750.00	0.00	750.00	
		1207=101624	5252053	11/19/24	750.00	0.00	750.00	
		0366-100324	5252057	11/19/24	-23.00	0.00	-23.00	
					2625.27	0.00	2625.27	000000584325
LIVING INDEPENDENCE	000000120967	41118103221	5252033	11/19/24	46910.22	0.00	46910.22	
					46910.22	0.00	46910.22	000000584326
MICH MUNICIPAL RISK	000000131392	MMRMAD2410	5252081	11/20/24	46290.71	0.00	46290.71	
					46290.71	0.00	46290.71	000000584327
SYSCO DETROIT LLC	000000131804	658399716	5252126	11/20/24	1386.86	0.00	1386.86	
					1386.86	0.00	1386.86	000000584328
MONROE COUNTY DENTAL	000000132420	112224 554	5252098	11/20/24	40.55	0.00	40.55	
		112224 565	5252099	11/20/24	695.18	0.00	695.18	
					735.73	0.00	735.73	000000584329
MONROE FAMILY YMCA	000000132435	41115102616	5252035	11/19/24	720.00	0.00	720.00	
					720.00	0.00	720.00	000000584330
MONROE FAMILY YMCA	000000132435	41118114222	5252034	11/19/24	3433.58	0.00	3433.58	
					3433.58	0.00	3433.58	000000584331
MONROE FAMILY YMCA	000000132435	112224 YMC	5252082	11/20/24	1123.05	0.00	1123.05	
					1123.05	0.00	1123.05	000000584332
MONROE CO.HEALTH INS	000000132450	112224 554M	5252100	11/20/24	761.88	0.00	761.88	
		112224 554V	5252101	11/20/24	7.49	0.00	7.49	
		112224 565M	5252102	11/20/24	13371.66	0.00	13371.66	
		112224 565V	5252103	11/20/24	138.23	0.00	138.23	
					14279.26	0.00	14279.26	000000584333
CITY OF MONROE	000000133650	1115244694	5252066	11/19/24	-3542.81	0.00	-3542.81	
		1115244254	5252067	11/19/24	1135.47	0.00	1135.47	

NON CLAIM RUN 11/22/24

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005563 Payment Date 11/22/24 Pay-thru Date 11/20/24

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
CITY OF MONROE	000000133650	1115246840	5252068	11/19/24	50.16	0.00	50.16	
		11152417485	5252069	11/19/24	210.67	0.00	210.67	
		1115245523	5252070	11/19/24	265.62	0.00	265.62	
		11152424826	5252071	11/19/24	27.64	0.00	27.64	
		1115248881	5252072	11/19/24	362.01	0.00	362.01	
		1115244255	5252073	11/19/24	806.78	0.00	806.78	
		1115244221	5252074	11/19/24	40.19	0.00	40.19	
		1115247204	5252075	11/19/24	845.93	0.00	845.93	
		1115244722	5252076	11/19/24	50.77	0.00	50.77	
		1115244697	5252077	11/19/24	172.32	0.00	172.32	
		1115243130	5252078	11/19/24	19.68	0.00	19.68	
		11152024	5252114	11/20/24	511.56	0.00	511.56	
		1115243160	5252127	11/20/24	102.74	0.00	102.74	
		1115246391	5252129	11/20/24	10.67	0.00	10.67	
					1069.40	0.00	1069.40	000000584334
PITNEY BOWES	000000160952	11042024	5252130	11/20/24	20218.75	0.00	20218.75	
					20218.75	0.00	20218.75	000000584335
POSTMASTER	000000161100	11132024	5252131	11/20/24	167.06	0.00	167.06	
					167.06	0.00	167.06	000000584336
PRAIRIE FARMS DAIRY,	000000161170	11192024	5252037	11/19/24	14.95	0.00	14.95	
		9026446	5252132	11/20/24	134.97	0.00	134.97	
		9034187	5252133	11/20/24	114.41	0.00	114.41	
					264.33	0.00	264.33	000000584337
RICOH USA, INC.	000000180818	108761858	5252080	11/20/24	146.49	0.00	146.49	
					146.49	0.00	146.49	000000584338
SYMMETRY ENERGY SOLU	000000193220	19214714	5251988	11/14/24	5012.00	0.00	5012.00	
					5012.00	0.00	5012.00	000000584339
TELNET WORLDWIDE, IN	000000200250	82731	5252134	11/20/24	1802.20	0.00	1802.20	
					1802.20	0.00	1802.20	000000584340
UNITED PARCEL SERVIC	000000210200	4X8119454	5252139	11/20/24	11.64	0.00	11.64	
					11.64	0.00	11.64	000000584341
VERIZON WIRELESS	000000220156	9977712941	5252029	11/19/24	1089.20	0.00	1089.20	
					1089.20	0.00	1089.20	000000584342
WYANDOTTE ALARM	000000230887	246052	5252079	11/20/24	71.00	0.00	71.00	
					71.00	0.00	71.00	000000584343
SUMMERFIELD TOWNSHIP	000000400265	OCT 2024	5252027	11/18/24	72.06	0.00	72.06	
					72.06	0.00	72.06	000000584344
MONROE COUNTY	000000500002	112224 DPR	5252083	11/20/24	599.92	0.00	599.92	

NON CLAIM RUN 11/22/24

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005563 Payment Date 11/22/24 Pay-thru Date 11/20/24

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
MONROE COUNTY	000000500002	112224 MPR	5252084	11/20/24	35542.00	0.00	35542.00	
		112224 VPR	5252085	11/20/24	136.50	0.00	136.50	
					36278.42	0.00	36278.42	000000584345
MONROE COUNTY	000000500003	112224 554	5252104	11/20/24	3.65	0.00	3.65	
		112224 565	5252105	11/20/24	101.09	0.00	101.09	
					104.74	0.00	104.74	000000584346
MONROE COUNTY GENERA	000000501100	112224 554	5252106	11/20/24	37.73	0.00	37.73	
					37.73	0.00	37.73	000000584347
MONROE COUNTY	000000510725	112224 554	5252107	11/20/24	759.07	0.00	759.07	
					759.07	0.00	759.07	000000584348
COUNTY AGENCY ADMINI	000000510800	DEC 1 2024	5252123	11/20/24	492.90	0.00	492.90	
					492.90	0.00	492.90	000000584349
MONROE CO. EMP. RETI	000000550200	112224 PST	5252086	11/20/24	276.39	0.00	276.39	
		112224 RET	5252087	11/20/24	18873.98	0.00	18873.98	
		112224 RTC	5252088	11/20/24	2377.54	0.00	2377.54	
		112224 RTD	5252089	11/20/24	1051.96	0.00	1051.96	
		112224 RTS	5252090	11/20/24	13741.56	0.00	13741.56	
					36321.43	0.00	36321.43	000000584350
UNITED WAY OF MONROE	000000550215	41114092710	5252036	11/19/24	8781.02	0.00	8781.02	
		112224 UW	5252091	11/20/24	45.00	0.00	45.00	
					8826.02	0.00	8826.02	000000584351
GREAT-WEST LIFE & AN	000000550280	112224 GWE	5252092	11/20/24	5321.43	0.00	5321.43	
					5321.43	0.00	5321.43	000000584352
AXA EQUITABLE	000000550285	112224 EQU	5252093	11/20/24	950.00	0.00	950.00	
					950.00	0.00	950.00	000000584353
MONROE CO.UNEMPLOYME	000000550310	112224 554	5252108	11/20/24	2.22	0.00	2.22	
		112224 565	5252109	11/20/24	71.50	0.00	71.50	
					73.72	0.00	73.72	000000584354
MONROE COUNTY WORKER	000000550315	112224 554	5252110	11/20/24	1.78	0.00	1.78	
					1.78	0.00	1.78	000000584355
MONROE CO.LONG TERM	000000550320	112224 554	5252111	11/20/24	22.27	0.00	22.27	
		112224 565	5252112	11/20/24	660.21	0.00	660.21	
					682.48	0.00	682.48	000000584356
MONROE CO.RETIREE HE	000000550325	112225 CRH	5252094	11/20/24	606.86	0.00	606.86	
		112224 DRH	5252095	11/20/24	290.33	0.00	290.33	

NON CLAIM RUN 11/22/24

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Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005563 Payment Date 11/22/24 Pay-thru Date 11/20/24

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
MONROE CO.RETIREE HE	000000550325	112224 RHC	5252096	11/20/24	4759.70	0.00	4759.70	
		112224 SRH	5252097	11/20/24	3807.33	0.00	3807.33	
					9464.22	0.00	9464.22	000000584357
STATE OF MICHIGAN	000000601047	OCT, 2024	5251984	11/14/24	95281.72	0.00	95281.72	
					95281.72	0.00	95281.72	000000584358
STATE OF MICHIGAN	000000602054	551-645259	5252143	11/20/24	13799.00	0.00	13799.00	
					13799.00	0.00	13799.00	000000584359
STATE OF MICHIGAN	000000602054	551-645716	5252140	11/20/24	129.75	0.00	129.75	
					129.75	0.00	129.75	000000584360
LORETTA J LAPOINTE	000000714660	11042024	5252113	11/20/24	0.67	0.00	0.67	
					0.67	0.00	0.67	000000584361
DESBROUGH EXCAVATING	000000720398	1428	5252136	11/20/24	16700.00	0.00	16700.00	
					16700.00	0.00	16700.00	000000584362
CARL J. SCHMIDT	000000721904	11/3-16/24	5252030	11/19/24	3044.15	0.00	3044.15	
					3044.15	0.00	3044.15	000000584363
STATE FARM INSURANCE	000000731965	6142RST	5252026	11/18/24	25.00	0.00	25.00	
					25.00	0.00	25.00	000000584364
CHERYL LOHMEYER	000000825464	2024MPJA	5252024	11/18/24	1340.71	0.00	1340.71	
					1340.71	0.00	1340.71	000000584365
CHERYL REEVES	CLERK/REGIST	23-247599FH	5252025	11/18/24	2250.00	0.00	2250.00	
					2250.00	0.00	2250.00	000000584366
HEIDI JOHNSON	DCWITNESS	(A)10/24	5251991	11/15/24	11.20	0.00	11.20	
					11.20	0.00	11.20	000000584367
PHILLIP KUCZYNSKI	DCWITNESS	(B)10/24	5251992	11/15/24	8.30	0.00	8.30	
					8.30	0.00	8.30	000000584368
ERIN REINHACKEL	DCWITNESS	(C)10/24	5251993	11/15/24	6.60	0.00	6.60	
					6.60	0.00	6.60	000000584369
RICHARD TURNER	DCWITNESS	(D)10/24	5251994	11/15/24	8.30	0.00	8.30	
					8.30	0.00	8.30	000000584370
RON WOBSER	DCWITNESS	(E)10/24	5251995	11/15/24	8.30	0.00	8.30	
					8.30	0.00	8.30	000000584371
MARK BRANT	FINANCE	FINAL PAY	5252138	11/20/24	26.23	0.00	26.23	

NON CLAIM RUN 11/22/24

Office 001 Main Bank BNK001 National City Bank Run 005563 Payment Date 11/22/24 Pay-thru Date 11/20/24

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					26.23	0.00	26.23	000000584372
ZACHARY BINDER	JURY-EICHER	(A) 10/24	5251996	11/15/24	35.20	0.00	35.20	
					35.20	0.00	35.20	000000584373
BETHANY YOUNGLOVE	JURY-EICHER	(AA) 10/24	5252022	11/15/24	17.20	0.00	17.20	
					17.20	0.00	17.20	000000584374
WAYNE BREWER	JURY-EICHER	(B) 10/24	5251997	11/15/24	34.40	0.00	34.40	
					34.40	0.00	34.40	000000584375
BRANDI ZEIPEKIS	JURY-EICHER	(BB) 10/24	5252023	11/15/24	35.60	0.00	35.60	
					35.60	0.00	35.60	000000584376
ASHLEY BROWN	JURY-EICHER	(C) 10/24	5251998	11/15/24	17.00	0.00	17.00	
					17.00	0.00	17.00	000000584377
DANIEL BROWN	JURY-EICHER	(D) 10/24	5251999	11/15/24	40.00	0.00	40.00	
					40.00	0.00	40.00	000000584378
TIFFANY CABLE	JURY-EICHER	(E) 10/24	5252000	11/15/24	21.00	0.00	21.00	
					21.00	0.00	21.00	000000584379
VIRGINIA CATHERS	JURY-EICHER	(F) 10/24	5252001	11/15/24	24.80	0.00	24.80	
					24.80	0.00	24.80	000000584380
ROBERT DEATON	JURY-EICHER	(G) 10/24	5252002	11/15/24	22.20	0.00	22.20	
					22.20	0.00	22.20	000000584381
MARIE DELINE	JURY-EICHER	(H) 10/24	5252003	11/15/24	19.80	0.00	19.80	
					19.80	0.00	19.80	000000584382
PAUL GOTHA	JURY-EICHER	(I) 10/24	5252004	11/15/24	21.00	0.00	21.00	
					21.00	0.00	21.00	000000584383
EMILY GRABOWSKI	JURY-EICHER	(J) 10/24	5252005	11/15/24	22.20	0.00	22.20	
					22.20	0.00	22.20	000000584384
MARIA HUNTER	JURY-EICHER	(K) 10/24	5252006	11/15/24	21.00	0.00	21.00	
					21.00	0.00	21.00	000000584385
DAWN KEMP	JURY-EICHER	(L) 10/24	5252007	11/15/24	15.20	0.00	15.20	
					15.20	0.00	15.20	000000584386
CHARLES KNIGHT	JURY-EICHER	(M) 10/24	5252008	11/15/24	18.00	0.00	18.00	
					18.00	0.00	18.00	000000584387
DEREK LEWIS	JURY-EICHER	(N) 10/24	5252009	11/15/24	16.00	0.00	16.00	

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Office 001 Main Bank BNK001 National City Bank Run 005563 Payment Date 11/22/24 Pay-thru Date 11/20/24

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					16.00	0.00	16.00	000000584388
ERIK MALY	JURY-EICHER	(O) 10/24	5252010	11/15/24	19.00	0.00	19.00	
					19.00	0.00	19.00	000000584389
KRISTINE MARTIN	JURY-EICHER	(P) 10/24	5252011	11/15/24	36.80	0.00	36.80	
					36.80	0.00	36.80	000000584390
DAWN MONTRI	JURY-EICHER	(Q) 10/24	5252012	11/15/24	23.00	0.00	23.00	
					23.00	0.00	23.00	000000584391
JEFFERY PRINGLE	JURY-EICHER	(R) 10/24	5252013	11/15/24	18.60	0.00	18.60	
					18.60	0.00	18.60	000000584392
MATTHEW REUM	JURY-EICHER	(S) 10/24	5252014	11/15/24	20.20	0.00	20.20	
					20.20	0.00	20.20	000000584393
TAMMY SADDORIS	JURY-EICHER	(T) 10/24	5252015	11/15/24	21.80	0.00	21.80	
					21.80	0.00	21.80	000000584394
MARY SCAGGS	JURY-EICHER	(U) 10/24	5252016	11/15/24	17.80	0.00	17.80	
					17.80	0.00	17.80	000000584395
LORETTA SCULLES	JURY-EICHER	(V) 10/24	5252017	11/15/24	16.40	0.00	16.40	
					16.40	0.00	16.40	000000584396
MELANIE SHRADER	JURY-EICHER	(W) 10/24	5252018	11/15/24	22.60	0.00	22.60	
					22.60	0.00	22.60	000000584397
DEBORAH TURNER	JURY-EICHER	(X) 10/24	5252019	11/15/24	31.20	0.00	31.20	
					31.20	0.00	31.20	000000584398
RANDY WILLIAMS	JURY-EICHER	(Y) 10/24	5252020	11/15/24	16.20	0.00	16.20	
					16.20	0.00	16.20	000000584399
DEBRA WILSON	JURY-EICHER	(Z) 10/24	5252021	11/15/24	25.40	0.00	25.40	
					25.40	0.00	25.40	000000584400
FIFTH THIRD BANK	TREASURER	NOV 2024	5251989	11/14/24	66953.38	0.00	66953.38	
					66953.38	0.00	66953.38	000000584401
CORELOGIC	TREASURER	NOV 2024	5251990	11/15/24	1999.99	0.00	1999.99	
					1999.99	0.00	1999.99	000000584402
MICHELLE CHARTIER	TREASURER	2023 PRE	5252055	11/19/24	4807.80	0.00	4807.80	
					4807.80	0.00	4807.80	000000584403
ALLEN M & ASHLEY R G	TREASURER	5247476	5252054	11/19/24	2196.14	0.00	2196.14	

NON CLAIM RUN 11/22/24

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Office 001 Main Bank BNK001 National City Bank Run 005563 Payment Date 11/22/24 Pay-thru Date 11/20/24

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					2196.14	0.00	2196.14	000000584404
CAROL BURKHART	TREASURER	PRE 21-23	5252056	11/19/24	2408.75	0.00	2408.75	
					2408.75	0.00	2408.75	000000584405
STEVEN & KIMBERLY HO	TREASURER	2023 PRE	5252125	11/20/24	3230.87	0.00	3230.87	
					3230.87	0.00	3230.87	000000584406
AARON YATES	TREASURER	PRE 21-23	5252128	11/20/24	5930.79	0.00	5930.79	
					5930.79	0.00	5930.79	000000584407
SHERRER ANTONIA	TREASURER	TAXOVERPMT	5252120	11/20/24	71.46	0.00	71.46	
					71.46	0.00	71.46	000000584408
PATRICIA COOK	VET BURIALS	COOK	5252137	11/20/24	350.00	0.00	350.00	
					350.00	0.00	350.00	000000584409
BANK BNK001 - TOTAL					528068.94	0.00	528068.94	*
OFFICE 001 - TOTAL					528068.94	0.00	528068.94	**

NON CLAIM RUN 11/27/24

PARAMETERS FOR PAYMENT RUN NUMBER 005566

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 11/27/24

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Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005566 Payment Date 11/27/24 Pay-thru Date 11/25/24

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
AT&T MOBILITY	000000010026	2X11142024	5252171	11/25/24	182.95	0.00	182.95	
		X11192024	5252201	11/25/24	869.89	0.00	869.89	
					1052.84	0.00	1052.84	000000584410
ACTIVE911, INC.	000000010503	590353	5252222	11/25/24	6154.80	0.00	6154.80	
					6154.80	0.00	6154.80	000000584411
BEDFORD TOWNSHIP VET	000000020406	41125014827	5252191	11/25/24	110.13	0.00	110.13	
		41125015827	5252192	11/25/24	159.00	0.00	159.00	
					269.13	0.00	269.13	000000584412
BRIGHTSPEED	000000030539	46000000397	5252202	11/25/24	82.09	0.00	82.09	
					82.09	0.00	82.09	000000584413
COMCAST CABLEVISION	000000031085	11/18/24	5252184	11/25/24	371.38	0.00	371.38	
					371.38	0.00	371.38	000000584414
CONSUMERS ENERGY	000000031502	20189866692	5252144	11/21/24	63.85	0.00	63.85	
					63.85	0.00	63.85	000000584415
DELTA DENTAL PLAN OF	000000040250	1716119	5252220	11/25/24	10877.20	0.00	10877.20	
					10877.20	0.00	10877.20	000000584416
DTE ENERGY	000000040603	11152024	5252146	11/21/24	122.02	0.00	122.02	
		11202024	5252203	11/25/24	18.22	0.00	18.22	
		112024	5252204	11/25/24	20.18	0.00	20.18	
		11212024	5252205	11/25/24	51.91	0.00	51.91	
					212.33	0.00	212.33	000000584417
DUNDEE SENIOR CITIZE	000000042250	41125112624	5252193	11/25/24	19604.33	0.00	19604.33	
					19604.33	0.00	19604.33	000000584418
LAKE ERIE TRANSIT CO	000000120125	41125100722	5252194	11/25/24	19080.80	0.00	19080.80	
					19080.80	0.00	19080.80	000000584419
LIVING INDEPENDENCE	000000120967	41121020629	5252195	11/25/24	4285.86	0.00	4285.86	
					4285.86	0.00	4285.86	000000584420
MICHIGAN GAS UTILITI	000000131350	5258799744	5252156	11/22/24	2564.53	0.00	2564.53	
		5262282300	5252206	11/25/24	220.35	0.00	220.35	
		5262543573	5252207	11/25/24	136.65	0.00	136.65	
		5261748933	5252208	11/25/24	152.19	0.00	152.19	
		5261719289	5252209	11/25/24	13.17	0.00	13.17	
					3086.89	0.00	3086.89	000000584421
SYSCO DETROIT LLC	000000131804	658399715	5252147	11/21/24	1359.90	0.00	1359.90	
		658404615	5252210	11/25/24	-1.89	0.00	-1.89	

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Office 001 Main Bank BNK001 National City Bank Run 005566 Payment Date 11/27/24 Pay-thru Date 11/25/24

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
SYSCO DETROIT LLC	000000131804	658412810	5252211	11/25/24	1946.99	0.00	1946.99	
		658417981	5252212	11/25/24	-4.66	0.00	-4.66	
					3300.34	0.00	3300.34	000000584422
MILAN SENIORS FOR HE	000000131835	41121022730	5252197	11/25/24	923.75	0.00	923.75	
		41121025931	5252198	11/25/24	1166.00	0.00	1166.00	
		41121034332	5252199	11/25/24	4294.50	0.00	4294.50	
					6384.25	0.00	6384.25	000000584423
MONROE CO.HEALTH INS	000000132450	NOV212024	5252148	11/21/24	881012.71	0.00	881012.71	
		NOV2124	5252149	11/21/24	136333.26	0.00	136333.26	
		NOV212024	5252150	11/21/24	136617.32	0.00	136617.32	
		NOV2124	5252151	11/21/24	-22946.35	0.00	-22946.35	
					1131016.94	0.00	1131016.94	000000584424
MONROE CO. OPPORTUNI	000000132600	41125110323	5252196	11/25/24	19361.30	0.00	19361.30	
					19361.30	0.00	19361.30	000000584425
MONROE SENIOR CITIZE	000000133450	41121013028	5252200	11/25/24	6448.37	0.00	6448.37	
					6448.37	0.00	6448.37	000000584426
CITY OF MONROE	000000133650	111524	5252185	11/25/24	2970.77	0.00	2970.77	
					2970.77	0.00	2970.77	000000584427
SOUTH COUNTY WATER S	000000192299	11152024	5252152	11/21/24	26.40	0.00	26.40	
					26.40	0.00	26.40	000000584428
TRIPLE A MANAGEMENT	000000201553	908	5252177	11/25/24	8588.33	0.00	8588.33	
					8588.33	0.00	8588.33	000000584429
UNITED PARCEL SERVIC	000000210200	X1454	5252155	11/22/24	11.34	0.00	11.34	
					11.34	0.00	11.34	000000584430
U.S. FOODSERVICE INC	000000210260	511017	5252213	11/25/24	143.20	0.00	143.20	
		511018	5252214	11/25/24	165.52	0.00	165.52	
		511019	5252215	11/25/24	33.48	0.00	33.48	
		511020	5252216	11/25/24	50.64	0.00	50.64	
		511021	5252217	11/25/24	51.72	0.00	51.72	
		592338	5252218	11/25/24	1216.43	0.00	1216.43	
					1660.99	0.00	1660.99	000000584431
SHELLY ALEXANDER	000000300122	23-247718FH	5252157	11/25/24	20.00	0.00	20.00	
					20.00	0.00	20.00	000000584432
AUTO OWNERS INSURANC	000000300192	21-246434FH	5252158	11/25/24	50.00	0.00	50.00	
					50.00	0.00	50.00	000000584433
DAVE & MARGARET BURT	000000300462	17-243774FH	5252159	11/25/24	162.50	0.00	162.50	

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Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					162.50	0.00	162.50	000000584434
CJ & PATRICIA DIXON	000000300469	17-243774FH	5252160	11/25/24	162.50	0.00	162.50	
					162.50	0.00	162.50	000000584435
THOMAS BILAN	000000300531	22-246736FH	5252161	11/25/24	100.00	0.00	100.00	
					100.00	0.00	100.00	000000584436
TIMOTHY CLARK	000000300532	20-245835FH	5252162	11/25/24	50.00	0.00	50.00	
					50.00	0.00	50.00	000000584437
FCCI INSURANCE CO	000000300646	22-247061FH	5252163	11/25/24	300.00	0.00	300.00	
					300.00	0.00	300.00	000000584438
KRISTEN HILL	000000300874	23-247444FH	5252164	11/25/24	400.00	0.00	400.00	
					400.00	0.00	400.00	000000584439
HERKIMER RADIO	000000300876	22-247167FH	5252165	11/25/24	5.00	0.00	5.00	
					5.00	0.00	5.00	000000584440
HOUSE ARREST SERVICE	000000300884	21-246401FH	5252166	11/25/24	300.00	0.00	300.00	
		23-247515FH	5252167	11/25/24	60.00	0.00	60.00	
					360.00	0.00	360.00	000000584441
KEITH KAMPRATH	000000301021	20-245788FH	5252168	11/25/24	18.00	0.00	18.00	
					18.00	0.00	18.00	000000584442
THOMAS KLOCEK	000000301065	21-246155FH	5252169	11/25/24	50.00	0.00	50.00	
					50.00	0.00	50.00	000000584443
MONROE CITY POLICE	000000301272	22-247128FC	5252170	11/25/24	40.00	0.00	40.00	
					40.00	0.00	40.00	000000584444
MONROE CO SHERIFF	000000301290	24-248059FH	5252172	11/25/24	50.00	0.00	50.00	
					50.00	0.00	50.00	000000584445
MILAN POLICE DEPT	000000301294	24-247838FH	5252173	11/25/24	598.80	0.00	598.80	
					598.80	0.00	598.80	000000584446
TERRY & ELAINE MILLE	000000301296	17-243774FH	5252174	11/25/24	162.50	0.00	162.50	
					162.50	0.00	162.50	000000584447
MONROE COUNTY 4-H	000000301325	18-244668FH	5252175	11/25/24	50.00	0.00	50.00	
					50.00	0.00	50.00	000000584448
LANIS PILON	000000301641	17-243774FH	5252176	11/25/24	162.50	0.00	162.50	
					162.50	0.00	162.50	000000584449
PAUL REED	000000301729	17-243876FH	5252178	11/25/24	100.00	0.00	100.00	

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Office 001 Main Bank BNK001 National City Bank Run 005566 Payment Date 11/27/24 Pay-thru Date 11/25/24

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					100.00	0.00	100.00	000000584450
STATE FARM	000000301963	21-246477FH	5252179	11/25/24	25.00	0.00	25.00	
					25.00	0.00	25.00	000000584451
JOYCE & RANDALL TURN	000000302192	19-245157FH	5252180	11/25/24	1000.00	0.00	1000.00	
					1000.00	0.00	1000.00	000000584452
WILLOW GREEN MOBILE	000000302379	22-246945FH	5252181	11/25/24	200.00	0.00	200.00	
					200.00	0.00	200.00	000000584453
ALAYNA WING	000000302383	22-246679FH	5252182	11/25/24	100.00	0.00	100.00	
					100.00	0.00	100.00	000000584454
MONROE CITY TREASURE	000000400171	SUMMTAX24	5252188	11/25/24	2068.86	0.00	2068.86	
					2068.86	0.00	2068.86	000000584455
BERLIN CHARTER TOWNS	000000400211	SUMM2024	5252186	11/25/24	684.15	0.00	684.15	
					684.15	0.00	684.15	000000584456
MONROE CO. TREASURER	000000502080	SUMVILTAX	5252187	11/25/24	847.38	0.00	847.38	
					847.38	0.00	847.38	000000584457
JOHNATHON TEMPLIN	000000732012	6143RST	5252154	11/22/24	180.00	0.00	180.00	
					180.00	0.00	180.00	000000584458
JAMES TABOR	CLERK/REGIST	23-247687FH	5252189	11/25/24	900.00	0.00	900.00	
					900.00	0.00	900.00	000000584459
ROBERT & HEIDI NOLAN	CLERK/REGIST	24-248059FH	5252183	11/25/24	250.00	0.00	250.00	
					250.00	0.00	250.00	000000584460
WILLIAM CABLE	TREASURER	2024 NOV	5252153	11/21/24	56.92	0.00	56.92	
					56.92	0.00	56.92	000000584461
LIBERTY TITLE AGENCY	TREASURER	NOV 2024	5252145	11/21/24	50.07	0.00	50.07	
					50.07	0.00	50.07	000000584462
LARRY & CONNIE TUCKE	TREASURER	NOV 2024	5252190	11/25/24	200.93	0.00	200.93	
					200.93	0.00	200.93	000000584463
BANK BNK001 - TOTAL					1254315.64	0.00	1254315.64	*
OFFICE 001 - TOTAL					1254315.64	0.00	1254315.64	**

HON. MICHAEL C. BROWN
CHIEF JUDGE & VETERANS COURT
HON. AMANDA L. EICHER
DISTRICT JUDGE & MENTAL HEALTH COURT
HON. CHRISTIAN J. HORKEY
DISTRICT JUDGE

JESSICA D. CHAFFIN
COURT ADMINISTRATOR / MAGISTRATE
TELEPHONE (734) 240-7075
FAX (734) 240-7098

STATE OF MICHIGAN
DISTRICT COURT • FIRST JUDICIAL DISTRICT
106 EAST FIRST STREET • MONROE, MICHIGAN 48161-2186
MONROE COUNTY

November 20, 2024

Monroe County Board of Commissioners
125 East Second Street
Monroe, Michigan 48161

Attn: Chairman Randy Richardville

RE: Non-Attorney Magistrate Appointment

Dear Chairman Richardville and Commissioners:

The Court has submitted Local Administrative Order 2024-03, appointing Collections Specialist/Systems Administrator, Kristi A. Liechty, as non-attorney magistrate for the 1st District Court.

The Court respectfully requests the Board's approval of Ms. Kristi A. Liechty as non-attorney magistrate for the 1st District Court per our Local Administrative Order 2024-03

Sincerely,

Michael Brown
Chief Judge of the 1st Judicial District Court

HON. MICHAEL C. BROWN
CHIEF JUDGE & VETERANS COURT
HON. AMANDA L. EICHER
DISTRICT JUDGE & MENTAL HEALTH COURT
HON. CHRISTIAN J. HORKEY
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STATE OF MICHIGAN
DISTRICT COURT • FIRST JUDICIAL DISTRICT
106 EAST FIRST STREET • MONROE, MICHIGAN 48161-2186
MONROE COUNTY

Administrative Order 2024 - 03

APPOINTMENT OF NON-ATTORNEY MAGISTRATE

In accordance with Administrative Order 2009-6, effective January 1, 2010, and MCL 600.8501 and 600.8503, and upon approval of the State Court Administrative Office (SCAO),

IT IS ORDERED:

1. The judges of the 1st District Court appoint Kristi Ann Liechty as magistrate with the approval of The Monroe County Board of Commissioners.

2. Kristi Ann Liechty:

   a. Is a registered elector in the County of Monroe.
   b. Will serve at the pleasure of the judges of the district court.
   c. Will take the constitutional oath of office.
   d. Will file a performance bond in the amount of $50,000 with the Monroe County treasurer and chief judge.
   e. Will complete a training course in traffic law adjudication and sanctions given by SCAO.

3. Magistrate Kristi Ann Liechty is authorized to perform the following duties:

   a. Arraign and sentence upon pleas of guilty or nolo contendere for violations of the following acts or parts of acts, or local ordinances substantially corresponding to the following acts or parts of acts, if the maximum permissible punishment does not exceed 90 days in jail, a fine, or both [MCL 600.8511(a)]:

      1) SPORT FISHING, part 487 of the natural resources and environmental protection act, MCL 324.48701 to 324.48740;

      2) WILDLIFE CONSERVATION, part 401 of the natural resources and environmental protection act, MCL 324.40101 to 324.40120;

      3) MARINE SAFETY, part 801 of the natural resources and environmental protection act, MCL 324.80101 to 324.80199;

4) MOTOR CARRIER ACT, MCL 475.1 to 479.43;

5) MOTOR CARRIER SAFETY ACT, MCL 480.11 to 480.25;

6) DOG LAW OF 1919, MCL 287.261 to 287.290;

7) MICHIGAN LIQUOR CONTROL CODE, MCL 436.1703 and 436.1915;

8) GENERAL POWERS AND DUTIES, part 5 of the natural resources and environmental protection act, MCL 324.501 to 324.513;

9) LITTERING, part 89 of the natural resources and environmental protection act, MCL 324.8901 to 324.8907;

10) HUNTING AND FISHING LICENSES, part 435 of the natural resources and environmental protection act, MCL 324.43501 to 324.43561;

11) RECREATIONAL TRESPASS, part 731 of the natural resources and environmental protection act, MCL 324.73101 to 324.73111; and

12) TRESPASS, MCL 750.546 to 750.552c.

b. Arraign and sentence upon pleas of guilty or nolo contendere for violations of the Michigan vehicle code, MCL 257.1 to 257.923, or local ordinances substantially corresponding to provisions of the Michigan vehicle code, if the maximum permissible punishment does not exceed 93 days in jail, a fine, or both, except for violations of MCL 257.625 and 257.625m or local ordinances substantially corresponding to these provisions. However, the magistrate is authorized to arraign defendants and set bond with regard to violations of MCL 257.625 and 257.625m or local ordinances substantially corresponding to these provisions. [MCL 600.8511(b)]

c. Arraign and sentence upon pleas of guilty or nolo contendere for violations of the following acts, if the maximum permissible punishment does not exceed 93 days in jail, a fine, or both [MCL 600.8511(c)]:

1) OFF-ROAD RECREATION VEHICLES, part 811 of the natural resources and environmental protection act, MCL 324.81101 to 324.81150 or local ordinances substantially corresponding to these provisions, except for violations of MCL 324.81134 and 324.81135. However, the magistrate is authorized to arraign defendants and set bond with regard to violations of MCL 324.81134 and 324.81135; and

2) SNOWMOBILE, part 821 of the natural resources and environmental protection act, MCL 324.82101 to 324.82160 or local ordinances substantially corresponding to these provisions, except for violations of MCL 324.82128 and 324.82129. However, the magistrate is authorized to arraign defendants and set bond with regard to violations of MCL 324.82128 and 324.82129.

d. Accept pleas of guilty or nolo contendere and impose sentence for misdemeanor or ordinance violations punishable by fines and that are not punishable by imprisonment by the terms of the statutes or ordinances creating the offenses. [MCL 600.8512a(b)]

e. Issue search warrants under general authorization. [MCL 600.8511(g); MCL 780.651(4)]

f. Issue warrants for the arrest of persons or summons to appear in court upon written authorization of the prosecuting or municipal attorney and set pre-arraignment bonds. Written authorization is not required for vehicle law or ordinance violations within the jurisdiction of the magistrate, if a police officer issued a traffic citation in accordance with MCL 257.728 and the defendant failed to appear. [MCL 600.8511(e); MCL 764.1(1)]

g. Fix bail and accept bond in all criminal cases. [MCL 600.8511(f)] Set bond and order the defendant to appear before the circuit court in the county for a hearing when the person has been arrested for violation of a personal protection order and the circuit court judge will not be present or available within 24 hours after an arrest. [MCL 764.15b(3)]

h. Conduct first appearances of defendants before the court in all criminal and ordinance violation cases, including acceptance of any written demand or waiver of preliminary examination and acceptance of any written demand or waiver of jury trial. However, the magistrate may only accept pleas of guilty or nolo contendere expressly authorized under MCL 600.8511 or MCL 600.8512a. [MCL 600.8513(1)]

i. Conduct arraignments for a contempt of court violation or a probation violation, if the violation arises directly out of a criminal case for which the magistrate has authority to conduct the first appearance and involves the same defendant, and if the maximum permissible penalty for the offense does not exceed one year in jail, a fine, or both. The magistrate may accept a plea and set bond, but may not conduct a contempt or probation violation hearing or sentencing. [MCL 600.8511(d)]

j. Hear and preside over civil infraction admissions, admissions with explanation, motions to set aside default or withdraw admissions, and conduct informal hearings in civil infraction actions, and impose all sanctions allowed by statute, under the authority of MCL 600.8512a(a), MCL 600.8512 (traffic, parking, recreational marihuana, and medical marihuana civil infractions), 600.8719 (municipal civil infractions), MCL 600.8819 (state civil infractions), and other applicable sections of these acts. Informal hearings involving traffic or parking violations shall not be conducted until the magistrate has successfully completed the SCAO training course in traffic law adjudication and sanctions.

k. Approve and grant petitions for the appointment of attorneys to represent indigent defendants accused of misdemeanor offenses punishable by imprisonment for not more than one year or ordinance violations punishable by imprisonment. [MCL 600.8513(2)(a)]

l. Suspend payment of court fees by indigent parties in civil, small claims, or summary proceedings actions, until after judgment has been entered. [MCL 600.8513(2)(b)]

m. Upon written authorization of the prosecuting or city attorney, sign nolle prosequis, dismissing any criminal or ordinance violation cases over which the district court has jurisdiction and release any bail bonds or bail bond deposits to the persons entitled to them, unless the preliminary examination or trial has commenced or a plea of guilty or nolo contendere has been accepted by a district court judge. [MCL 600.8513(2)(c)]

n. Execute and issue process to effectuate authority expressly granted by law to district court magistrates. [MCL 600.8513(2)(d)]

o. Administer oaths and affirmations and take acknowledgments in writing. [MCL 600.8317]

p. Perform marriages and charge a fee of $10 which shall be deposited with the court for transmission to the funding unit at the end of each month. [MCL 600.8316]

q. Issue summonses to appear and show cause why the animal should not be destroyed, issue other preliminary orders, conduct hearings, and make necessary dispositive orders, regarding animals alleged to be dangerous and to have caused serious injury or death to a person or a dog. [MCL 287.322]

r. Conduct probable cause conferences and all matters allowed at the probable cause conference, except for the taking of pleas and sentencings, under MCL 766.4. [MCL 600.8511(h)]

s. Issue a suppression order for a search warrant affidavit. [MCL 780.651(9)]

t. Issue a suppression order for a search warrant tabulation until the final disposition of the case unless otherwise ordered. [MCL 780.655(2)]

u. Hear, preside over, and issue orders regarding abandoned vehicles filed under MCL 257.252a, 257.252b, and MCL 257.252d. [MCL 257.252f]

Effective upon approval by the State Court Administrative Office.

Date: NOV 1 3 2024

Hon. Michael Brown, Chief Judge
1st District Court – Monroe County

Michigan's Cornerstone.

Jessica Chaffin <jessica_chaffin@monroemi.org>

D01 2024-03 Appointment of Non-Attorney Magistrate - Kristi Liechty - Approved

1 message

Region2 Info <Region2-Info@courts.mi.gov> Wed, Nov 20, 2024 at 2:55 PM
To: "Honorable Michael Brown (michael_brown@monroemi.org)" <michael_brown@monroemi.org>
Cc: Region2 Info <Region2-Info@courts.mi.gov>, "Jessica Chaffin (jessica_chaffin@monroemi.org)" <jessica_chaffin@monroemi.org>

D01 2024-03 Appointment of Non-Attorney Magistrate - Kristi Liechty – Approved

This is to advise that we have reviewed the above referenced administrative order and find that it conforms to the requirements of MCR 8.112(B). This order is being accepted and filed.

Kristi Drake
Regional Administrator - Region II
Michigan Supreme Court - SCAO
PO Box 30048
Lansing, Michigan 48909
(517) 373-9353
drakek@courts.mi.gov

Honorable Amanda L. Eicher
Chief Judge Pro Tem

Monroe County Courthouse
Fourth Floor · 106 E. First Street
Monroe, Michigan 48161-2186

State of Michigan
District Court · First Judicial District
Monroe County

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

November 21, 2024

Re: Monroe County Sobriety Court (MCSC)

Dear Chairman Richardville,

This letter is to inform the Monroe County Board of Commissioners that the State Court Administrative Office (SCAO) has approved the 2024-02 Order for the Establishment of a Driving While Impaired Treatment Court in First District Court.

The Monroe County Sobriety Court (MCSC) will be modeled after drug treatment courts across the United States. It will follow the ten guiding principles of Sobriety Courts as established by the Department of Justice. The objective of this Sobriety Court is to see a reduction in recidivism for repeat Drunk Driver offenders who have significant alcohol and other drug addictions, thus enhancing public safety in our community.

The foundation of a successful Sobriety Court lies within the philosophy that while holding the participant accountable for his/her actions. The court also supports the participant overcoming his/her addiction and remaining abstinent from alcohol or other drugs, which will ultimately assure increased public safety through reduced recidivism. The MCSC program will be a supportive, non-adversarial judicial environment.

The MCSC is currently in the planning stages and will be seeking possible federal and/or state funding as soon as possible. MCSC will also be applying for the FY 2026 SCAO Operational Grant when it becomes available.

Thank you for your consideration in accepting and support of this new treatment court.
Please contact me if you require any additional information.

Sincerely,

Amanda L Eicher
District Court Judge
Mental Health Recovery Court
Sobriety Court

Telephone: (734) 240-7135 · Fax: (734) 240-7134 · E-Mail: amanda_eicher@monroemi.org

oe County Community Planning & Engagement Department
965 South Raisinville Road, Monroe, Michigan 48161
734-240-7375 • Fax: 734-240-3286 • www.co.monroe.mi.us/planning

November 15, 2024

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

Re: FY25 County Veteran Service Fund Grant Agreement Request

Dear Chairman Richardville and Members of the Board:

The Community Planning & Engagement Department was informed by the Michigan Veteran Affairs Agency (MVAA) the FY25 County Veteran Service Fund grant application submitted by our department was accepted. The grant was approved for $134,745.04 and will be dispersed to Monroe County for fiscal year 2025. There is no local match needed to obtain these funds.

In an effort to enhance and improve county veteran service operations, connect veterans to their benefits, and provide consistent access to services throughout the state, the Monroe County Department of Veteran Affairs plans to utilize the grant for staffing, outreach, and office and conference room improvements. Funds will support the salary and benefits of an additional full-time veteran service coordinator to assist eligible veterans, service members, dependents, or survivors in obtaining health, financial, or memorial benefits. Additionally, funds will be used for advertising and supplies for community outreach programs aimed at veterans in Monroe County. The grant will also contribute to furniture updates and audio equipment additions in the conference room and infrastructure modifications to enhance privacy in the offices of the staff.

Enclosed you will find the grant application acceptance letter, grant agreement, and original grant application. The Community Planning & Engagement Department requests your review and signature of the grant agreement for submission to the Michigan Veteran Affairs Agency. If you have any questions regarding our request, you may contact Jason Berry at (734)240-3288 or email me at jason_berry@monroemi.org

Thank you in advance for your consideration.

Sincerely,

Jason Berry
Community Planning & Engagement Department Director

STATE OF MICHIGAN
MICHIGAN VETERANS AFFAIRS AGENCY
LANSING

GRETCHEN WHITMER
GOVERNOR

BRIAN L. LOVE
DIRECTOR

November 14, 2024

Randy Richardville
125 East Second St.
Monroe, MI 48161

Dear Mr. Richardville:

The Michigan Veterans Affairs Agency (MVAA) has accepted Monroe county's application for the 2025 County Veteran Service Fund (CVSF) Grant.

The grant award will be funded for up to $134,745.04 of approved costs during the grant period of October 1, 2024, to September 30, 2025, once the Grant Agreement is signed by both the county and the State of Michigan.

The county will receive a direct payment of up to $50,000 and any remainder will be paid on a reimbursement basis. The grant award will be carried out under the direction of Jason Berry as stated in the grant application.

All grant activities will be supervised by MVAA. For all communications related to the grant, please e-mail MVAAGrants@michigan.gov and include your county name and "CVSF" in the subject line.

As a Grantee, you must be registered to do business with the State of Michigan. Registration is available at the following website: www.michigan.gov/SIGMAVSS. Failure to register will delay payment.

To accept the grant award, please review and sign the Grant Agreement and return in its entirety to mvaagrants@michigan.gov no later than 60 days from the date of this letter. Failure to return the signed Grant Agreement may delay payment.

Sincerely,

Kate Preston
Grants Manager
517-230-8535
PrestonK2@michigan.gov

Cc: Jason Berry
Susan Maier

GRANT AGREEMENT
BETWEEN THE
MICHIGAN DEPARTMENT OF MILITARY AND VETERANS AFFAIRS,
MICHIGAN VETERANS AFFAIRS AGENCY
and MONROE COUNTY

This Grant Agreement ("Agreement") is made between the Michigan Department of Military and Veterans Affairs, (DMVA) **Michigan Veterans Affairs Agency** ("MVAA"), and **Monroe County** ("Grantee"). The parties in this agreement will be referred to as Grantor (DMVA or MVAA) and Grantee (County Recipient).

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to Public Act 192 of 1953 MCL 35.623a. This Agreement is subject to the terms and conditions specified herein.

Project Name: Monroe County FY25 CVSF Grant   Grant #: TBD

Amount of Grant: $134,745.04

Start Date (date executed by DMVA): 10-1-2024   End Date: 09/30/2025
[unless alternate date specified]

GRANTEE CONTACT:	**STATE'S CONTACT:**
Randy Richardville	Kate Preston, Grant Manager
Name/Title	Name/Title
Monroe County	MVAA
Organization	Division/Bureau/Office
125 East Second St.	3423 N. Martin Luther King Jr. Blvd. (Bldg. 32)
Address	Address
Monroe, MI 48161	Lansing, MI 48906
Address	Address
734-240-7003	517-230-8535
Telephone number	Telephone number
Fax number	Fax number
rrichardvilledist5@gmail.com	PrestonK2@michigan.gov
E-mail address	E-mail address
Federal ID number – (Required for Federal Funding)	
Grantee DUNS number - (Required for Federal Funding)	

[Program will add a Remittance address if different than the above.]

The undersigned certify that they are duly elected and authorized officers of the Grantee and that, as such, are authorized to accept this grant on behalf of the Grantee, to obligate the Grantee to observe all the terms and conditions placed on this grant, and in connection with this grant to make, execute and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports, and other instruments of every kind.

FOR THE GRANTEE:

Signature/Title   Date

FOR THE GRANTOR:

Signature/MVAA Project Manager   Date

Signature/DMVA Chief Financial Officer   Date

I. PROJECT SCOPE

This Agreement and its appendices constitute the entire Agreement between the Grantor and the Grantee and may be modified only by written agreement between the Grantor and the Grantee.

(A) The scope of this project is to create a county department of veterans' affairs in certain counties, and to prescribe its powers and duties; and to transfer the powers and duties of the soldier's relief commission in such counties (MCL 35.621 to 35.624).

(B) Grants are provided to counties for county veteran service operations. "Veteran service operations" means assistance and programming of any kind to meet the needs of the veterans in this state. Veteran service operations include, but are not limited to, providing assistance, programming, and services for the purpose of assisting veterans in this state and providing advice, advocacy, and assistance to veterans, servicemembers, dependents, or survivors by an accredited veteran service officer to obtain United States Department of Veterans Affairs health, financial, or memorial benefits for which they are eligible.

(C) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement. Failure to obtain written prior approval from the State may result in expenses not being approved or reimbursed.

(D) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

Upon signature by the Grantor, the Agreement shall be effective from the Start Date until the End Date on Page 1. The Grantor shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on Page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

III. CHANGES

Any changes to this Agreement shall be requested by the Grantee in writing on the Grant Amendment Request form. Adjustments of budget categories and use of funds may not be made until the MVAA has approved the requested budget modifications. The Grantee agrees changes will not be executed until approved and the modification is executed. The Grantee must submit amendments in advance using the form provided by the Grantor. The Grantor reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without written approval by the Grantor. All amendments must be received by the Grantor no later than June 30, 2025.

IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit quarterly financial and progress reports according to a form and format prescribed by the Grantor and must include supporting documentation of eligible project expenses. These reports shall be due according to the following schedule:

Reporting Period	Due Date
October 1 – December 31	January 10, 2025
January 1 – March 31	April 10, 2025
April 1 – June 30	July 10, 2025
July 1 – September 30	October 5, 2025

If the report due date falls on a weekend or holiday, it will be due the last business day prior to the due date.

Late report submissions may result in delayed payments and termination of the Agreement.

The forms provided by the Grantor shall be submitted to mvaagrants@michigan.gov. Required documentation (for example, one or more of the following: invoice, proof of payment, cancelled checks, credit card receipt or general ledger, refer to Appendix A for further clarification) for expenses must be included with the report.

(B) If requested, the Grantee shall provide a final project report in a format prescribed by the Grantor. The Grantee shall submit the final status report, including expenditure documentation, along with the final project report and any other outstanding requests for information.

(C) The Grantee must provide copies of all documents in accordance with Appendix A.

(D) The last day to submit requests for reimbursement is October 5, 2025. The last day for payroll payment proof to be submitted is October 15, 2025.

(E) Marketing/advertising products shall acknowledge “paid for in part or in whole by the Michigan Veterans Affairs Agency” if space allows.

V. GRANTEE RESPONSIBILITIES

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this Agreement.

(B) The Grantee, by signature of this Agreement, attests that all persons served under this Agreement are veterans, spouses, or eligible dependents of veterans with separation status in accordance with county policy for eligibility. Documentation of veteran eligibility must be kept on file and available to MVAA upon request.

(C) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(D) The Grantee shall be solely responsible to pay all applicable taxes and fees on the purchase of goods, services, or equipment, if any, that arise from the Grantee’s receipt or execution of this Agreement.

(E) The Grantee is responsible for payment of all taxes, including federal, state, and local taxes arising out of the Grantee’s activities in accordance with this Grant Agreement including, but not limited to income taxes, social security taxes, unemployment insurance taxes and any other taxes or fees.

(F) The Grantee agrees to have internal controls in place to provide reasonable assurance that administrative objectives will be met. In the incidents of emergency assistance, it is expected that grant funds will be funds of last resort. Grantees are also expected to maintain separate accounts and records for each source of funds (e.g., Federal, State, other) used to support the project, and to maintain separate records for matching funds and program income funds if applicable.

(G) The Grantee agrees to fulfill all matters within the grant guidance as requested and enforced. This may include, but is not limited to, mandatory training(s) for Project Directors and Financial Officers or designees, to learn correct reporting format.

(H) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all reports and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in reports or other services. If no response is received from the Grantee after two written requests from the Grantor, the request for reimbursement will be voided.

(I) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the Agreement.

(J) Supplanting, sponsorships, gifts and donations are not allowed

(K) No profits shall be made off grant-funded products or materials. Any funds received from the sale of a product (e.g., vehicle purchased with grant funds) must be used toward the purchase of the new product if the Grantee is requesting to replace it.

(L) When using grant funds to replace equipment previously purchased with the grant, greater than $5,000, the County must submit a depreciation schedule to demonstrate the equipment has surpassed its lifespan.

(M) The Grantee will complete training as provided by the MVAA. Travel/training costs may be reimbursed by the grant as budgeted. The areas of training will be relative to processing applications for benefits payable to veterans due to military sexual trauma, post-traumatic stress disorder, depression, anxiety, substance abuse, or other mental health issues. The training is required and will be coordinated with all Grantees providing Veteran Service Officer services to Michigan citizens.

VI. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this Agreement whether the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

VII. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties, obligations, or funds under this Agreement to any other party without the prior written consent of the Grantor. The Grantor does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VIII. SUBCONTRACTS

The Grantor reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the Grantor will consider the Grantee to be the sole point of contact regarding contractual matters, including payment of all charges resulting from the anticipated Agreement. Verification of any documentation is the responsibility of the Grantee; the Grantor can request detail at any time if necessary. All subcontractors used by the Grantee in performing projects shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required. Subcontractors shall report activities and services to the Grantee in a form and manner prescribed by the Grantee. The Grantee shall provide signed copies of all subcontracts to the Grantor within 14 days of execution. The Grantee is subject to local procurement policy.

IX. NON-DISCRIMINATION

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq*., the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq*., and Executive Directive 2019-09. Contractor and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Agreement.

X. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq*.

XI. LIABILITY

The Grantee, not the Grantor, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the Grantor, its agencies, or their employees as provided by statute or court decisions.

XII. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XIII. ANTI-LOBBYING

If all or a portion of this Agreement is funded with federal funds, then in accordance with Office of Management and Budget Circular A-21, A-87, or A-122, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the Grantor. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "'Lobbying' means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the Grantor. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XIV. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at www.SAM.gov to verify that its agents, and its subcontractors:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.

(2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).

(4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

(5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

XV. AUDIT AND ACCESS TO RECORDS

The Grantor reserves the right to conduct a programmatic and financial audit of the project, and the Grantor may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the Grantor. The Grantor or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of five years after the final payment has been issued to the Grantee by the Grantor.

All Grantees will be subject to grant monitoring of performance, including data collection according to a form and format prescribed by the Grantor. A Progress, and Activity Report will be required quarterly. Upon approval of the quarterly audit, Grantees will have two weeks to dispute any decisions made by MVAA. After two weeks, the audit will be finalized and closed. Grant and performance monitoring will be conducted by MVAA. If the Grantor determines, by audit or otherwise, that a Grantee expended the grant funds received for purposes other than veteran service operations, the Grantor shall reduce the grant disbursement provided to the Grantee in the succeeding fiscal year by an amount equal to the total of all amounts improperly expended. The Grantor reserves the right to require payment of misspent funds if funds are not appropriated, or the Grantee does not apply for appropriated grant funding, in the subsequent year.

XVI. INSURANCE

(A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.

(B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the Grantor under this Agreement must not be financed by any source other than the Grantor under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to refund to the Grantor, within 14 business days, the total amount representing such duplication of funding.

XVII. COMPENSATION

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The Grantor will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid for within the Start and End Date of this Agreement. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement, unless otherwise specified in Appendix A.

(C) The Grantor will approve reimbursement requests after approval of reports and related documentation as required under this Agreement.

(D) The Grantor reserves the right to request additional information necessary to substantiate reimbursement requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self Service website https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService.

XVIII. CLOSEOUT

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the Grantor after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the Grantor of all claims against the Grantor arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the Grantor claims against the Grantee.

(C) The Grantee shall refund to the Grantor any funds allowed by this Agreement that remain unspent by September 30, 2025, within 14 days of the Grantor demand. Monies (debts) which have been due and owing to the Agency more than 180 days may be referred to the Michigan Department of Treasury by the MVAA.

XIX. CANCELLATION

This Agreement may be canceled by the Grantor, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the Grantor and Grantee. The Grantor may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the Grantor and the Grantor will no longer be liable to pay the Grantee for any further charges to the Agreement.

TERMINATION

This Agreement may be terminated by the Grantor as follows:

(A) Upon 30 days written notice to the Grantee:

a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.

b. If the Grantee knowingly and willingly presents false information to the Grantor for the purpose of obtaining this Agreement or any payment under this Agreement.

c. If the Grantor finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the Grantor in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.

d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.

e. During the 30-day written notice period, the Grantor shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(B) Immediately and without further liability to the Grantor if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

f. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract.

g. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees.

h. Convicted under State or federal antitrust statutes.

i. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity; or

j. Added to the federal or state Suspension and Debarment list.

(C) If the Agreement is terminated, the Grantor reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

(D) The Grantee acknowledges that continuation of the Agreement is subject to appropriation or availability of funds for the grant. If funds are not appropriated or otherwise made available, the Grantor must terminate the Agreement.

XX. IRAN SANCTIONS ACT

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

XXI. DISCLOSURE OF INFORMATION

All reports and other printed or electronic material prepared by or for the Grantee under the Agreement will not be distributed without the prior written consent of the Grantor except for items disclosed in response to a Freedom of Information Act request, Court Order or subpoena.

PROJECT SPECIFIC REQUIREMENTS – APPENDIX A

STANDARD LANGUAGE

(A) Grantee will receive an initial advance payment up to a maximum of $50,000 for the CVSF Grant. The remaining balance will be paid on a reimbursement basis.

(B) All grant funds expended must be spent in accordance with this Agreement and grant scope. Costs that do not directly support this Agreement and scope are considered disallowable. If an item or service is not listed within this Agreement, it is considered disallowable and will be incurred at the expense of the Grantee.

(C) Disallowable expenditures include sales tax (see below for Emergency Services exception), legal settlements of any kind, mileage between employees' homes, remote work locations and official workstation, car insurance and registration, fraternal organization business, alcohol, tobacco, lottery, business insurance, payroll taxes, all extended warranty plans, and donations.

Sales tax and late fees associated with approved Emergency Services initiatives are an allowable CVSF expense.

(D) If, at the end of the Fiscal Year (September 30, 2025), there are unspent funds remaining from the initial advance payment the Grantee will return the balance of those funds to the State upon demand.

(E) The Grantee will provide verification of funds spent down from the original advance with the Quarterly Reports in the form and format prescribed by the Grantor. For example, certified time sheets, itemized receipts, invoices, and proof of payment or other appropriate documentation to support and verify expenditures. Examples of acceptable proof of payment include general ledger reports that include dates, transaction IDs, vendor names, and amount, copies of cancelled checks, zero balance invoices, and/or credit card receipts.

(F) Progress Reports and Quarterly Financial Reports will be due according to the schedule listed.

(G) All reports will be submitted in the form and format prescribed by the Grantor.

(H) Failure to properly complete progress reports, activity reports, financial reports, and reimbursement requests may delay payments.

(I) Travel rates, lodging, meals, and mileage reimbursement will be paid up to the allowable State of Michigan travel rates and in accordance with State of Michigan Standardized Travel Regulations, DMVA, and MVAA policy. Expenses above the State of Michigan rates will be the sole responsibility of the Grantee. Be cautious of using travel sites such as Expedia, if the site cannot provide a detailed invoice for hotel, airfare, car, the expense will not be reimbursed (refer to "travel/meetings" in the table below for further clarification).

(J) Expenses incurred prior to the Start Date or after the End Date and not authorized by MVAA will not be reimbursed.

(K) FY25 funds may not be used to support contracts, services, or purchases prior to October 1, 2024, or beyond September 30, 2025.

(L) All purchases must be paid for no later than September 30, 2025, with the exception of payroll charged to the grant.

(M) Obtain a PIV card by September 24, 2025, which will be verified by MVAA and the USDVA.

(N) Must provide no less than 20 hours of veteran service operations per week unless an exception has been requested of and approved by MVAA.

(O) All receipts and invoices must be itemized, dated, and include the name and address of the vendor.

(P) Failure to comply with reporting requirements may result in the State terminating the Agreement.

<u>As the Grantee, it is your responsibility to review the following reporting criteria and supply appropriate supporting documents as it applies to your grant</u>.

<u>Quarterly reports should be succinct and have all Personally Identifiable Information (PII) and Personal Health Information (PHI) redacted prior to submission.</u>

	GRANTEE MUST HOLD PHYSICAL COPIES FOR 5 YRS. FROM DATE OF LAST CVSF GRANT PAYMENT	GRANTEE MUST INCLUDE WITH QUARTERLY REPORTS
Travel/meetings: Airline ticket receipt	X	X
Airline baggage fee receipt	X	X
Receipts for transportation (such as tolls, parking, taxis, shuttles, ferries, and public transportation)	X	X
Mileage (if requesting reimbursement) proof (MapQuest or similar), to/from the destination is required if the mileage is being charged by the Grantee directly. If contracting with an outside transportation service, a map is not required.	X	X
Training/conference receipt	X	X
Agenda	X	X
Meal receipts	X	X
Travel insurance is not a reimbursable expense. *Air travel is limited to commercial coach fare only including taxes and fees. Additional costs incurred due to changing travel arrangements for the benefit of passenger preference is at the expense of the County.* *Air travel must be at the lowest available airfare.* *Reimbursement of baggage for one piece of personal luggage is allowed; reimbursing overweight or additional baggage fees is not an allowable expense.*		
The cost of transportation from the traveler's home or official workstation, whichever is closer, to and from a training, station or terminal is reimbursable. *Mileage reimbursement for privately owned and County-owned vehicles for business is based on actual miles traveled.* *Requests for fuel purchase will be denied (exception only for rental vehicles).* *Mileage reimbursement for privately owned vehicles may be reimbursable at the SoM premium rate. Local policy prevails.* *Mileage reimbursement for County-owned vehicles will be at the standard SoM mileage rate.*		
If staying at a conference site, reimbursement will be made at the conference hotel rate including taxes and fees. *Travelers are eligible for reimbursement for the day prior to the conference start date and the day after the conference ends.* *Hotel rates above SoM rates will be the sole responsibility of the Grantee unless approval is granted from the Grantor prior to the stay. Prior authorization includes submitting three quotes for hotels to the Grantor (showing the Grantee met the requirement of searching for the best rate) no less than two weeks prior to the stay.*		
Reimbursement for actual costs of meals cannot exceed the applicable maximum published state rate including tax and gratuities.		
County hosted events/meetings:		
MVAA sign-in sheet for meetings where meals are served	X	X
Agenda/program	X	X
Detailed invoices/receipts for food/catering	X	X
Detailed invoices/receipts for other meeting costs	X	X
Proof of payment	X	X
Reimbursement for costs of catered meals cannot exceed the applicable maximum published state rate including tax and gratuities. *Morning and/or afternoon snacks and refreshments are allowed at a rate of $5.00 per person per snack/refreshment.*		
Emergency relief:		
Veteran/spouse/eligible dependent full name, address, and proof of how eligibility was determined.	X	X
Veteran application/request for service	X	
Dates of military service	X	
Character of discharge	X	
Itemized detailed receipt	X	X
Proof of payment	X	X
Members of review panel (if applicable)	X	
Appeal process (if case denied)	X	
Vouchers/gift cards/gas cards to veterans:		

MVAA log including veteran/spouse/eligible dependent's full name, address and how proof of eligibility was determined.	X	X
Veteran application/request for service	X	
Copy of receipt for purchase of cards	X	X
Copy of itemized receipt(s) with store name and date of purchases made by veteran/spouse/eligible dependent with card(s).	X	X
Veterans must return receipts for purchases with gift/gas cards. *Itemized receipts are not required for* ***food or fuel only*** *gift cards/vouchers. A log with first name, last initial of veteran/spouse/eligible dependent is required for every item given out except swag.*		
Dental/medical/psychological services:		
Patient full name, address and proof of how eligibility was determined	X	X
Date of service and service provided	X	X
Veteran application/request for services (proof of need if applicable)	X	
Proof of payment	X	X
Advertising:		
Copy of subcontract for ad services	X	
Invoice (including dates ads have run)	X	X
Proof of payment	X	X
Vehicle/trailer purchase:		
Copy of Title/registration	X	X
Sales receipt	X	X
Proof of payment	X	X
Transportation services:		
Veteran/spouse/eligible dependent's full name, address and proof of how eligibility was determined.	X	X
Veteran application/request for services (proof of need if applicable)	X	
Date of transport	X	X
Copy of subcontract (if applicable)	X	
Invoice if subcontracted; mileage proof with MapQuest (or similar) to/from destination if requesting mileage reimbursement	X	X
Proof of payment	X	X
Service animals:		
Veteran's full name, address and how proof of eligibility was determined.	X	X
Veteran application/request for service	X	
Detailed invoice including purchase of dog and services	X	X
Description of animal (breed, age, gender)	X	
Dates of service for training	X	
Dates of service for boarding, if applicable	X	
Detailed veterinarian invoice to include dates of service and proof of payment, if applicable	X	X
Proof of payment	X	X
Personal services for veterans:		
Copy of subcontract with provider	X	
Veteran application/request for service	X	
Copy of invoice	X	X
Receipt/proof of payment	X	X

Healthy MONROE COUNTY HEALTH DEPARTMENT

Jamie R. Dean, BS, MSEd *Health Officer/Director*
Carl J. Schmidt, MD, MPH *Medical Director/Medical Examiner*

November 21, 2024

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

Re: Request to Accept Local Health Department Staff Wellbeing Grant

Dear Chairman Richardville:

The Monroe County Public Health Department is requesting approval to apply for and accept the Local Health Department Staff Wellbeing Grant 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 2025.

Michigan Local Health Departments have been presented with an opportunity to receive funds from the Michigan Department of Health and Human Services (MDHHS) through MALPH to provide services designed to address workplace stress and enhance wellbeing. The department plans to use the funds to implement mental health wellness and stress reduction activities for staff.

Thank you for your support of this wellbeing activity for health department staff.

Sincerely,

Jamie R. Dean

Jamie R. Dean, BS, MSEd
Health Officer/Director
Monroe County Health Department

CC: Michael Bosanac, County Administrator
Aundrea Armstrong, Deputy County Administrator
Grace Drewior, Administrative Assistant, MC Board of Commissioners

Michigan's Cornerstone.

Jamie Dean <jamie_dean@monroemi.org>

MALPH LHD Wellbeing 2025 - Application Open

1 message

Gwen Tithof <gtithof@malph.org>
To: mho <mho@malph.org>

Thu, Nov 14, 2024 at 1:51 PM

Hello all!

The application for the **LHD Wellbeing Grants FY2025 is now available.** Here is the link to the application, which as in previous years is a short survey that should take about five minutes. Feel free to *forward this email* to whomever in your health department is best suited to fill it out.

Also attached to this email are some pages listing the vendors LHDs have contracted with in the past (2022 - 2024), providing a range of wellbeing services. These lists are for reference and are not a mandate for how you use the 2025 cycle funds. **Please note:** Gifts for staff (logoed apparel, tumblers, etc.) are limited to 10% of grant expenditures unless approved in writing by MALPH. (This language will be reflected in the contracts as well.)

Even though we are entering the holiday season, **please submit a response by January 8th, 2025**. We will begin sending out contracts after this date. (Let me know if you are not able to complete the application by this time and we should be able to accommodate.)

Don't hesitate to reach out if you have any questions. All the best,

Gwen Tithof, MPH
Program Manager
Michigan Association for Local Public Health
gtithof@malph.org
pronouns: she / hers

List of Activities and Vendors - 2022.23.24.pdf
897K

MALPH
MICHIGAN ASSOCIATION FOR LOCAL PUBLIC HEALTH

Your LHD is eligible for $4000 in mini-grant funds. Would you like to continue with this application?

- ◯ Yes
- ◯ No

Michigan's Cornerstone.

Monroe County
Information Systems Department
Courthouse • 125 East Second Street • Monroe, Michigan 48161-2197
Telephone: 734.240.7311 • Fax: 734.240.7324
Please visit the Monroe County Website: **CO.MONROE.MI.US**

December 3rd[th], 2024

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

Re: Fiscal Year 2023 State and Local Cybersecurity Grant Program

Dear Chairman Richardville and Members of the Board:

The Monroe County Information Technology Department is requesting approval to submit an application to The Michigan Department of Technology, Management & Budget (DTMB) for the appropriation of Fiscal Year 2023 State and Local Cybersecurity Grant Program (SLCGP) funds granted to the State of Michigan by the Department of Homeland Security (DHS) and funded by the Infrastructure Investment and Jobs Act (IIJA.) The SLCGP is a pass-through grant program with an overall goal to improve the cybersecurity posture of state, local and territorial government organizations by providing assistance for managing and reducing systemic cyber risk for all covered entities.

Submission of the application informs DTMB that Monroe County is interested in receiving funds provided by the SLCGP. Due to the process DTMB is working through we are unable to provide how much funding we would receive from the SLCGP at this time as it is dependent on how many local entities apply for the funding.

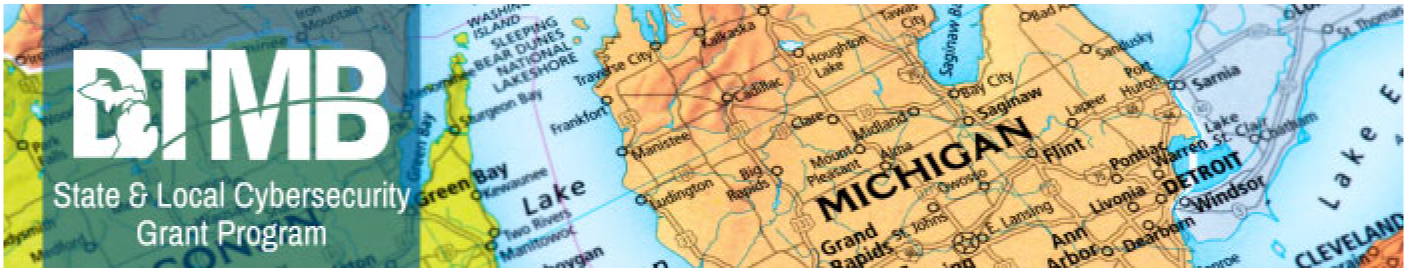
Due to the public nature of this letter and the risk associated with releasing our current cybersecurity posture or intents, we ask that any specific or detailed questions relating to Monroe's cybersecurity posture be asked in a private setting with the Information Technology Director. If you have any questions related to the FY 2023 SLCGP funds, its application, or general request related questions you may contact Jacob Perry who will be in attendance at your meeting.

Regards,

Jacob W. Perry
Director of Information Technology, County of Monroe
Desk: 734-240-7308
Cell: 734-512-9766
jacob_perry@monroemi.org

FY23 State and Local Cybersecurity Grant Program Application Now Open

State and Local Cybersecurity Grant Program <dtmb@govsubscriptions.michigan.gov> Tue, Oct 1, 2024 at 1:51 PM
To: jacob_perry@monroemi.org



Oct 1, 2024

State and Local Cybersecurity Grant Program

FY23 State and Local Cybersecurity Grant Application Now Open

The application period for Fiscal Year (FY) 23 State and Local Cybersecurity Grant Program (SLCGP) funding is now open. The application can be accessed on the Michigan.gov SLCGP website FY23 Application For SLCGP Funding or here - FY23 SLCGP Application If you are interested in submitting for a subgrant award, we encourage you to review the guidance documentation and attend one of the information sessions below, prior to submitting your actual application.

***The application cannot be saved and finished later. It is highly recommended that you complete your answers on a separate document first, then transfer those answers to the final application. ***

The application guidance document can be found here - FY23 Application Guide

The FY23 application period is open Oct. 1, 2024, thru Dec. 30, 2024.

The deadline to submit your application is Dec. 30, 2024, at 11:59 p.m.

To help support you through the application process and answer any questions you may have, we will be holding several information and Q&A sessions.

SLCGP Information Sessions

Date Friday, Oct. 11, 2024, 9 a.m.

Meeting Registration Link -

Date Monday, Oct. 14, 2024, 3 p.m.

Meeting Registration Link -

Date Friday, Oct. 18, 2024, 9 a.m.

Meeting Registration Link -

Michigan's State and Local Cybersecurity Grant program manager is available to assist with this application process. Questions can be sent to DTMB-CIP-SLCGP@Michigan.gov or to Michelle McClish McClishM@michigan.gov.

About the State and Local Cybersecurity Program (SLCGP) The goal of the State and Local Cybersecurity Grant Program (SLCGP) is to help states, local governments, rural areas, and territories address cybersecurity risks and threats to information systems. The program enables DHS to make targeted cybersecurity investments in state, local, and territorial government agencies, thus improving the security of critical infrastructure and resilience of the services that state, local, and territorial governments provide to their communities.

How can the FFY23 funding be used?

The Michigan State and Local Cybersecurity Grant Program Advisory Board has developed eight programs to distribute the funds. Applicants are eligible to apply for all programs but are not guaranteed to be funded. Separate applications must be completed for each project area you are requesting funding:

1. **Endpoint Detection & Response (EDR) Managed Detection & Response (MDR) Extended Detection Response (XDR) or Advanced Endpoint Protection:** Where jurisdictions can receive funding to purchase subscriptions for EDR/MDR/XDR licensing vendor selected utilizing entities established procurement policies and within grant performance and spend period time frames.
2. **Cybersecurity Assessments:** Where jurisdictions can receive funding to purchase an independent cybersecurity assessment OR penetration testing for the organization utilizing existing MiDEAL negotiated contractors or another contracted vendor following the organization's established procurement policies and within grant performance and spend period time frames.
3. **Multifactor Authentication (MFA):** Supports Required Element #5 – where jurisdictions can receive funding to purchase authentication devices, MFA software, or other systems/hardware supporting MFA, such as identity and access management (IAM) systems
4. **Advanced Backup Solutions:** Where jurisdictions can receive funding to purchase backup software, cloud services, backup servers, storage devices, or other services that support recovery and reconstitution of entity backup data
5. **Migration to .gov Domain:** Where jurisdictions can receive funding to pay for services that support the migration of the organization's domain to a .gov internet domain. Managed service provider (MSP) services to pay support vendors to perform migration tasks to a .gov domain.
6. **Managed Service Provider (MSP) Costs:** Where jurisdictions can receive funding to pay managed service providers for cybersecurity services that mitigate risk, improve cyber resiliency, and perform cybersecurity work where an organization does not have onsite staff to support.
7. **Cybersecurity Awareness Training:** Where jurisdictions can receive funding to purchase subscriptions for cybersecurity awareness training for employees to better understand cyber threats, best practices, incident response, compliance, and policies. KnowBe4, Proofpoint, SANS Institute & Infosec IQ are examples of vendors providing security awareness training.
8. **Cybersecurity Professional Training for IT/Security Staff:** Where jurisdictions can receive funding to purchase professional cybersecurity training for those responsible for mitigation risk and maintaining resiliency in the organization's environment. Example trainings include CompTIA, CySA+, PenTest+ Certification Training, SANS Institute Enterprise Cloud Security Architecture, Certified Ethical Hacker (CEH), and other security training and certifications that will increase the skills and knowledge of systems and security IT administration teams.

Spread the Word!

Please share this information with any eligible entity or group, including other localities or members of your association, schools, townships, cities, counties and other local government eligible participants.

Questions about eligibility can be sent to DTMB-CIP-SLCCP@michigan.gov

We welcome and encourage you to send any questions you have to DTMB-CIP-SLCGP@michigan.gov

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MONROE COUNTY

FINANCE DEPARTMENT

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

November 26, 2024

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

Re: Letter of Recommendation-Elected Non-Judicial Officials & Road Commissioners Compensation 2025 and 2026 Years

Dear Chairman Richardville and Members of the Board:

Pursuant to Michigan law, the Monroe County Board of Commissioners shall set the compensation for elected non-judicial County officials for their terms of office. This is allowed in the absence of an officer's compensation commission.

As the Board acts on wage adjustments for the County's workforce, it is recommended that the Board consider the elected non-judicial leaders in the same manner and strive to treat them equally to promote overall equitable compensation for these leadership positions.

It is recommended to make the same annual base salary compensation adjustments that we are developing for the majority of the County workforce. That would provide compensation adjustments of three (3%) percent to the Clerk/Register of Deeds, Drain Commissioner, Prosecuting Attorney, Treasurer and Sheriff.

With respect to compensation for the Board of County Commissioners, we enclose a summary of comparable Michigan Counties and the compensation for commissioners including whether health care and retirement benefits are provided in addition to the salary. The review shows that to maintain a midpoint of comparable pay with similar counties, we recommend an adjustment of three (3%) to take effect on January 1, 2025 and a three (3%) adjustment effective January 1, 2026. For years 2027 and 2028, like the elected non-judicial elected officials, any adjustment in these years would be revisited before year-end 2026 by again looking at the comparable pay for County Commissioners.

Legal counsel has assisted in drafting the enclosed resolutions for the action to establish the compensation levels are properly set for all elected non-judiciary officials including for the Monroe County Board of Commissioners Chairman, Vice-Chairman and Board Members.

Regarding the Board of Road Commissioners that is not an elected body, the Board of County Commissioner's practice is to act at the same time to set the salaries of the Road Commissioners. Unlike many other Boards and Commissions who receive a standard per diem payment per meeting, the Road Commission members are paid an annual salary and the salary is paid from the Road Commission's funds. A separate resolution has been prepared to establish the salary of Road Commissioners for the years 2025 and 2026.

We received from the Monroe Road Commission a summary of Michigan County Road Commissioner salaries for appointed Road Commissioners using those agencies with the same number of appointed Road Commissioners. Based on the data with the Monroe Road Commissioners ranking second highest of the agencies with 5 commissioners, we recommend the salaries remain at current levels for 2025 and 2026.

We trust the above will be accepted as a fair and equitable approach to the matter of compensation for the Monroe County Elected Non-Judicial officials and Road Commissioners for the next two (2) years.

Sincerely,

Michael Bosanac
Administrator/Chief Financial Officer

Enclosures-Separate Resolutions, respectively for:
- Elected Non-Judicial Officials
- Board of County Commissioners with Compensation Comparison
- Board of County Road Commissioners with Compensation Comparison

COUNTY OF MONROE, MICHIGAN

RESOLUTION TO ESTABLISH COMPENSATION FOR 2025 and 2026, AND BEYOND UNTIL CHANGED,
FOR CERTAIN ELECTED NON-JUDICIAL COUNTY OFFICIALS

I. STATEMENTS IN SUPPORT OF RESOLUTION

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

WHEREAS, pursuant to Michigan law, and without an officer's compensation commission being in existence, the County Board of Commissioners is required to set the compensation for the elected non-judicial County officials; and

WHEREAS, during a term of elected non-judicial County officials, the compensation for elected non-judicial County officials may not be decreased, but may be increased or kept the same; and

WHEREAS, the County Board of Commissioners wishes to establish the compensation for certain non-judicial County officials, to be effective for the calendar years 2025 and 2026, commencing January 1, 2025, and for the period through December 31, 2026, and for the remainder of any term, and for any time beyond the term, until changed by action of the County Board of Commissioners.

II. RESOLUTION

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

RESOLVED, that pursuant to Michigan law, the County Board of Commissioners hereby establishes base salaries for certain elected non-judicial County officials for the year 2025 and for the year 2026, as follows:

2025 Salaries of the following Elected Non-Judicial County Officials:

County Clerk/Register of Deeds:	$ 98,393
Drain Commissioner:	$ 105,926
Prosecuting Attorney:	$ 147,330
Sheriff:	$ 125,630
Treasurer:	$ 98,147

2026 Salaries of the following Elected Non-Judicial County Officials:

County Clerk/Register of Deeds:	$ 101,345
Drain Commissioner:	$ 109,104
Prosecuting Attorney:	$ 151,750
Sheriff:	$ 129,399
Treasurer:	$ 101,091

RESOLVED, that the County Board of Commissioners reserves the right in the future to increase the base salaries for those elected non-judicial County officials stated above, or to keep the base salaries the same for the remainder of the current terms.

RESOLVED, that if the County Board of Commissioners takes no action in the future, the base salaries for those certain elected non-judicial County officials stated above, shall remain as established for 2026.

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 a vote of a majority of the membership of the County Board of Commissioners, on the 3rd day of December 2024.

Resolution offered by Commissioner _________________________, supported by Commissioner __________________________.

A roll call vote was taken and this Resolution was passed by a vote of: ________________

Those Commissioners voting in favor: ____

____

Those Commissioners voting against: ____

____

Those Commissioners abstaining: ____

____

The Resolution was declared adopted.

____
Randy Richardville, Chairman
Monroe County Board of Commissioners

ATTEST:

____
Annamarie Osment, Monroe County Clerk

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COUNTY OF MONROE, MICHIGAN

RESOLUTION TO ESTABLISH
COMPENSATION FOR 2025 AND 2026, AND BEYOND UNTIL CHANGED
FOR ELECTED COUNTY BOARD OF COMMISSIONERS

I. STATEMENTS IN SUPPORT OF RESOLUTION

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

WHEREAS, pursuant to Michigan law, and without an officer's compensation commission being in existence, the County Board of Commissioners is required by law to set the compensation for the elected non-judicial County officials; and

WHEREAS, the County Board of Commissioners wishes to establish the compensation for County Commissioners in 2024, to be effective January 1, 2025 and for the period through December 31, 2026, and for the remainder of any term, and for any time beyond the term, until changed by action of the County Board of Commissioners.

II. RESOLUTION

NOW THEREFORE, the County Board of Commissioners of the County of Monroe, hereby resolves as follows:

RESOLVED, that pursuant to Michigan law, the County Board of Commissioners hereby establishes base salaries for elected County Commissioners for the year 2025 and for the year 2026 as follows:

2025 Salaries of elected County Commissioners shall be as follows:

Board of Commissioners Chairman:	$ 18,166
Board of Commissioners Vice-Chairman:	$ 16,132
Board of Commissioners Members:	$ 14,533

2026 Salaries of elected County Commissioners shall be as follows:

Board of Commissioners Chairman:	$ 18,711
Board of Commissioners Vice-Chairman:	$ 16,616
Board of Commissioners Members:	$ 14,969

RESOLVED, that the County Board of Commissioners reserves the right in the future to increase the base salaries for the County Commissioners stated above, or to keep the base salaries the same for the remainder of the current terms.

RESOLVED, that if the County Board of Commissioners takes no action in the future, the base salaries for County Commissioners stated above, shall remain as established for 2026.

This Resolution was adopted by the Monroe County Board of Commissioners at a regular meeting of the Monroe County Board of Commissioners held at the Monroe County Board Chambers, Monroe County Courthouse, Monroe County, Michigan, by a vote of a majority of the membership of the County Board of Commissioners on the 3rd day of December 2024.

This Resolution was offered by Commissioner ______, and supported by Commissioner ______.

A roll call vote was taken and this Resolution was passed/not passed by a vote of: ____.

Those Commissioners voting in favor: ______

Those Commissioners voting against: ______

Those Commissioners who abstained were as follows: ______

The Resolution was declared adopted.

____
Randy Richardville, Chairman
Monroe County Board of Commissioners

ATTEST:

____
Annamarie Osment, Monroe County Clerk

Board of Commissioners Compensation Comparison November 2024

2025 Wages - Board of Commissioners					Benefits (As of 2020- Study)		
County	**Rank**	**Chairperson**	**Vice-Chairperson**	**Member**	**Health**	**Defined Contribution**	**Defined Benefit**
Allegan	1	$27,518.92	$26,769.08	$26,018.98	Yes	Yes (7%)	No
Muskegon	2	$23,570.15	$20,947.86	$20,947.86	Yes	No	Yes
St. Clair*	3	$24,860.00	$21,398.00	$19,319.00	Yes	Yes 8%	Yes (Closed for new)
Livingston	4	$19,000.00	$17,000.00	$16,000.00	Yes	No	No
Calhoun	5	$18,398.09	$16,003.33	$14,986.89	No	No	No
Monroe*	6	$17,637.00	$15,662.00	$14,110.00	Yes	Yes	Yes (Closed for new)
Jackson*	7	$16,040.00	$13,836.00	$13,004.00	No	No	No
Bay	8	$13,419.00	$13,219.00	$12,419.00	Yes	No	Yes
Ingham*	9	$18,492.00	$13,482.00	$12,360.00	Yes	No	No
Lenawee	10	$13,500.00	$12,000.00	$12,000.00	Yes	Yes (5%)	No
Eaton	11	$8,977.44	$8,123.00	$7,743.00	No	No	Yes (may opt)
Comparison of Annual Wages					**Health Care & Retirement Benefits Offered**		
Averages		$18,310.24	$16,221.84	$15,355.34	8 Yes	DC Only/ DB Closed	4
					3 No	DB Offered	3
2025 Recommendation						No Retirment Offered	4
Monroe 3% BWA	**6**	**$18,166.11**	**$16,131.86**	**$14,533.30**			
2026 Recommendation							
Monroe 3% BWA	**5**	**$18,711.00**	**$16,616.00**	**$14,969.00**			
3% BWA maintains Monroe at median of comparable counties.							
* 2024 Wages (2025 not yet approved)							

COUNTY OF MONROE, MICHIGAN

RESOLUTION TO ESTABLISH COMPENSATION FOR 2025 AND 2026, AND BEYOND UNTIL CHANGED FOR THE MONROE COUNTY BOARD OF ROAD COMMISSIONERS

I. STATEMENTS IN SUPPORT OF RESOLUTION

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

WHEREAS, pursuant to Michigan law, and without an officer's compensation commission being in existence, the County Board of Commissioners is required by law to set the compensation for the elected non-judicial County officials and for the elected and appointed County Board of Road Commissioners; and

WHEREAS, the County Board of Commissioners wishes to establish the compensation for certain public officials and for the elected and appointed County Board of Road Commissioners in 2024, to be effective for the years 2025 and 2026, and for any time beyond 2026 until changed by action of the County Board of Commissioners.

II. RESOLUTION

NOW THEREFORE, the County Board of Commissioners of the County of Monroe, Michigan hereby resolves as follows:

RESOLVED, that pursuant to Michigan law, the Monroe County Board of Commissioners hereby establishes base salaries for County Road Commissioners for the year 2025 and for the year 2026 with no base salary modification to existing compensation thereafter until changed by action of the County Board of Commissioners. The Board of Road Commissioner's annual salaries shall be established as follows:

2025 Salaries of County Board of Road Commissioners shall be as follows:

Road Commission Chairman:	$8,000
Road Commission Vice-Chairman:	$7,750
Road Commission Members:	$7,500

2026 Salaries of County Board of Road Commissioners shall be as follows:

Road Commission Chairman:	$8,000
Road Commission Vice-Chairman:	$7,750
Road Commission Members:	$7,500

This Resolution was adopted by the Monroe County Board of Commissioners at a regular meeting of the Monroe County Board of Commissioners held at the Monroe County Board Chambers, Monroe County Courthouse, Monroe County, Michigan, by a vote of a majority of the membership of the County Board of Commissioners on the 3rd day of December 2024.

This Resolution was offered by Commissioner ______, and supported by Commissioner ______.

A roll call vote was taken and this Resolution was passed/not passed by a vote of: ______.

Those Commissioners voting in favor: ______

Those Commissioners voting against: ______

Those Commissioners who abstained were as follows: ______

The Resolution was declared adopted.

____
Randy Richardville, Chairman
Monroe County Board of Commissioners

ATTEST:

____
Annamaire Osment, Monroe County Clerk

Monroe County Road Commissioner Salary Comparison
November 2024

County Road Commission		Commissioner Count	Chairperson	Vice-Chairperson	Member	Benefits
Monroe County		5	$ 8,000	$ 7,750	$ 7,500	No
Muskegon County		5	$ 4,920	$ 4,320	$ 4,320	No
Kalamazoo County		5	$ 12,500	$ 11,500	$ 10,900	No
Saginaw County		5	$ 6,000	$ 5,000	$ 5,000	No
Allegan County		3	$ 9,060	$ 8,364	$ 8,364	Life & Health care Stipend
Livingston County		3	$ 4,500	$ 4,500	$ 4,500	No
St. Clair County		3	$ 9,388	$ 7,124	$ 7,124	Can opt in for health

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

November 26, 2024

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

Re: Recommendation for Non-Union Compensation 2025 and 2026

Dear Chairman Richardville and Members of the Board:

The matter of our non-union employee's compensation adjustments are being recommended herein, as we see some of the collective bargaining framework take shape. One of our ideals for both collective bargaining and addressing compensation for the non-represented employees is to provide as close as possible equitable treatment for compensation changes across all employee groups.

While negotiations continue, we are prepared to outline the full package of compensation adjustments for the non-union workforce. The non-union group is comprised of 185 full-time and part-time employees (not including elected officials). The proposed compensation package aligns with the collective bargaining outline discussed previously with the Board on July 18.

The recommended compensation adjustments were developed with our administration team and labor counsel and are as follows:

Base Wage Adjustments: (#1)

+3% BWA in 2025
+3% BWA in 2026

Compensation Wage Schedule: (#1)

Condense the steps in the compensation wage schedule from 9 to 6. Employees will be able to more quickly advance to the top of the pay scale aiding in our retention/recruiting strategies.

Tiered Pay Scale: (#1)

Eliminate the Tier 2 wage schedule that places new hires (hired after 1/1/2021) 5% below legacy employees hired before this date.

Retention Payments:

Provide an annual retention payment (not added to final average compensation) in years 2025 & 2026 (to match duration within CBA's) as follows:

- 1-8 years $1,000
- 9-14 years $1,500
- 15 or more years $2,000

Employees must have a year of continuous service as of December 1 to qualify for the yearly payment on the above-tiered scale.

Holidays: (#2)
Add the Juneteenth Holiday

- Provide a one-time lump-sum payment (not added to base pay) to all employees who worked the Juneteenth holiday in the prior 3 years following the court's observation of the holiday. Each payment per employee is $375 for each year the employee worked on the holiday or took paid leave on the day.

Leave of Absence: (#3)
Sick and Personal Leave Time-Combine sick and personal leave into a single category to manage the upcoming state law changes covering accrual of sick time**.** Amendments to policy may be needed in 2025 due to state law changes.

Funeral Leave- Change to Bereavement Leave.

Paid Vacation Leave Time: (#4)
Modify the vacation schedule to accelerate paid vacation accrual by condensing the schedule from 8 to 5 different rates based on qualified continuous months to earn paid vacation. Employees will earn time sooner but the max rate will not change.

Defined Contribution Plans: (#5 and #6)
Defined Contribution (DC) Retirement-Increase the employer's DC contribution for retirement as follows:

- 8% in 2025
- 9% in 2026

Currently, the plan requires a 5% employer contribution with a mandatory 5% employee contribution. There would be no change to the employee contribution.

Employer Sponsored Retiree Health Care Savings Program-Increase the employer's DC contribution for health care savings as follows:

- 3% in 2025
- 4% in 2026

Currently, the plan requires a 2% employer contribution with a mandatory 2% employee match. The employee match would increase in 2025 to a mandatory 3% and then continue at 3% in 2026.

We have modified policies and plan documents to reflect the compensation package changes. The numbers in parenthesis above represent a policy that has been amended to reflect the changes in an element of the total compensation plan. We have included these amended policies for Board approval. The full policy number and name is listed at the bottom of this page.

The package is shaped in a way that will result in equitable adjustments as best we can across the organization for all employees. We believe these changes also achieve the human resources strategic initiatives and goals.

If you have any questions or need any further information with respect to the recommendation, please contact me.

Sincerely,

Michael Bosanac
Administrator/Chief Financial Officer

#1-Policy 401, Compensation
#2-Policy 413, Holidays
#3-Policy 416, Leaves of Absence
#3 Policy 452, Paid Sick Leave
#4-Policy 427, Paid Vacation Leave
#5-Policy 453, MERS Defined Contribution Retirement Plan
#6-Policy 454, Employer Sponsored Retiree Health Care Savings Program

Section Name:	Employee Relations	Date of Adoption:	March 23, 1999
Section Number:	400	Date of Revision:	December 3, 2024
Policy Number:	401	Effective Date:	January 1, 2025

Subject: Compensation

Overview:
The County of Monroe seeks to provide competitive compensation packages to its employees based on their positions, qualifications, experience and years of service in a fiscally responsible manner.

Purpose:
The purpose of this policy is to provide procedures for compensating all non-union employees of Monroe County Government.

Scope:
This policy shall apply to all non-union employees of all departments, co-employer elected offices, and administrative units of Monroe County government.

Statement of Policy:

A. Pay Periods:

1. Employees will be paid every other Friday. One week of wages is withheld to provide the necessary time to prepare, authorize and issue the payroll. Payment shall be made by check or through direct deposit. The employee shall also be provided an itemized statement of his earnings and all deductions made for any purpose.

B. Base Wages:

1. All employees shall be compensated at the rate of pay specified for their pay grade and classification as established by the Monroe County Board of Commissioners.

2. Except as provided below, all full-time new hires shall be placed at Step One (the minimum rate) of the Wage Schedule. After one (1) year of service at Step 1, the employee shall advance to Step 2. The employee shall thereafter advance to each successive step after twelve months service at each such step until the employee reaches the maximum step of the Wage Schedule for the employee's classification and pay grade.

3. Except as provided below, all part-time new hires shall be placed at Step One (the minimum rate) of the Wage Schedule. After completing 2,080 hours of service at Step One, the employee shall advance to Step Two. The part-time employee shall thereafter advance to each successive step after 2,080 hours of service at each such step until

he/she reaches the maximum step of the Wage Schedule for his classification and pay grade.

4. New hires may be granted up to four (4) years prior service credit for purposes of initial placement on the non-union Wage Schedule. All experience for which prior service credit is granted must be directly related to the employment qualifications, duties, and responsibilities of the job classification for which the employee is being hired. Recommendations and supporting documentation must be submitted in writing to the Human Resources Director prior to the employee being hired. The Human Resources Director shall submit his/her recommendation to the County Administrator/CFO. After completing one (1) year of service (or 2,080 hours in the case of part-time employees) at the approved pay step, the employee shall thereafter advance to each successive step as described in sections B (2) & (3) above until he reaches the maximum step of the Wage Schedule for his classification and pay grade.

5. Upon recommendation of the Elected Official/Judge/Department Head and concurrence by the Human Resources Director a retiree may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee's qualifications, experience, and education must exceed the minimum requirements of the current job description. In temporary situations retirees may be placed at the step they were on at the time of their retirement.

   Retired MCOLES certified law enforcement personnel who are hired as a Bailiff shall be placed on the maximum step of the non-union Wage Schedule consistent with B(3) and B(4) above, regardless of the entity they retired from. Such appointments shall be subject, in all respects, to the provisions of the Monroe County Employees Retirement Ordinance (when applicable) and applicable state and federal law.

C. <u>Longevity Payments</u>.

1. All full-time employees, who are hired on or after January 1, 1989, are not eligible to receive longevity payments. Full-time employees on the County payroll as of December 31, 1988, shall remain eligible to receive longevity payments subject to the following provisions:

2. An employee must have at least five (5) years of continuous service and receive compensation for at least 1,500 hours during the twelve (12) month period immediately preceding December 1 of each calendar year in order to be eligible for longevity pay.

3. Longevity pay shall be paid once a year based upon the number of years of continuous service an employee has worked for the County determined as of December 1 of each calendar year and shall be in the amount of $125.00 for the first five years of continuous service, and an additional $25.00 for each year of continuous service thereafter.

4. Employees shall not be entitled to any longevity pay if their employment with the County is terminated for any reason prior to December 1 of any calendar year.

5. An employee who retires or dies shall be entitled to pro-rated longevity benefits if all other requirements are met. The pro-rated longevity pay will be based upon the time from December 1 to the day of retirement or death.

6. Longevity payments will be paid in a separate check the first non-pay Friday in December of each calendar year.

D. <u>Pay Adjustments for Promotions and Transfers to Regular Position Vacancies</u>.

1. If an employee is promoted to a classification in a higher pay grade, his new base pay shall be increased to the rate specified for whichever step of the new classification that results in a base wage increase as close as possible to, but not less than 5% above the base rate he was last paid in his former position and shall not exceed the maximum pay rate of the higher pay grade. If the pay adjustment as provided above results in the promoted employee being placed at the Minimum Step of the new pay grade, and upon recommendation of the Elected Official/Judge/Department Head and concurrence by the County Administrator/Chief Financial Officer an employee may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee's qualifications, experience and education must exceed the minimum requirements of the current job description.

2. If an employee is transferred to a classification in the same pay grade, his base pay shall remain the same.

3. If an employee is transferred to a classification in a lower pay grade, he shall be placed at the same step on the salary schedule in such lower graded position as the step on which he was placed at the time of his transfer and his base rate reduced accordingly.

E. <u>Pay Adjustments for Transfers to Temporary Position Vacancies</u>. An employee, who is temporarily transferred by the County, for more than five (5) continuous working days, shall receive the rate of pay for the job classification to which he is temporarily assigned, or his former rate of pay, whichever is higher, retroactive to the first date of such transfer. If the period of transfer is less than five (5) continuous working days, the transferred employee shall keep the rate of pay for his regular job classification.

F. <u>Transfers From Full-Time To Part-Time Status</u>. An employee who transfers from full-time to part-time status shall forfeit all eligibility for insurance benefits and all other fringe benefits, except those benefits mandated by state or federal law or the Monroe County Employee's Retirement Ordinance, effective with the date of said transfer.

G. <u>Transfers From Part-Time To Full-Time Status</u>. If a part-time employee has completed a least 720 hours of service at the time he/she is transferred to a full-time position, then insurance benefits shall commence effective with the date of the employee's transfer to full-time status. If a part-time employee transfers to a full-time position before he/she has completed 720 hours of service, then that employee will be eligible for insurance benefits upon completion of 720 hours of service.

Definitions.

A. Employee-An individual who is employed by the County of Monroe in the course of the County's mission and public service of local county government.

Policy Compliance:

A. Responsibility

1. Elected Officials/Judges/Department Heads or their designee(s): Each is responsible for ensuring this policy is followed when hiring and promoting employees.

2. Human Resources: The Human Resources Director shall have the responsibility for overseeing and implementing this policy under the guidance and direction of the County Administrator/Chief Financial Officer.

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 November 13, 2001, May 13, 2003, April 25, 2006, November 9, 2010, November 23, 2010 September 3, 2019 November 17, 2020, October 3, 2023 and December 3, 2024.

Marked-up Copy

Section Name:	Employee Relations	~~Effective~~ Date **of Adoption**:	March 23, 1999
Section Number:	400	Date of Revision:	~~October 3, 2023~~
Policy Number:	401	**Effective Date:**	**January 1, 2025**

Subject: Compensation

Overview:
The County of Monroe seeks to provide competitive compensation packages to its employees based on their positions, qualifications, experience and years of service in a fiscally responsible manner.

Purpose:
The purpose of this policy is to provide procedures for compensating all non-union employees of Monroe County Government.

Scope:
This policy shall apply to all non-union employees of all departments, co-employer elected offices, and administrative units of Monroe County government.

Statement of Policy:

A. Pay Periods:

1. Employees will be paid every other Friday. One week of wages is withheld to provide the necessary time to prepare, authorize and issue the payroll. Payment shall be made by check or through direct deposit. The employee shall also be provided an itemized statement of his earnings and all deductions made for any purpose.

B. Base Wages:

1. All employees shall be compensated at the rate of pay specified for their pay grade and classification as established by the Monroe County Board of Commissioners.

2. ~~Employees hired on or after January 1, 2021, will be placed on the Tier 1 Non-union Wage Schedule.~~ Except as provided below, all full-time new hires shall be placed at Step One (the minimum rate) of the ~~Tier 1~~ Wage Schedule. After one (1) year of service at Step 1, the employee shall advance to Step 2. The employee shall thereafter advance to each successive step after twelve months service at each such step until the employee reaches the maximum step of the ~~Tier 1~~ Wage Schedule for the employee's classification and pay grade.

~~3. Effective January 1, 2021, current employees on the Tier 2 Non-union Wage Schedule who elect to no longer be an active member of the Monroe County Employee's Retirement System (as provided in Policy #422- Retirement for Benefit Group Non-union and Benefit Group Management) and enroll in the Defined Contribution Retirement Plan offered through MERS, shall be placed on the Tier 1 Non-union Wage~~

~~Schedule at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule upon the date of election.~~

~~4. Effective January 1, 2021, full-time employees who are currently on the Tier 2 Non-union Wage Schedule and who elect to remain an active member of the Monroe County Employees Retirement System (as offered in Policy #422-Retirement for Benefit Group Non-union and Benefit Group Management) shall continue on the Tier 2 Wage Schedule. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage Schedule.~~

3. Except as provided below, all part-time new hires shall be placed at Step One (the minimum rate) of the ~~Tier 2~~ Wage Schedule. After completing 2,080 hours of service at Step One, the employee shall advance to Step Two. The part-time employee shall thereafter advance to each successive step after 2,080 hours of service at each such step until he/she reaches the maximum step of the Wage Schedule for his classification and pay grade. ~~After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule.~~

4. New hires may be granted up to four (4) years prior service credit for purposes of initial placement on the non-union Wage Schedule. All experience for which prior service credit is granted must be directly related to the employment qualifications, duties, and responsibilities of the job classification for which the employee is being hired. Recommendations and supporting documentation must be submitted in writing to the Human Resources Director prior to the employee being hired. The Human Resources Director shall submit his/her recommendation to the County Administrator/CFO. After completing one (1) year of service (or 2,080 hours in the case of part-time employees) at the approved pay step, the employee shall thereafter advance to each successive step as described in sections B (2)**& (3)** ~~(5)~~ above until he reaches the maximum step of the Wage Schedule for his classification and pay grade.

5. ~~Retirees under the Monroe County Employees Retirement Ordinance who are rehired in a part-time position will be placed on the Wage Schedule that they retired under.~~ Upon recommendation of the Elected Official/Judge/Department Head and concurrence by the Human Resources Director a retiree may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee's qualifications, experience, and education must exceed the minimum requirements of the current job description. In temporary situations retirees may be placed at the step they were on at the time of their retirement.

Retired MCOLES certified law enforcement personnel who are hired as a Bailiff shall be placed on the maximum step of the non-union Wage Schedule consistent with **B(3)** ~~(5)~~ and **B(4)** ~~(7)~~ above, regardless of the entity they retired from. Such appointments shall be subject, in all respects, to the provisions of the Monroe County Employees Retirement Ordinance (when applicable) and applicable state and federal law.

C. Longevity Payments.

1. All full-time employees, who are hired on or after January 1, 1989, are not eligible to receive longevity payments. Full-time employees on the County payroll as of December 31, 1988, shall remain eligible to receive longevity payments subject to the following provisions:

2. An employee must have at least five (5) years of continuous service and receive compensation for at least 1,500 hours during the twelve (12) month period immediately preceding December 1 of each calendar year in order to be eligible for longevity pay.

3. Longevity pay shall be paid once a year based upon the number of years of continuous service an employee has worked for the County determined as of December 1 of each calendar year and shall be in the amount of $125.00 for the first five years of continuous service, and an additional $25.00 for each year of continuous service thereafter.

4. Employees shall not be entitled to any longevity pay if their employment with the County is terminated for any reason prior to December 1 of any calendar year.

5. An employee who retires or dies shall be entitled to pro-rated longevity benefits if all other requirements are met. The pro-rated longevity pay will be based upon the time from December 1 to the day of retirement or death.

6. Longevity payments will be paid in a separate check the first non-pay Friday in December of each calendar year.

D. Pay Adjustments for Promotions and Transfers to Regular Position Vacancies.

1. If an employee is promoted to a classification in a higher pay grade, his new base pay shall be increased to the rate specified for whichever step of the new classification that results in a base wage increase as close as possible to, but not less than 5% above the base rate he was last paid in his former position and shall not exceed the maximum pay rate of the higher pay grade. If the pay adjustment as provided above results in the promoted employee being placed at the Minimum Step of the new pay grade, and upon recommendation of the Elected Official/Judge/Department Head and concurrence by the County Administrator/Chief Financial Officer an employee may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee's qualifications, experience and education must exceed the minimum requirements of the current job description.

2. If an employee is transferred to a classification in the same pay grade, his base pay shall remain the same.

3. If an employee is transferred to a classification in a lower pay grade, he shall be placed at the same step on the salary schedule in such lower graded position as the step on which he was placed at the time of his transfer and his base rate reduced accordingly.

E. Pay Adjustments for Transfers to Temporary Position Vacancies. An employee, who is temporarily transferred by the County, for more than five (5) continuous working days, shall receive the rate of pay for the job classification to which he is temporarily assigned, or his former rate of pay, whichever is higher, retroactive to the first date of such transfer. If the period of transfer is less than five (5) continuous working days, the transferred employee shall keep the rate of pay for his regular job classification.

F. Transfers From Full-Time To Part-Time Status. An employee who transfers from full-time to part-time status shall forfeit all eligibility for insurance benefits and all other fringe benefits, except those benefits mandated by state or federal law or the Monroe County Employee's Retirement Ordinance, effective with the date of said transfer.

G. Transfers From Part-Time To Full-Time Status. If a part-time employee has completed a least 720 hours of service at the time he/she is transferred to a full-time position, then insurance benefits shall commence effective with the date of the employee's transfer to full-time status. If a part-time employee transfers to a full-time position before he/she has completed 720 hours of service, then that employee will be eligible for insurance benefits upon completion of 720 hours of service.

Definitions.

A. Employee-An individual who is employed by the County of Monroe in the course of the County's mission and public service of local county government.

Policy Compliance:

A. Responsibility

1. Elected Officials/Judges/Department Heads or their designee(s): Each is responsible for ensuring this policy is followed when hiring and promoting employees.

2. Human Resources: The Human Resources Director shall have the responsibility for overseeing and implementing this policy under the guidance and direction of the County Administrator/Chief Financial Officer.

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 November 13, 2001, May 13, 2003, April 25, 2006, November 9, 2010, November 23, 2010 September 3, 2019 November 17, 2020, ~~and~~ October 3, 2023 **and _________________**.

Section Name: Employee Relations
Section Number: 400
Policy Number: 401

Effective Date: March 23, 1999
Date of Revision: October 3, 2023

Subject: Compensation

Overview:
The County of Monroe seeks to provide competitive compensation packages to its employees based on their positions, qualifications, experience and years of service in a fiscally responsible manner.

Purpose:
The purpose of this policy is to provide procedures for compensating all non-union employees of Monroe County Government.

Scope:
This policy shall apply to all non-union employees of all departments, co-employer elected offices, and administrative units of Monroe County government.

Statement of Policy:

A. Pay Periods:

1. Employees will be paid every other Friday. One week of wages is withheld to provide the necessary time to prepare, authorize and issue the payroll. Payment shall be made by check or through direct deposit. The employee shall also be provided an itemized statement of his earnings and all deductions made for any purpose.

B. Base Wages:

1. All employees shall be compensated at the rate of pay specified for their pay grade and classification as established by the Monroe County Board of Commissioners.

2. Employees hired on or after January 1, 2021, will be placed on the Tier 1 Non-union Wage Schedule. Except as provided below, all full-time new hires shall be placed at Step One (the minimum rate) of the Tier 1 Wage Schedule. After one (1) year of service at Step 1, the employee shall advance to Step 2. The employee shall thereafter advance to each successive step after twelve months service at each such step until the employee reaches the maximum step of the Tier 1 Wage Schedule for the employee's classification and pay grade.

3. Effective January 1, 2021, current employees on the Tier 2 Non-union Wage Schedule who elect to no longer be an active member of the Monroe County Employee's Retirement System (as provided in Policy #422- Retirement for Benefit Group Non-union and Benefit Group Management) and enroll in the Defined Contribution Retirement Plan offered through MERS, shall be placed on the Tier 1 Non-union Wage

Schedule at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule upon the date of election.

4. Effective January 1, 2021, full-time employees who are currently on the Tier 2 Non-union Wage Schedule and who elect to remain an active member of the Monroe County Employees Retirement System (as offered in Policy #422-Retirement for Benefit Group Non-union and Benefit Group Management) shall continue on the Tier 2 Wage Schedule. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage Schedule.

5. Except as provided below, all part-time new hires shall be placed at Step One (the minimum rate) of the Tier 2 Wage Schedule. After completing 2,080 hours of service at Step One, the employee shall advance to Step Two. The part-time employee shall thereafter advance to each successive step after 2,080 hours of service at each such step until he/she reaches the maximum step of the Wage Schedule for his classification and pay grade. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule.

6. New hires may be granted up to four (4) years prior service credit for purposes of initial placement on the non-union Wage Schedule. All experience for which prior service credit is granted must be directly related to the employment qualifications, duties, and responsibilities of the job classification for which the employee is being hired. Recommendations and supporting documentation must be submitted in writing to the Human Resources Director prior to the employee being hired. The Human Resources Director shall submit his/her recommendation to the County Administrator/CFO. After completing one (1) year of service (or 2,080 hours in the case of part-time employees) at the approved pay step, the employee shall thereafter advance to each successive step as described in sections B (2)-(5) above until he reaches the maximum step of the Wage Schedule for his classification and pay grade.

7. Retirees under the Monroe County Employees Retirement Ordinance who are rehired in a part-time position will be placed on the Wage Schedule that they retired under. Upon recommendation of the Elected Official/Judge/Department Head and concurrence by the Human Resources Director a retiree may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee’s qualifications, experience, and education must exceed the minimum requirements of the current job description. In temporary situations retirees may be placed at the step they were on at the time of their retirement.

   Retired MCOLES certified law enforcement personnel who are hired as a Bailiff shall be placed on the maximum step of the non-union Wage Schedule consistent with B(5) and B(7) above, regardless of the entity they retired from. Such appointments shall be subject, in all respects, to the provisions of the Monroe County Employees Retirement Ordinance (when applicable) and applicable state and federal law.

C. Longevity Payments.

1. All full-time employees, who are hired on or after January 1, 1989, are not eligible to receive longevity payments. Full-time employees on the County payroll as of December 31, 1988, shall remain eligible to receive longevity payments subject to the following provisions:

2. An employee must have at least five (5) years of continuous service and receive compensation for at least 1,500 hours during the twelve (12) month period immediately preceding December 1 of each calendar year in order to be eligible for longevity pay.

3. Longevity pay shall be paid once a year based upon the number of years of continuous service an employee has worked for the County determined as of December 1 of each calendar year and shall be in the amount of $125.00 for the first five years of continuous service, and an additional $25.00 for each year of continuous service thereafter.

4. Employees shall not be entitled to any longevity pay if their employment with the County is terminated for any reason prior to December 1 of any calendar year.

5. An employee who retires or dies shall be entitled to pro-rated longevity benefits if all other requirements are met. The pro-rated longevity pay will be based upon the time from December 1 to the day of retirement or death.

6. Longevity payments will be paid in a separate check the first non-pay Friday in December of each calendar year.

D. Pay Adjustments for Promotions and Transfers to Regular Position Vacancies.

1. If an employee is promoted to a classification in a higher pay grade, his new base pay shall be increased to the rate specified for whichever step of the new classification that results in a base wage increase as close as possible to, but not less than 5% above the base rate he was last paid in his former position and shall not exceed the maximum pay rate of the higher pay grade. If the pay adjustment as provided above results in the promoted employee being placed at the Minimum Step of the new pay grade, and upon recommendation of the Elected Official/Judge/Department Head and concurrence by the County Administrator/Chief Financial Officer an employee may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee’s qualifications, experience and education must exceed the minimum requirements of the current job description.

2. If an employee is transferred to a classification in the same pay grade, his base pay shall remain the same.

3. If an employee is transferred to a classification in a lower pay grade, he shall be placed at the same step on the salary schedule in such lower graded position as the step on which he was placed at the time of his transfer and his base rate reduced accordingly.

E. Pay Adjustments for Transfers to Temporary Position Vacancies. An employee, who is temporarily transferred by the County, for more than five (5) continuous working days, shall receive the rate of pay for the job classification to which he is temporarily assigned, or his former rate of pay, whichever is higher, retroactive to the first date of such transfer. If the period of transfer is less than five (5) continuous working days, the transferred employee shall keep the rate of pay for his regular job classification.

F. Transfers From Full-Time To Part-Time Status. An employee who transfers from full-time to part-time status shall forfeit all eligibility for insurance benefits and all other fringe benefits, except those benefits mandated by state or federal law or the Monroe County Employee's Retirement Ordinance, effective with the date of said transfer.

G. Transfers From Part-Time To Full-Time Status. If a part-time employee has completed a least 720 hours of service at the time he/she is transferred to a full-time position, then insurance benefits shall commence effective with the date of the employee's transfer to full-time status. If a part-time employee transfers to a full-time position before he/she has completed 720 hours of service, then that employee will be eligible for insurance benefits upon completion of 720 hours of service.

Definitions.

A. Employee-An individual who is employed by the County of Monroe in the course of the County's mission and public service of local county government.

Policy Compliance:

A. Responsibility

1. Elected Officials/Judges/Department Heads or their designee(s): Each is responsible for ensuring this policy is followed when hiring and promoting employees.

2. Human Resources: The Human Resources Director shall have the responsibility for overseeing and implementing this policy under the guidance and direction of the County Administrator/Chief Financial Officer.

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 November 13, 2001, May 13, 2003, April 25, 2006, November 9, 2010, November 23, 2010 September 3, 2019 November 17, 2020, and October 3, 2023.

Updated Copy

Section Name: Employee Relations
Section Number: 400
Policy Number: 413

Date of Adoption: March 23, 1999
Date of Revision: December 3, 2024
Effective Date: January 1, 2025

Subject: Holidays

Purpose: The purpose of this policy is to establish when County offices will be closed in recognition of official holidays.

Scope: This policy shall apply to all departments, co-employer elected offices and administrative units of Monroe County government and their non-union employees.

Statement of Policy:

A. All regular full-time, non-union employees who meet all the eligibility requirements set forth below shall be paid their regular straight-time hourly rate, for the following holidays:

New Year's Day

Martin Luther King's Birthday

President's Birthday

Good Friday (1/2 Day)

Memorial Day

Juneteenth

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

B. To be eligible for holiday pay, full-time employees shall meet all of the following eligibility requirements:

1. The employee must work the last scheduled work day before and the next scheduled work day after the holiday, or the day of observance of the holiday, unless the employee is absent by reason of pre-approved vacation, pre-approved personal time, funerals, hospitalization, and other reasons specifically approved by the Department Head.

2. The employee must have otherwise been scheduled to work on the day if it had not been observed as a holiday.

C. If any of the designated holidays fall on Saturday or Sunday and the preceding or following day is not observed as the holiday by the Employer, there shall be no additional pay for such day, but if the Employer designates a scheduled work day as the day of observance of one of the designated holidays in lieu of the holiday, such designated day shall be treated as the holiday for the purpose of this section. Employees working in a seven (7) day/twenty-four (24) hour per day operation will celebrate the holiday on the legal day of the holiday.

Definitions:

A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

B. Regular Full-time Employee- Regular employee who is scheduled to work forty (40) or more hours per week.

C. Employee-An individual who is employed by the County of Monroe in the course of the County's mission and public service of local county government.

Policy Compliance:

A. Responsibility

1. Elected Officials/Judges/Department Heads or their designee(s): Each is responsible for ensure compliance with policy.
2. Human Resources: The Human Resources Director has the responsibility for interpreting and administering the Holiday policy, and the authority to make exceptions.

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 December 3, 2024.

Marked-up Copy

Section Name: Employee Relations
Section Number: 400
Policy Number: 413
~~Page: 1 of 2~~
Subject: Holidays

~~Effective~~Date **of Adoption**: March 23, 1999
Date of Revision: ~~March 19, 2019~~ **December 3, 2024**
Effective Date: January 1, 2025

Purpose: The purpose of this policy is to establish when County offices will be closed in recognition of official holidays.

Scope: This policy shall apply to all departments, co-employer elected offices and administrative units of Monroe County government and their non-union employees.

~~2.~~Statement of Policy:

~~2.1~~

A. All regular full-time, non-union employees who meet all the eligibility requirements set forth below shall be paid their regular straight-time hourly rate, for the following holidays:

New Year's Day

Martin Luther King's Birthday

President's Birthday

Good Friday (1/2 Day)

Memorial Day

Juneteenth

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Friday after Thanksgiving Christmas

Eve

Christmas Day New

Year's Eve

B. To be eligible for holiday pay, full-time employees shall meet all of the following eligibility requirements:

1. The employee must work the last scheduled work day before and the next scheduled work day after the holiday, or the day of observance of the holiday, unless the employee is absent by reason of pre-approved vacation, pre-approved personal time, funerals, hospitalization, and other reasons specifically approved by the Department Head.

2. The employee must have otherwise been scheduled to work on the day if it had not been observed as a holiday.

C. If any of the designated holidays fall on Saturday or Sunday and the preceding or following day is not observed as the holiday by the Employer, there shall be no additional pay for such day, but if the Employer designates a scheduled work day as the day of observance of one of the designated holidays in lieu of the holiday, such designated day shall be treated as the holiday for the purpose of this section. Employees working in a seven (7) day/twenty-four (24) hour per day operation will celebrate the holiday on the legal day of the holiday.

Definitions: ~~None.~~

A. **Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.**

B. **Regular Full-time Employee- Regular employee who is scheduled to work forty (40) or more hours per week.**

C. **Employee-An individual who is employed by the County of Monroe in the course of the County's mission and public service of local county government.**

Policy Compliance:

A. Responsibility

1. **Elected Officials/Judges/Department Heads or their designee(s): Each of these listed supervisors is responsible to ensure compliance with policy.**

2. **Human Resources: The Human Resources Director has the responsibility for interpreting and administering the Holiday policy, and the authority to make exceptions.**

~~2. Application: This policy shall apply to all departments and administrative units of Monroe County government.~~

~~3. Responsibility: The Human Resources Director shall have the responsibility of overseeing and implementing 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 **December 3, 2024.**

Current Copy

Section Name: Employee Relations Effective Date: March 23, 1999
Section Number: 400 Date of Revision:
Policy Number: 413
Page: 1 of 2

Subject: Holidays

1. Purpose: The purpose of this policy is to establish when County offices will be closed in recognition of official holidays.

2. Statement of Policy:

2.1 All regular full-time, non-union employees who meet all the eligibility requirements set forth below shall be paid their regular straight-time hourly rate, for the following holidays:

New Year's Day

Martin Luther King's Birthday

President's Birthday

Good Friday (1/2 Day)

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

To be eligible for holiday pay, full-time employees shall meet all of the following eligibility requirements:

(a) The employee must work the last scheduled work day before and the next scheduled work day after the holiday, or the day of observance of the holiday, unless the employee is absent by reason of pre-approved vacation, pre-approved personal time, funerals, hospitalization, and other reasons specifically approved by the Department Head.

(b) The employee must have otherwise been scheduled to work on the day if it had not been observed as a holiday.

2.2 If any of the designated holidays fall on Saturday or Sunday and the preceding or following day is not observed as the holiday by the Employer, there shall be no additional pay for such day, but if the Employer designates a scheduled work day as the day of observance of one of the designated holidays in lieu of the holiday, such designated day shall be treated as the holiday for the purpose of this section. Employees working in a seven (7) day/twenty-four (24) hour per day operation will celebrate the holiday on the legal day of the holiday.

3. Definitions: None.

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

5. Responsibility: The Human Resources Director shall have the responsibility of overseeing and implementing 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 _________________, ____.

Section Name:	Employee Relations	Date of Adoption: March 23, 1999
Section Number:	400	Date of Revision: December 3, 2024
Policy Number:	416	Effective Date: January 1, 2025

Subject: Leaves of Absence

Overview:
The County of Monroe recognizes that employees may be unable to report for work or perform work duties due to circumstance that may arise during the time of their employment.

Purpose:
The purpose of this policy is to establish procedures for eligible non-union employees, who request leaves of absences.

Scope:
This policy shall apply to all departments, co-employer elected offices and administrative units of Monroe County government and their non-union employees.

Statement of Policy:

A. Family and Medical Leave. An employee is eligible for a leave of absence under the provisions and qualifications of the Family and Medical Leave Act of 1993 (FMLA) as amended.

B. Unpaid Personal Leave of Absence: A regular employee who has completed six (6) months or more of service may be granted an unpaid personal leave of absence for compelling reasons for which leave is not provided under the FMLA. A personal leave of absence may be approved by the Department Head/Elected Official/Judge and the Human Resources Director for an initial period of up to thirty (30) calendar days. Extensions may be approved for a maximum period of an additional thirty (30) calendar days at the discretion of the Department Head/Elected Official/Judge and Human Resources Director. Applications for personal leave shall be filed in writing with the Department Head/ Elected Official/Judge and the Human Resources Director and shall provide a detailed explanation of the reason for the leave. Where possible, leave requests must be submitted not less than ten (10) calendar days prior to the desired commencement date of the leave, or any extensions of the leave. In all events, applications must be received prior to the commencement of a leave or the expiration of the original leave. Employees granted a personal leave shall be subject to the following provisions:

    1. Upon return from a personal leave, the employee will be reinstated at the same pay level and position as the employee held at the time the leave was granted, if the position is available.

2. The employee may be required to submit to a physical and/or mental examination at the conclusion of the leave.
3. The employee must keep the Department Head/Elected Official/Judge informed of any change in status or any change in the conditions which caused the request for the leave.
4. The employee must not engage in any gainful employment during such a leave.
5. Vacation time, holiday pay, paid sick leave, longevity pay, length of service credit for retirement or compensation purposes, and other employee benefits shall not accumulate or be paid during a leave of absence, except that all County paid insurance’s will be maintained for a maximum of thirty (30) calendar days. If the employee normally contributes toward their health insurance costs, it is the employee’s responsibility to continue timely payments while on leave. The employee's benefit status shall be frozen as of the date the leave commences and those benefits shall be reinstated upon the employee's return to work following termination of the leave. However, employees desiring to continue their health care benefits, dental, optical, and/or life Insurance coverage may do so at their own expense if the leave is granted for a period exceeding thirty (30) calendar days. Time spent on personal leave shall not be included in an employee's length of service for pay grade increases.

C. Bereavement Leave. Upon request, a regular employee will be granted bereavement leave without loss of pay for a period of up to a maximum of three (3) scheduled workdays following the death of a member of the employee’s immediate family. For application purposes, "immediate family” includes: spouse, parent, grandparent, parents-in-law, sibling, child, grandchild, and child’s spouse (including biological, adopted step or foster). Employees shall also be allowed one (1) day of bereavement leave following the death of a sister-in-law, brother-in-law, aunt, uncle, or spouse’s grandparent (including biological, adopted step or foster). Time spent on bereavement leave shall be considered as time worked for purposes of this policy and the employee's benefits status shall not be interrupted by reason of such bereavement leave. The County may allow the employee to use additional personal or vacation days to attend funeral of a member of their immediate family if the funeral is in excess of 300 miles from the employee’s home.

D. Jury Duty Leave**.** If an employee is summoned and reports for jury duty, the employee shall be granted time off without loss of pay or benefits. Any jury duty fee received by the employee shall be submitted to the County for receipt in the County’s account.

E. Court Leave. An employee subpoenaed as a witness to testify in connection with any matters arising out of their employment shall be granted time off for such testimony without loss of pay or benefits status. Any witness fees received by the employee resulting from this leave shall be paid back to the County for receipt in the County’s account.

F. Military Leave. Employees who enter the armed forces of the United States while employed by the County shall be given all benefits accorded them by applicable state and federal law.

G. Workers' Compensation Leave. An employee disabled due to a work related injury which is compensable under the Michigan Workers' Compensation Act shall be granted a workers' compensation leave of absence for a period of such disability and shall be entitled to receive the applicable workers’ compensation benefits required by law. Medical, dental, optical and life insurance will be continued for the duration of the period of disability. If the employee normally contributes toward their health insurance costs, it is the employee’s responsibility to continue timely payments while on leave. Holidays, sick pay, vacation, longevity pay, length of service credit for retirement or compensation purposes, and other employee benefits shall not accumulate or be paid during such compensation leave, except that an employee may use sick days for the first seven (7) non-compensated days of absence.

Definitions:

A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

B. Regular Full-time Employee- Regular employee who is scheduled to work forty (40) or more hours per week.

C. Employee-An individual who is employed by the County of Monroe in the course of the County’s mission and public service of local county government.

Policy Compliance:

A. Responsibility

1. Employee: It is the responsibility of the employee to notify their supervisor in a timely manner and in accordance with their department/office policy.

2. Elected Officials/Judges/Department Heads or their designee(s): Each is responsible for scheduling and documenting leave time used by exempt and non-exempt employees by authorizing the payment of leave time in accordance with this policy.

3. Human Resources: The Human Resources Director has the responsibility for interpreting and administering the Leave of Absence policy, and the authority to make exceptions.

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 August 23, 2006, October 27, 2009, November 9, 2010, March 19, 2019 and December 3, 2024.

Marked-up Copy

Section Name: Employee Relations
Section Number: 400
Policy Number: 416

~~Effective~~Date **of Adoption**: March 23, 1999
Date of Revision: ~~March 19, 2019~~
Effective Date: January 1, 2025

Subject: Leaves of Absence

Overview:
The County of Monroe recognizes that employees may be unable to report for work or perform work duties due to circumstance that may arise during the time of their employment.

Purpose:
The purpose of this policy is to establish procedures for eligible non-union employees, who request leaves of absences.

Scope:
This policy shall apply to all departments, co-employer elected offices and administrative units of Monroe County government and their non-union employees.

Statement of Policy:

~~A. Paid Personal Leave Time. A regular full-time employee who has completed one (1) year (12 qualified months) of service shall be entitled to thirty-two (32) hours of paid personal leave time, each calendar year. (Employees who have completed one (1) year of service after January 1 shall receive prorated personal leave time during the first year of eligibility.) Paid personal leave time cannot be carried over from one year to the next. Any unused personal time shall be forfeited~~. **Combine with sick leave.**

A. Family and Medical Leave. An employee is eligible for a leave of absence under the provisions and qualifications of the Family and Medical Leave Act of 1993 (FMLA) as amended.

B. Unpaid Personal Leave of Absence: A regular employee who has completed six (6) months or more of service may be granted an unpaid personal leave of absence for compelling reasons for which leave is not provided under the FMLA. A personal leave of absence may be approved by the Department Head/Elected Official/Judge and the Human Resources Director for an initial period of up to thirty (30) calendar days. Extensions may be approved for a maximum period of an additional thirty (30) calendar days at the discretion of the Department Head/Elected Official/Judge and Human Resources Director. Applications for personal leave shall be filed in writing with the Department Head/ Elected Official/Judge and the Human Resources Director and shall provide a detailed explanation of the reason for the leave. Where possible, leave requests must be submitted not less than ten (10) calendar days prior to the desired commencement date of the leave, or any extensions of the leave. In all events, applications must be received prior to the commencement of a leave or the expiration of the original leave. Employees granted a personal leave shall be subject to the following provisions:

1. Upon return from a personal leave, the employee will be reinstated at the same pay level and position as the employee held at the time the leave was granted, if the position is available.
2. The employee may be required to submit to a physical and/or mental examination at the conclusion of the leave.
3. The employee must keep the Department Head/Elected Official/Judge informed of any change in status or any change in the conditions which caused the request for the leave.
4. The employee must not engage in any gainful employment during such a leave.
5. Vacation time, holiday pay, **paid personal time,** sick leave, longevity pay, length of service credit for retirement or compensation purposes, and other employee benefits shall not accumulate or be paid during a leave of absence, except that all County paid insurance's will be maintained for a maximum of thirty (30) calendar days. If the employee normally contributes toward their health insurance costs, it is the employee's responsibility to continue timely payments while on leave. The employee's benefit status shall be frozen as of the date the leave commences and those benefits shall be reinstated upon the employee's return to work following termination of the leave. However, employees desiring to continue their health care benefits, dental, optical, and/or life Insurance coverage may do so at their own expense if the leave is granted for a period exceeding thirty (30) calendar days. Time spent on personal leave shall not be included in an employee's length of service for pay grade increases.

C. ~~Funeral~~ **Bereavement** Leave. **Upon request, a** ~~A~~ regular employee will be granted ~~funeral~~ **bereavement** leave without loss of pay for a period of up to a maximum of three (3) scheduled workdays ~~between the date of the death and the date of the funeral/memorial service for~~ **following the death of a member of the employee's** immediate family. ~~members~~. ~~Funeral leave is granted to permit the employee to attend the funeral/memorial service of a designated relative and is to be applicable only if the employee attends the funeral/memorial service. The employee will not be compensated if he/she does not attend the funeral or would not have been scheduled to work at the time the death occurs or at the time the funeral/memorial service takes place.~~ For application purposes, "immediate family" ~~members"~~ includes: spouse, parent, grandparent, parents-in-law, sibling, child, grandchild, and child's spouse (including biological, adopted step or foster). Employees shall also be allowed **one (1) day of bereavement leave following the death of** ~~to take one (1) day off with pay to attend the funeral of~~ a sister-in-law, brother-in-law, aunt, uncle, or spouse's grandparent (including biological, adopted step or foster). Time spent on ~~funeral~~ **bereavement** leave shall be considered as time worked for purposes of this policy and the employee's benefits status shall not be interrupted by reason of such ~~funeral~~ **bereavement** leave. The County may allow the employee to use additional personal or vacation days to attend funeral of a member of their immediate family if the funeral is in excess of 300 miles from the employee's home.

D. Jury Duty Leave**.** If an employee is summoned and reports for jury duty, the employee shall be granted time off without loss of pay or benefits. Any jury duty fee received by the employee shall be submitted to the County for receipt in the County's account.

E. Court Leave. An employee subpoenaed as a witness to testify in connection with any matters arising out of their employment shall be granted time off for such testimony without loss of pay or benefits status. Any witness fees received by the employee resulting from this leave shall be paid back to the County for receipt in the County's account.

F. Military Leave. Employees who enter the armed forces of the United States while employed by the County shall be given all benefits accorded them by applicable state and federal law.

G. Workers' Compensation Leave. An employee disabled due to a work related injury which is compensable under the Michigan Workers' Compensation Act shall be granted a workers' compensation leave of absence for a period of such disability and shall be entitled to receive the applicable workers' compensation benefits required by law. Medical, dental, optical and life insurance will be continued for the duration of the period of disability. If the employee normally contributes toward their health insurance costs, it is the employee's responsibility to continue timely payments while on leave. Holidays, sick pay, vacation, longevity pay, length of service credit for retirement or compensation purposes, and other employee benefits shall not accumulate or be paid during such compensation leave, except that an employee may use sick days for the first seven (7) non-compensated days of absence.

Definitions:

A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

B. Regular Full-time Employee- Regular employee who is scheduled to work forty (40) or more hours per week.

C. Employee-An individual who is employed by the County of Monroe in the course of the County's mission and public service of local county government.

Policy Compliance:

A. Responsibility

1. Employee: It is the responsibility of the employee to notify their supervisor in a timely manner and in accordance with their department/office policy.
2. Elected Officials/Judges/Department Heads or their designee(s): Each is responsible for scheduling and documenting leave time used by exempt and non-exempt employees by authorizing the payment of leave time in accordance with this policy.
3. Human Resources: The Human Resources Director has the responsibility for interpreting and administering the Leave of Absence policy, and the authority to make exceptions.

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 August 23, 2006, October 27, 2009, November 9, 2010, ~~and~~ March 19, 2019 **and ________2024.**

Section Name: Employee Relations
Section Number: 400
Policy Number: 416

Effective Date: March 23, 1999
Date of Revision: March 19, 2019

Subject: Leaves of Absence

Overview:
The County of Monroe recognizes that employees may be unable to report for work or perform work duties due to circumstance that may arise during the time of their employment.

Purpose:
The purpose of this policy is to establish procedures for eligible non-union employees, who request leaves of absences.

Scope:
This policy shall apply to all departments, co-employer elected offices and administrative units of Monroe County government and their non-union employees.

Statement of Policy:

A. Paid Personal Leave Time. A regular full-time employee who has completed one (1) year (12 qualified months) of service shall be entitled to thirty-two (32) hours of paid personal leave time, each calendar year. (Employees who have completed one (1) year of service after January 1 shall receive prorated personal leave time during the first year of eligibility.) Paid personal leave time cannot be carried over from one year to the next. Any unused personal time shall be forfeited.

B. Family and Medical Leave. An employee is eligible for a leave of absence under the provisions and qualifications of the Family and Medical Leave Act of 1993 (FMLA) as amended.

C. Unpaid Personal Leave of Absence: A regular employee who has completed six (6) months or more of service may be granted an unpaid personal leave of absence for compelling reasons for which leave is not provided under the FMLA. A personal leave of absence may be approved by the Department Head/Elected Official/Judge and the Human Resources Director for an initial period of up to thirty (30) calendar days. Extensions may be approved for a maximum period of an additional thirty (30) calendar days at the discretion of the Department Head/Elected Official/Judge and Human Resources Director. Applications for personal leave shall be filed in writing with the Department Head/ Elected Official/Judge and the Human Resources Director and shall provide a detailed explanation of the reason for the leave. Where possible, leave requests must be submitted not less than ten (10) calendar days prior to the desired commencement date of the leave, or any extensions of the leave. In all events, applications must be received prior to the commencement of a leave or the expiration of the original leave. Employees granted a personal leave shall be subject to the following provisions:

1. Upon return from a personal leave, the employee will be reinstated at the same pay level and position as the employee held at the time the leave was granted, if the position is available.
2. The employee may be required to submit to a physical and/or mental examination at the conclusion of the leave.
3. The employee must keep the Department Head/Elected Official/Judge informed of any change in status or any change in the conditions which caused the request for the leave.
4. The employee must not engage in any gainful employment during such a leave.
5. Vacation time, holiday pay, paid sick leave, longevity pay, length of service credit for retirement or compensation purposes, and other employee benefits shall not accumulate or be paid during a leave of absence, except that all County paid insurance's will be maintained for a maximum of thirty (30) calendar days. If the employee normally contributes toward their health insurance costs, it is the employee's responsibility to continue timely payments while on leave. The employee's benefit status shall be frozen as of the date the leave commences and those benefits shall be reinstated upon the employee's return to work following termination of the leave. However, employees desiring to continue their health care benefits, dental, optical, and/or life Insurance coverage may do so at their own expense if the leave is granted for a period exceeding thirty (30) calendar days. Time spent on personal leave shall not be included in an employee's length of service for pay grade increases.

D. Funeral Leave. A regular employee will be granted funeral leave without loss of pay for a period of up to a maximum of three (3) scheduled workdays between the date of the death and the date of the funeral/memorial service for immediate family members. Funeral leave is granted to permit the employee to attend the funeral/memorial service of a designated relative and is to be applicable only if the employee attends the funeral/memorial service. The employee will not be compensated if he/she does not attend the funeral or would not have been scheduled to work at the time the death occurs or at the time the funeral/memorial service takes place. For application purposes, "immediate family members" include: spouse, parent, grandparent, parents-in-law, sibling, child, grandchild, and child's spouse (including biological, adopted step or foster). Employees shall also be allowed to take one (1) day off with pay to attend the funeral of a sister-in-law, brother-in-law, aunt, uncle, or spouse's grandparent (including biological, adopted step or foster). Time spent on funeral leave shall be considered as time worked for purposes of this policy and the employee's benefits status shall not be interrupted by reason of such funeral leave. The County may allow the employee to use additional personal or vacation days to attend funeral of a member of their immediate family if the funeral is in excess of 300 miles from the employee's home.

E. Jury Duty Leave**.** If an employee is summoned and reports for jury duty, the employee shall be granted time off without loss of pay or benefits. Any jury duty fee received by the employee shall be submitted to the County for receipt in the County's account.

F. Court Leave. An employee subpoenaed as a witness to testify in connection with any matters arising out of their employment shall be granted time off for such testimony without loss of pay or benefits status. Any witness fees received by the employee resulting from this leave shall be paid back to the County for receipt in the County's account.

G. Military Leave. Employees who enter the armed forces of the United States while employed by the County shall be given all benefits accorded them by applicable state and federal law.

H. Workers' Compensation Leave. An employee disabled due to a work related injury which is compensable under the Michigan Workers' Compensation Act shall be granted a workers' compensation leave of absence for a period of such disability and shall be entitled to receive the applicable workers' compensation benefits required by law. Medical, dental, optical and life insurance will be continued for the duration of the period of disability. If the employee normally contributes toward their health insurance costs, it is the employee's responsibility to continue timely payments while on leave. Holidays, sick pay, vacation, longevity pay, length of service credit for retirement or compensation purposes, and other employee benefits shall not accumulate or be paid during such compensation leave, except that an employee may use sick days for the first seven (7) non-compensated days of absence.

Definitions:

A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

B. Regular Full-time Employee- Regular employee who is scheduled to work forty (40) or more hours per week.

C. Employee-An individual who is employed by the County of Monroe in the course of the County's mission and public service of local county government.

Policy Compliance:

A. Responsibility

1. Employee: It is the responsibility of the employee to notify their supervisor in a timely manner and in accordance with their department/office policy.

2. Elected Officials/Judges/Department Heads or their designee(s): Each is responsible for scheduling and documenting leave time used by exempt and non-exempt employees by authorizing the payment of leave time in accordance with this policy.

3. Human Resources: The Human Resources Director has the responsibility for interpreting and administering the Leave of Absence policy, and the authority to make exceptions.

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 August 23, 2006, October 27, 2009, November 9, 2010 and March 19, 2019.

Updated Copy

Section Name:	Employee Relations	Date of Adoption: March 19, 2019
Section Number:	400	Date of Revision: December 3, 2024
Policy Number:	452	Effective Date: January 1, 2025

Subject: Paid Personal/Sick Leave

Overview:
The County of Monroe recognizes that employees may be unable to work due to their own personal illness, injury or medical appointment, the illness, injury or medical appointment of a family member or other personal circumstances that may arise during the time of their employment. During such instances, paid personal/sick time may be used by eligible employees.

Purpose:
The purpose of this policy is to establish procedures for eligible non-union employees to use paid personal/sick time.

Scope:
This policy applies to regular full-time non-union employees and regular part-time employees who are normally scheduled to work a minimum of twenty-five (25) hours per week. This policy shall follow provisions and qualifications of the Earned Sick Time Act (ESTA) of 2018 as amended.

Statement of Policy:

A. Credited Personal/Sick Leave Time:

1. Regular full-time non-union employees who have completed ninety (90) calendar days of employment prior to January 1 shall be credited with eighty (80) hours of personal/sick time on January 1 of each year. Regular full-time non-union employees who are hired after January 15 shall receive prorated personal/sick leave time after completing ninety (90) days of employment.

2. Regular part-time non-union employees who are normally scheduled to work a minimum of twenty-five (25) hours per week and have completed ninety (90) calendar days of employment prior to January 1 shall be credited with forty (40) hours of personal/sick time on January 1 of each year. Regular part-time non-union employees hired after January 15 shall receive prorated personal/sick leave after completing ninety (90) days of employment.

3. Regular part-time non-union employees who are normally scheduled to work less than twenty-five (25) hours per week, variable hours, and temporary/seasonal employees, are not eligible for paid personal/sick time.

B. Utilization of personal/sick leave benefits is subject to the following conditions:

1. Paid personal/sick time cannot be carried over from one year to the next. Any unused personal/sick time shall be forfeited.

2. An employee who resigns or is terminated shall forfeit unused personal/sick time. An employee who retires or dies shall be paid the balance of unused sick time at of their retirement or date of death.
3. Employee shall not be granted paid personal/sick leave time until such time has been credited to the employee.
4. Paid personal/sick leave hours shall be at the employee's regular hourly rate of pay at the time the hours are taken for permissible personal/sick leave.
5. The amount of personal/sick pay benefits used by an employee will be equal to the number of regularly scheduled hours such employee would otherwise have worked on the day(s) such benefits are used.
6. Paid personal/sick leave may be used in not less than one-quarter hour increments or more. However, the total hours used in a day shall not exceed the number of regularly scheduled hours the employee would otherwise have worked had the employee not been on personal/sick leave.
7. Paid personal/sick leave will be paid only if the employee or someone on the employee's behalf notifies his or her Supervisor not later than fifteen (15) minutes after the scheduled starting time on each day that the employee will be absent from work. When possible employees shall give advance notice to their Supervisor.

C. Frozen Sick Bank: As of July 1, 1986, all accumulated sick leave for employees was frozen and placed in a bank. Regular full-time non-union employees with banked sick time may utilize the time for the reasons listed above. Unused sick time will be maintained in the bank and the employee shall be paid for one-half (½) of those unused days at the same rate paid that employee at the time he/she terminates employment with the County.

Definitions:

A. Regular Full-time Employee- An employee who is hired for an indefinite period of time and is scheduled to work forty (40) hours per week.

B. Regular Part-time Employee- An employee who is hired for an indefinite period of time and is scheduled to work a set schedule less than forty (40) hours per week.

C. Variable Hour Employee- An employee who is hired for a position in which the employee is not guaranteed any regular number of hours, and whose hours are variable or otherwise uncertain. This includes an employee who is on-call or part of a part-time pool of employees that only work when needed.

D. Seasonal/Temporary Employee- An employee who is hired for a job scheduled for 25 weeks or fewer over a 12 month period of time.

E. Family Member-is defined to include:
   1. Employee's legal spouse;

2. Employee's children, parents, parents-in-laws, grandparents, grandchildren, and siblings (including biological, adopted, step or foster).

Policy Compliance:

A. Responsibility

1. Employee: It is the responsibility of the employee to notify their supervisor in a timely manner and in accordance with their department/office policy.
2. Elected Officials/Judges/Department Heads or their designee(s): Each are responsible for scheduling and documenting personal/sick time used by exempt and non-exempt employees by authorizing the payment of personal/sick leave in accordance with this policy.
3. Human Resources: The Human Resources Director has the responsibility for interpreting and administering the personal/sick leave policy, and the authority to make exceptions.

Administrative Procedure: New-hired employees that are eligible to receive paid personal/sick leave shall be credited with paid personal/sick leave as outlined below:

New- Hired Employees		
Regular Non Union Full-time		
Hired Between	**Eligible on 91st Day Between**	**Paid Sick Leave Credited**
January 1st - January 15th	**April 1-April 15**	**80**
January 16th - February 15th	**April 16-May 16**	**73**
February 16th - March 15th	**May 17- June 13**	**67**
March 16th - April 15th	**June 14- July 14**	**60**
April 16th - May 15th	**July 15- August 13**	**53**
May 16th - June 15th	**Aug 14-Sept.13**	**47**
June 16th - July 15th	**Sept. 14- Oct 13**	**40**
July 16th - August 15th	**Oct 14- Nov 13**	**33**
August 16th - September 15th	**Nov 14-Dec 14**	**27**
September 16th - October 2	**Dec 15- Dec 31**	**20**
October 3rd - December 31st	**Jan 1-March 31**	**80**
Eligible Non Union Part-time		
Hired Between	**Eligible on 91st Day Between**	**Paid Sick Leave Credited**
January 1st - January 15th	**April 1-April 15**	**40**
January 16th - February 15th	**April 16-May 16**	**37**
February 16th - March 15th	**May 17- June 13**	**33**
March 16th - April 15th	**June 14- July 14**	**30**
April 16th - May 15th	**July 15- August 13**	**27**
May 16th - June 15th	**Aug 14-Sept.13**	**23**
June 16th - July 15th	**Sept. 14- Oct 13**	**20**
July 16th - August 15th	**Oct 14- Nov 13**	**17**
August 16th - September 15th	**Nov 14-Dec 14**	**13**
September 16th - October 1	**Dec 15- Dec 31**	**10**
October 2nd - December 31st	**Jan 1-March 31**	**40**

7. <u>Legislative History of Authority for Creation or Revision</u>:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 19, 2019.

Revised pursuant to action of the Monroe County Board of Commissioners, dated December 3, 2024

Marked-up Copy

Section Name: Employee Relations
Section Number: 400
Policy Number: 452

~~Effective~~**Date of Adoption**: March 19, 2019
Date of Revision: December 3, 2024
Effective Date: January 1, 2025

Subject: Paid **Personal/**Sick Leave

Overview:
The County of Monroe recognizes that employees may be unable to work due to their own personal illness, injury or medical appointment, ~~or~~ the illness, injury or medical appointment of a family member **or other personal circumstances that may arise during the time of their employment**. During such instances, paid **personal/**sick time may be used by eligible employees.

Purpose:
The purpose of this policy is to establish procedures for eligible non-union employees to use paid **personal/**sick time.

Scope:
This policy applies to regular full-time non-union employees and regular part-time employees who are normally scheduled to work a minimum of twenty-five (25) hours per week. **This policy shall follow provisions and qualifications of the Earned Sick Time Act (ESTA) of 2018 as amended.**

Statement of Policy:

A. Credited **Personal**/Sick Leave Time:

1. Regular full-time non-union employees who have completed ninety (90) calendar days of employment prior to January 1 shall be credited with **eighty (80)**~~forty-eight (48)~~ hours of **personal/**sick time on January 1 of each year. Regular full-time non-union employees who are hired after January 15 shall receive prorated sick leave time after completing ninety (90) days of employment.

~~2. Managerial employees who have completed ninety (90) days of employment prior to January 1 shall be credited with sixty-four (64) hours of sick time on January 1 of each year. Managerial employees who are hired after January 15 shall receive prorated sick leave after completing ninety (90) days of employment.~~

3. Regular part-time non-union employees who are normally scheduled to work a minimum of twenty-five (25) hours per week and have completed ninety (90) calendar days of employment prior to January 1 shall be credited with forty (40) hours of **personal/**sick time on January 1 of each year. Regular part-time non-union employees hired after January 15 shall receive prorated sick leave after completing ninety (90) days of employment.

4. Regular part-time non-union employees who are normally scheduled to work less than twenty-five (25) hours per week, variable hours, and temporary/seasonal employees, are not eligible for paid **personal/**sick time.

B. ~~Permissible Uses of Paid Sick Leave:~~

1. ~~Physical or mental illness, injury or health condition of the employee or the employee's family member;~~
2. ~~Medical diagnosis, care, or treatment of the employee or employee's family member;~~
3. ~~Preventative care of the employee or the employee's family member;~~
4. ~~Closure of the employee's place of work or the employee's child's school/place of care by order of a public official;~~
5. ~~Exposure of employee or employee's family member to a communicable disease;~~
6. ~~Medical care, counseling, relocation or court appearances relating to domestic violence or sexual assault;~~

C. Utilization of sick leave benefits is subject to the following conditions:

1. Paid **personal/**sick time cannot be carried over from one year to the next. Any unused **personal/**sick time shall be forfeited.
2. An employee who resigns or is terminated shall forfeit unused **personal/**sick time. An employee who retires or dies shall be paid the balance of unused sick time at of their retirement or date of death.
3. Employee shall not be granted paid **personal/**sick leave time until such time has been credited to the employee.
4. Paid **personal/**sick leave hours shall be at the employee's regular hourly rate of pay at the time the hours are taken for permissible sick leave.
5. The amount of **personal/**sick pay benefits used by an employee will be equal to the number of regularly scheduled hours such employee would otherwise have worked on the day(s) such benefits are used.
6. Paid **personal/**sick leave may be used in not less than one-quarter hour increments or more. However, the total hours used in a day shall not exceed the number of regularly scheduled hours the employee would otherwise have worked had the employee not been on **personal/**sick leave.
7. Paid **personal/**sick leave will be paid only if the employee or someone on the employee's behalf notifies his or her Supervisor not later than fifteen (15) minutes after the scheduled starting time on each day that the employee will be absent from work. When possible employees shall give advance notice to their Supervisor.
8. ~~For absences due to the employee's illness or injury, the County may require a physician's certificate showing that the time off was due to actual non-occupational illness or injury and that such illness or injury was disabling~~

~~to the extent that the employee could not perform regular work duties. The requirement of a physician's certificate may be imposed at any time.~~

9. ~~For absences due to domestic violence or sexual assault, the County may require employees to provide a police report, a signed victim advocate statement or a court document. All information received will be treated as confidential.~~
10. ~~Misuse of sick pay benefits will result in discipline, up to and including termination.~~

D. Frozen Sick Bank: As of July 1, 1986, all accumulated sick leave for employees was frozen and placed in a bank. Regular full-time non-union employees with banked sick time may utilize the time for the reasons listed above. Unused sick time will be maintained in the bank and the employee shall be paid for one-half (½) of those unused days at the same rate paid that employee at the time he/she terminates employment with the County.

Definitions:

A. Regular Full-time Employee- An employee who is hired for an indefinite period of time and is scheduled to work forty (40) hours per week.

B. Regular Part-time Employee- An employee who is hired for an indefinite period of time and is scheduled to work a set schedule less than forty (40) hours per week.

C. Variable Hour Employee- An employee who is hired for a position in which the employee is not guaranteed any regular number of hours, and whose hours are variable or otherwise uncertain. This includes an employee who is on-call or part of a part-time pool of employees that only work when needed.

D. Seasonal/Temporary Employee- An employee who is hired for a job scheduled for 25 weeks or fewer over a 12 month period of time.

E. Family Member-is defined to include:
   1. Employee's legal spouse;
   2. Employee's children, parents, parents-in-laws, grandparents, grandchildren, and siblings (including biological, adopted, step or foster).

Policy Compliance:

A. Responsibility

   1. Employee: It is the responsibility of the employee to notify their supervisor in a timely manner and in accordance with their department/office policy.

   2. Elected Officials/Judges/Department Heads or their designee(s): Each are responsible for scheduling and documenting sick time used by exempt and non-

exempt employees by authorizing the payment of sick leave in accordance with this policy.

3. Human Resources: The Human Resources Director has the responsibility for interpreting and administering the sick leave policy, and the authority to make exceptions.

Administrative Procedure: New-hired employees that are eligible to receive paid sick leave shall be credited with paid sick leave as outlined below:

New- Hired Employees		
Regular Non Union Full-time		
Hired Between	**Eligible on 91st Day Between**	**Paid Sick Leave Credited**
January 1st - January 15th	April 1-April 15	80
January 16th - February 15th	April 16-May 16	73
February 16th - March 15th	May 17- June 13	67
March 16th - April 15th	June 14- July 14	60
April 16th - May 15th	July 15- August 13	53
May 16th - June 15th	Aug 14-Sept.13	47
June 16th - July 15th	Sept. 14- Oct 13	40
July 16th - August 15th	Oct 14- Nov 13	33
August 16th - September 15th	Nov 14-Dec 14	27
September 16th - October 2	Dec 15- Dec 31	20
October 3rd - December 31st	Jan 1-March 31	80
Eligible Non Union Part-time		
Hired Between	**Eligible on 91st Day Between**	**Paid Sick Leave Credited**
January 1st - January 15th	April 1-April 15	40
January 16th - February 15th	April 16-May 16	37
February 16th - March 15th	May 17- June 13	33
March 16th - April 15th	June 14- July 14	30
April 16th - May 15th	July 15- August 13	27
May 16th - June 15th	Aug 14-Sept.13	23
June 16th - July 15th	Sept. 14- Oct 13	20
July 16th - August 15th	Oct 14- Nov 13	17
August 16th - September 15th	Nov 14-Dec 14	13
September 16th - October 1	Dec 15- Dec 31	10
October 2nd - December 31st	Jan 1-March 31	40

~~New Hired Employees~~

~~**Regular Non Union Full-time**~~		
~~Hired Between~~	~~Eligible on 91st Day Between~~	~~Paid Sick Leave Credited~~
~~January 1st - January 15th~~	~~April 1-April 15~~	~~48~~
~~January 16th - February 15th~~	~~April 16-May 16~~	~~44~~
~~February 16th - March 15th~~	~~May 17- June 13~~	~~40~~
~~March 16th - April 15th~~	~~June 14- July 14~~	~~36~~
~~April 16th - May 15th~~	~~July 15- August 13~~	~~32~~
~~May 16th - June 15th~~	~~Aug 14-Sept.13~~	~~28~~
~~June 16th - July 15th~~	~~Sept. 14- Oct 13~~	~~24~~
~~July 16th - August 15th~~	~~Oct 14- Nov 13~~	~~20~~
~~August 16th - September 15th~~	~~Nov 14-Dec 14~~	~~16~~
~~September 16th - October 2~~	~~Dec 15- Dec 31~~	~~12~~
~~October 3rd - December 31st~~	~~Jan 1-March 31~~	~~48~~

~~**Management**~~		
~~Hired Between~~	~~Eligible on 91st Day Between~~	~~Paid Sick Leave Credited~~
~~January 1st - January 15th~~	~~April 1-April 15~~	~~64~~
~~January 16th - February 15th~~	~~April 16-May 16~~	~~59~~
~~February 16th - March 15th~~	~~May 17- June 13~~	~~53~~
~~March 16th - April 15th~~	~~June 14- July 14~~	~~48~~
~~April 16th - May 15th~~	~~July 15- August 13~~	~~43~~
~~May 16th - June 15th~~	~~Aug 14-Sept.13~~	~~37~~
~~June 16th - July 15th~~	~~Sept. 14- Oct 13~~	~~32~~
~~July 16th - August 15th~~	~~Oct 14- Nov 13~~	~~27~~
~~August 16th - September 15th~~	~~Nov 14-Dec 14~~	~~21~~
~~September 16th - October 1~~	~~Dec 15- Dec 31~~	~~16~~
~~October 2nd - December 31st~~	~~Jan 1-March 31~~	~~64~~

~~**Eligible Non Union Part-time**~~		
~~Hired Between~~	~~Eligible on 91st Day Between~~	~~Paid Sick Leave Credited~~
~~January 1st - January 15th~~	~~April 1-April 15~~	~~40~~
~~January 16th - February 15th~~	~~April 16-May 16~~	~~37~~
~~February 16th - March 15th~~	~~May 17- June 13~~	~~33~~
~~March 16th - April 15th~~	~~June 14- July 14~~	~~30~~
~~April 16th - May 15th~~	~~July 15- August 13~~	~~27~~
~~May 16th - June 15th~~	~~Aug 14-Sept.13~~	~~23~~
~~June 16th - July 15th~~	~~Sept. 14- Oct 13~~	~~20~~
~~July 16th - August 15th~~	~~Oct 14- Nov 13~~	~~17~~
~~August 16th - September 15th~~	~~Nov 14-Dec 14~~	~~13~~
~~September 16th - October 1~~	~~Dec 15- Dec 31~~	~~10~~
~~October 2nd - December 31st~~	~~Jan 1-March 31~~	~~40~~

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 19, 2019.

~~(Sick Leave originally was part of the Leave of Absence Policy)~~

Section Name: Employee Relations Effective Date: March 19, 2019
Section Number: 400
Policy Number: 452

Subject: Paid Sick Leave

Overview:
The County of Monroe recognizes that employees may be unable to work due to their own personal illness, injury or medical appointment, or the illness, injury or medical appointment of a family member. During such instances, paid sick time may be used by eligible employees.

Purpose:
The purpose of this policy is to establish procedures for eligible non-union employees to use paid sick time.

Scope:
This policy applies to regular full-time non-union employees and regular part-time employees who are normally scheduled to work a minimum of twenty-five (25) hours per week.

Statement of Policy:

A. Credited Sick Leave Time:

1. Regular full-time non-union employees who have completed ninety (90) calendar days of employment prior to January 1 shall be credited with forty-eight (48) hours of sick time on January 1 of each year. Regular full-time non-union employees who are hired after January 15 shall receive prorated sick leave time after completing ninety (90) days of employment.

2. Managerial employees who have completed ninety (90) days of employment prior to January 1 shall be credited with sixty-four (64) hours of sick time on January 1 of each year. Managerial employees who are hired after January 15 shall receive prorated sick leave after completing ninety (90) days of employment.

3. Regular part-time non-union employees who are normally scheduled to work a minimum of twenty-five (25) hours per week and have completed ninety (90) calendar days of employment prior to January 1 shall be credited with forty (40) hours of sick time on January 1 of each year. Regular part-time non-union employees hired after January 15 shall receive prorated sick leave after completing ninety (90) days of employment.

4. Regular part-time non-union employees who are normally scheduled to work less than twenty-five (25) hours per week, variable hours, and temporary/seasonal employees, are not eligible for paid sick time.

B. Permissible Uses of Paid Sick Leave:

1. Physical or mental illness, injury or health condition of the employee or the employee's family member;
2. Medical diagnosis, care, or treatment of the employee or employee's family member;
3. Preventative care of the employee or the employee's family member;
4. Closure of the employee's place of work or the employee's child's school/place of care by order of a public official;
5. Exposure of employee or employee's family member to a communicable disease;
6. Medical care, counseling, relocation or court appearances relating to domestic violence or sexual assault.

C. Utilization of sick leave benefits is subject to the following conditions:

1. Paid sick time cannot be carried over from one year to the next. Any unused sick time shall be forfeited.
2. An employee who resigns or is terminated shall forfeit unused sick time. An employee who retires or dies shall be paid the balance of unused sick time at of their retirement or date of death.
3. Employee shall not be granted paid sick leave time until such time has been credited to the employee.
4. Paid sick leave hours shall be at the employee's regular hourly rate of pay at the time the hours are taken for permissible sick leave.
5. The amount of sick pay benefits used by an employee will be equal to the number of regularly scheduled hours such employee would otherwise have worked on the day(s) such benefits are used.
6. Paid sick leave may be used in not less than one-quarter hour increments or more. However, the total hours used in a day shall not exceed the number of regularly scheduled hours the employee would otherwise have worked had the employee not been on sick leave.
7. Paid sick leave will be paid only if the employee or someone on the employee's behalf notifies his or her Supervisor not later than fifteen (15) minutes after the scheduled starting time on each day that the employee will be absent from work. When possible employees shall give advance notice to their Supervisor.
8. For absences due to the employee's illness or injury, the County may require a physician's certificate showing that the time off was due to actual non-occupational illness or injury and that such illness or injury was disabling to the extent that the employee could not perform regular work duties. The requirement of a physician's certificate may be imposed at any time.
9. For absences due to domestic violence or sexual assault, the County may require employees to provide a police report, a signed victim advocate statement or a court document. All information received will be treated as confidential.

10. Misuse of sick pay benefits will result in discipline, up to and including termination.

D. <u>Frozen Sick Bank:</u> As of July 1, 1986, all accumulated sick leave for employees was frozen and placed in a bank. Regular full-time non-union employees with banked sick time may utilize the time for the reasons listed above. Unused sick time will be maintained in the bank and the employee shall be paid for one-half (½) of those unused days at the same rate paid that employee at the time he/she terminates employment with the County.

<u>Definitions</u>:

A. <u>Regular Full-time Employee</u>- An employee who is hired for an indefinite period of time and is scheduled to work forty (40) hours per week.

B. <u>Regular Part-time Employee</u>- An employee who is hired for an indefinite period of time and is scheduled to work a set schedule less than forty (40) hours per week.

C. <u>Variable Hour Employee</u>- An employee who is hired for a position in which the employee is not guaranteed any regular number of hours, and whose hours are variable or otherwise uncertain. This includes an employee who is on-call or part of a part-time pool of employees that only work when needed.

D. <u>Seasonal/Temporary Employee</u>- An employee who is hired for a job scheduled for 25 weeks or fewer over a 12 month period of time.

E. <u>Family Member-is defined to include</u>:
    1. Employee's legal spouse;
    2. Employee's children, parents, parents-in-laws, grandparents, grandchildren, and siblings (including biological, adopted, step or foster).

<u>Policy Compliance</u>:

A. <u>Responsibility</u>

    1. <u>Employee:</u> It is the responsibility of the employee to notify their supervisor in a timely manner and in accordance with their department/office policy.

    2. <u>Elected Officials/Judges/Department Heads or their designee(s):</u> Each are responsible for scheduling and documenting sick time used by exempt and non-exempt employees by authorizing the payment of sick leave in accordance with this policy.

    3. <u>Human Resources:</u> The Human Resources Director has the responsibility for interpreting and administering the sick leave policy, and the authority to make exceptions.

Administrative Procedure: New-hired employees that are eligible to receive paid sick leave shall be credited with paid sick leave as outlined below:

New- Hired Employees		
Regular Non Union Full-time		
Hired Between	Eligible on 91st Day Between	Paid Sick Leave Credited
January 1st - January 15th	April 1-April 15	48
January 16th - February 15th	April 16-May 16	44
February 16th - March 15th	May 17- June 13	40
March 16th - April 15th	June 14- July 14	36
April 16th - May 15th	July 15- August 13	32
May 16th - June 15th	Aug 14-Sept.13	28
June 16th - July 15th	Sept. 14- Oct 13	24
July 16th - August 15th	Oct 14- Nov 13	20
August 16th - September 15th	Nov 14-Dec 14	16
September 16th - October 2	Dec 15- Dec 31	12
October 3rd - December 31st	Jan 1-March 31	48
Management		
Hired Between	Eligible on 91st Day Between	Paid Sick Leave Credited
January 1st - January 15th	April 1-April 15	64
January 16th - February 15th	April 16-May 16	59
February 16th - March 15th	May 17- June 13	53
March 16th - April 15th	June 14- July 14	48
April 16th - May 15th	July 15- August 13	43
May 16th - June 15th	Aug 14-Sept.13	37
June 16th - July 15th	Sept. 14- Oct 13	32
July 16th - August 15th	Oct 14- Nov 13	27
August 16th - September 15th	Nov 14-Dec 14	21
September 16th - October 1	Dec 15- Dec 31	16
October 2nd - December 31st	Jan 1-March 31	64
Eligible Non Union Part-time		
Hired Between	Eligible on 91st Day Between	Paid Sick Leave Credited
January 1st - January 15th	April 1-April 15	40
January 16th - February 15th	April 16-May 16	37
February 16th - March 15th	May 17- June 13	33
March 16th - April 15th	June 14- July 14	30
April 16th - May 15th	July 15- August 13	27
May 16th - June 15th	Aug 14-Sept.13	23
June 16th - July 15th	Sept. 14- Oct 13	20
July 16th - August 15th	Oct 14- Nov 13	17
August 16th - September 15th	Nov 14-Dec 14	13
September 16th - October 1	Dec 15- Dec 31	10
October 2nd - December 31st	Jan 1-March 31	48

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 19, 2019.

(Sick Leave originally was part of the Leave of Absence Policy)

Updated Copy

Section Name:	Employee Relations	Date of Adoption: January 1, 1997
Section Number:	400	Date of Revision: December 3, 2024
Policy Number:	427	Effective Date: January 1, 2025

Subject: Paid Vacation Leave Time

Overview:
The County of Monroe's paid vacation plan is part of the benefits package extended to regular full-time employees to provide them with an opportunity to balance their work and personal lives. The County's goal is to provide for employee's personal rejuvenation and to reduce unscheduled absences in the workplace.

Purpose:
The purpose of this policy is to establish procedures for providing paid vacation leave for all eligible regular full-time, non-union employees.

Scope:
This policy shall apply to all departments, co-employer elected offices and administrative units of Monroe County government and their non-union employees.

Statement of Policy:

A. Vacation Leave Time Accrual:

1. All regular full-time, non-union employees shall earn vacation hours for each *qualified calendar month worked from January 1st each year.

2. Employees will earn vacation hours as follows:

Qual. Cont. Mos. Employment	Earned Vacation Time
6 months	40.00 Hours
7 thru 48	7.00 Hours Per Month
49 thru 132	10.00 Hours Per Month
133 thru 228	13.50 Hours Per Month
229 and over	17.00 Hours Per Month

B. Utilization of vacation leave benefits is subject to the following conditions:

1. The minimum vacation period, at any one time, is one (1) hour.

2. Vacations can only be carried forward one (1) additional calendar year. Any vacation not taken within a two-year period will be forfeited, except as otherwise requested in writing by the Elected Official/Judge/Department Head and approved by the Human Resources Director.

3. Vacation pay shall be based upon the salary the employee is earning at the time the vacation is taken. Vacation may not be taken until it is fully earned.

4. Paid vacation leave time will be made as part of the employee’s regular pay. No special vacation payments will be made.

5. In the event of any employee's death, resignation, , discharge for just cause, or other separation from employment for any reason, any unused vacation hours earned immediately preceding such termination but not taken as of the date of termination, will be paid on the pay period following their termination.

6. In the event a vacation period contains holidays, the employee shall make prior arrangements with his Department Head to either have an additional vacation day added to his vacation or schedule an additional vacation day off at a subsequent time.

7. Employees will be given preference in the selection of vacation times according to departmental/office seniority and in compliance with the department/office policy.

Definitions:

A. * Qualified Calendar Month-For purposes of this policy, qualified calendar months means a month that the employee receives at least twelve (12) days pay for that month.

B. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

C. Regular Full-time Employee- A regular employee who is scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility:

1. Employee: It is the responsibility of the employee to request vacation leave in advance and in accordance with their department/office policy.

2. Elected Officials/Judges/Department Heads or their designee(s): Each are responsible for scheduling and documenting vacation time used by exempt and non-exempt employees by authorizing the payment of vacation leave in accordance with this policy.

3. Human Resources: The Human Resources Director has the responsibility for interpreting and administering the vacation leave policy, and the authority to make exceptions.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1977.

Revised pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1984, April 1, 1989, November 9, 2010, September 3, 2019 and December 3, 2024.

Marked-up Copy

Section Name:	Employee Relations	~~Effective~~Date **of Adoption**: January 1, 1997
Section Number:	400	Date of Revision: **December 3, 2024**
Policy Number:	427	**Effective Date: January 1, 2025**
Subject:	Paid Vacation Leave Time	

Overview:

The County of Monroe's paid vacation plan is part of the benefits package extended to regular full-time employees to provide them with an opportunity to balance their work and personal lives. The County's goal is to provide for employee's personal rejuvenation and to reduce unscheduled absences in the workplace.

Purpose:

The purpose of this policy is to establish procedures for providing paid vacation leave for all eligible regular full-time, non-union employees.

Scope:

This policy shall apply to all departments, co-employer elected offices and administrative units of Monroe County government and their non-union employees.

Statement of Policy:

A. Vacation Leave Time Accrual:

1. All regular full-time, non-union employees shall earn vacation hours for each *qualified calendar month worked from January 1st each year.

2. Employees will earn vacation hours as follows:

Qual. Cont. Mos. Employment	Earned Vacation Time
6 months	**40.00 Hours**
7 thru 48	**7.00 Hours Per Month**
49 thru 132	**10.00 Hours Per Month**
133 thru 228	**13.50 Hours Per Month**
229 and over	**17.00 Hours Per Month**
~~6 months~~	~~40.0 Hours~~
~~7 thru 18~~	~~5.5 Hours Per Month~~
~~19 thru 60~~	~~7.0 Hours Per Month~~
~~61 thru 84~~	~~8.5 Hours Per Month~~
~~85 thru 144~~	~~10.0 Hours Per Month~~
~~145 thru 180~~	~~12.0 Hours Per Month~~
~~181 thru 240~~	~~13.5 Hours Per Month~~
~~241 and over~~	~~17.0 Hours Per Month~~

B. Utilization of vacation leave benefits is subject to the following conditions:

1. The minimum vacation period, at any one time, is one (1) hour.

2. Vacations can only be carried forward one (1) additional calendar year. Any vacation not taken within a two-year period will be forfeited, except as otherwise requested in writing by the Elected Official/Judge/Department Head and approved by the Human Resources Director.

3. Vacation pay shall be based upon the salary the employee is earning at the time the vacation is taken. Vacation may not be taken until it is fully earned.

4. Paid vacation leave time will be made as part of the employee’s regular pay. No special vacation payments will be made.

5. In the event of any employee's death, resignation, , discharge for just cause, or other separation from employment for any reason, any unused vacation hours earned immediately preceding such termination but not taken as of the date of termination, will be paid on the pay period following their termination.

6. In the event a vacation period contains holidays, the employee shall make prior arrangements with his Department Head to either have an additional vacation day added to his vacation or schedule an additional vacation day off at a subsequent time.

7. Employees will be given preference in the selection of vacation times according to departmental/office seniority and in compliance with the department/office policy.

Definitions:

A. * Qualified Calendar Month-For purposes of this policy, qualified calendar months means a month that the employee receives at least twelve (12) days pay for that month.

B. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

C. Regular Full-time Employee- A regular employee who is scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility:

1. Employee: It is the responsibility of the employee to request vacation leave in advance and in accordance with their department/office policy.

2. Elected Officials/Judges/Department Heads or their designee(s): Each are responsible for scheduling and documenting vacation time used by exempt and non-exempt employees by authorizing the payment of vacation leave in accordance with this policy.

3. Human Resources: The Human Resources Director has the responsibility for interpreting and administering the vacation leave policy, and the authority to make exceptions.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1977.

Revised pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1984, April 1, 1989, November 9, 2010, September 3, 2019 and **___________2025.**

Section Name:	Employee Relations	Effective Date:	January 1, 1977
Section Number:	400	Date of Revision:	September 3, 2019
Policy Number:	427		

Subject: Paid Vacation Leave Time

Overview:
The County of Monroe's paid vacation plan is part of the benefits package extended to regular full-time employees to provide them with an opportunity to balance their work and personal lives. The County's goal is to provide for employee's personal rejuvenation and to reduce unscheduled absences in the workplace.

Purpose:
The purpose of this policy is to establish procedures for providing paid vacation leave for all eligible regular full-time, non-union employees.

Scope:
This policy shall apply to all departments, co-employer elected offices and administrative units of Monroe County government and their non-union employees.

Statement of Policy:

A. Vacation Leave Time Accrual:

1. All regular full-time, non-union employees shall earn vacation hours for each *qualified calendar month worked from January 1st each year.

2. Employees will earn vacation hours as follows:

Qual. Cont. Mos. Employment	Earned Vacation Time
6 months	40.0 Hours
7 thru 18	5.5 Hours Per Month
19 thru 60	7.0 Hours Per Month
61 thru 84	8.5 Hours Per Month
85 thru 144	10.0 Hours Per Month
145 thru 180	12.0 Hours Per Month
181 thru 240	13.5 Hours Per Month
241 and over	17.0 Hours Per Month

B. Utilization of vacation leave benefits is subject to the following conditions:

1. The minimum vacation period, at any one time, is one (1) hour.

2. Vacations can only be carried forward one (1) additional calendar year. Any vacation not taken within a two-year period will be forfeited, except as otherwise requested in writing by the Elected Official/Judge/Department Head and approved by the Human Resources Director.

3. Vacation pay shall be based upon the salary the employee is earning at the time the vacation is taken. Vacation may not be taken until it is fully earned.

4. Paid vacation leave time will be made as part of the employee's regular pay. No special vacation payments will be made.

5. In the event of any employee's death, resignation, , discharge for just cause, or other separation from employment for any reason, any unused vacation hours earned immediately preceding such termination but not taken as of the date of termination, will be paid on the pay period following their termination.

6. In the event a vacation period contains holidays, the employee shall make prior arrangements with his Department Head to either have an additional vacation day added to his vacation or schedule an additional vacation day off at a subsequent time.

7. Employees will be given preference in the selection of vacation times according to departmental/office seniority and in compliance with the department/office policy.

Definitions:

A. Qualified Calendar Month-For purposes of this policy, qualified calendar months means a month that the employee receives at least twelve (12) days pay for that month.

B. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

C. Regular Full-time Employee- A regular employee who is scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility:

1. Employee: It is the responsibility of the employee to request vacation leave in advance and in accordance with their department/office policy.

2. Elected Officials/Judges/Department Heads or their designee(s): Each are responsible for scheduling and documenting vacation time used by exempt and non-exempt employees by authorizing the payment of vacation leave in accordance with this policy.

3. Human Resources: The Human Resources Director has the responsibility for interpreting and administering the vacation leave policy, and the authority to make exceptions.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1977.

Revised pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1984, April 1, 1989, November 9, 2010 and September 3, 2019.

Updated Copy

Section Name:	Employee Relations	Date of Adoption: January 1, 2021
Section Number:	400	Date of Revision: December 3, 2024
Policy Number:	453	Effective Date: January 1, 2025

Subject: MERS Defined Contribution Retirement Plan

Purpose:
The purpose of this policy is to designate the retirement benefits that are available to regular full-time non-union employees under a defined contribution retirement plan arrangement ("DC Plan") and a Code Section 457(b) arrangement ("457 Plan") administered by the Municipal Employees' Retirement System ("MERS") (collectively, the "MERS Plans"). Employees who are covered under the DC Plan shall not be members accruing benefits under the Monroe County Employee's Retirement System Ordinance ("Retirement System") on and after the effective date of their participation in the DC Plan. Notwithstanding anything to the contrary, the County reserves the right to amend or terminate this Policy and the MERS Plans at any time for any reason.

Scope:
This policy applies to the following non-union employees (collectively referred to as "eligible employees"):

A. Regular full-time employees who are employed or reemployed by the County on or after January 1, 2021.

B. Regular full-time employees who are members of the Retirement System who voluntarily exercise a one-time irrevocable election to cease future benefit accruals under the Retirement System and become a participant under the DC Plan.

C. An employee who is employed by the County but not a member of the Retirement System as of December 31, 2020, and who transfers to a regular full-time employee position on or after January 1, 2021.

Statement of Policy:

A. The eligible employees will be enrolled into the DC Plan with the following mandatory contributions by the County and employee:

Effective January 1, 2025 Required Contributions DC Plan	
Employee Required Contribution- DC Plan	5% of Employee's Compensation*
County Required Contribution – DC Plan	8% of Employee's Compensation*
Total Contribution – DC Plan	13% of Employee's Compensation*
Effective January 1, 2026 Required Contributions DC Plan	
Employee Required Contribution- DC Plan	5% of Employee's Compensation*
County Required Contribution – DC Plan	9% of Employee's Compensation*
Total Contribution – DC Plan	14% of Employee's Compensation*
*Contributions mirror compensation included in the Retirement System (including overtime cap)	
Employee make additional voluntarily contributions into 457 Plan.	

B. For an employee who makes a one-time irrevocable election, his or her mandatory contribution will equal the same percentage amount as the percentage of his or her mandatory contribution under the Retirement System.

C. The eligible employees may enroll in the 457 Plan and elect to defer a portion of their compensation on a pre-tax basis to the 457 Plan, up to the amounts permitted by applicable law and plan terms. As described above, salary deferral contributions will be matched under the DC Plan in the amount set forth above.

D. Eligible employees will have immediate vesting of their mandatory contributions and employer contributions made to the DC Plan and their salary deferrals made to the 457 Plan.

E. The DC Plan shall accept plan-to-plan transfers of accumulated contributions made under the County's Retirement System with respect solely to a regular full-time employee who (i) voluntarily and irrevocably elects to join the DC Plan and ceases membership under the Retirement System and (ii) has less than eight (8) years of credited service under the Retirement System. Such plan-to-plan transfer will be automatic for such unvested members who join the DC Plan with no election to receive such accumulated contributions in cash. The DC Plan shall restrict the distribution of such transferred accumulated contributions until such date as the unvested member experiences a distributable event as defined under the terms of the Retirement System and DC Plan.

<u>Definitions</u>:

A. <u>Regular Employee</u>- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority (i.e.,. variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority shall not be eligible employees under this Policy regardless of hours worked for the County).

B. <u>Regular Full-time Employee</u>- A regular employee who is normally scheduled to work forty (40) or more hours per week.

<u>Policy Compliance</u>:

A. <u>Responsibility</u>

   1. <u>Employee:</u> The eligible employee is responsible for directing and determining all investments of their account balances under the MERS Plans from a choice of investments provided by MERS.

   2. <u>Human Resources:</u> The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and the program service providers.

<u>Administrative Procedure</u>:

1. Human Resources will enroll eligible employees into the DC Plan. The eligible employee will be responsible for enrolling and completing the salary deferral election forms to participate in the 457 Plan.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 17, 2021.

Revised pursuant to action of the Monroe County Board of Commissioners December 3, 2024.

Marked-up Copy

Section Name:	Employee Relations	~~Effective~~ Date of Adoption: January 1, 2021
Section Number:	400	**Date of Revision: December 3, 2024**
Policy Number:	453	**Effective Date: January 1, 2025**

Subject: MERS Defined Contribution Retirement Plan

Purpose:
The purpose of this policy is to designate the retirement benefits that are available to regular full-time non-union employees under a defined contribution retirement plan arrangement ("DC Plan") and a Code Section 457(b) arrangement ("457 Plan") administered by the Municipal Employees' Retirement System ("MERS") (collectively, the "MERS Plans"). Employees who are covered under the DC Plan shall not be members accruing benefits under the Monroe County Employee's Retirement System Ordinance ("Retirement System") on and after the effective date of their participation in the DC Plan. Notwithstanding anything to the contrary, the County reserves the right to amend or terminate this Policy and the MERS Plans at any time for any reason.

Scope:
This policy applies to the following non-union employees (collectively referred to as "eligible employees"):

A. Regular full-time employees who are employed or reemployed by the County on or after January 1, 2021.

B. Regular full-time employees who are members of the Retirement System who voluntarily exercise a one-time irrevocable election to cease future benefit accruals under the Retirement System and become a participant under the DC Plan.

C. An employee who is employed by the County but not a member of the Retirement System as of December 31, 2020, and who transfers to a regular full-time employee position on or after January 1, 2021.

Statement of Policy:

A. The eligible employees will be enrolled into the DC Plan with the following mandatory contributions by the County and employee:

Effective January 1, 2025 Required Contributions DC Plan	
Employee Required Contribution- DC Plan	5% of Employee's Compensation*
County Required Contribution – DC Plan	8% of Employee's Compensation*
Total Contribution – DC Plan	**13% of Employee's Compensation***
Effective January 1, 2026 Required Contributions DC Plan	
Employee Required Contribution- DC Plan	5% of Employee's Compensation*
County Required Contribution – DC Plan	9% of Employee's Compensation*
Total Contribution – DC Plan	**14% of Employee's Compensation***
*Contributions mirror compensation included in the Retirement System (including overtime cap)	
Employee make additional voluntarily contributions into 457 Plan.	

~~Effective January 1, 2021~~	**~~Required Contributions~~**		
~~Employee Contribution- Deposited into DC Plan~~	~~4% of Employee's Compensation~~		
~~Employer Contribution- Deposited into DC Plan~~	~~4% of Employee's Compensation~~		
	~~Employee Voluntary Contributions and Employer Match~~		
~~Employee Contribution- Deposited into 457 Plan~~	~~0% of Employees Compensation~~	~~1% of Employee's Compensation~~	~~2% of Employee's Compensation~~
~~Employer Contribution- Deposited into DC Plan~~	~~0% of Employee's Compensation~~	~~1% of Employee's Compensation~~	~~2% of Employee's Compensation~~
	~~Total Retirement Contribution~~		
	~~8% of Employee's Compensation~~	~~10% of Employee's Compensation~~	~~12% of Employee's Compensation~~
~~Effective January 1, 2022~~	**~~Required Contributions~~**		
~~Employee Contribution- Deposited into DC Plan~~	~~5% of Employee's Compensation~~		
~~Employer Contribution- Deposited into DC Plan~~	~~5% of Employee's Compensation~~		
	~~Employee Voluntary Contributions and Employer Match~~		
~~Employee Contribution- Deposited into 457 Plan~~	~~0% of Employee's Compensation~~	~~1% of Employee's Compensation~~	
~~Employer Contribution- Deposited into DC Plan~~	~~0% of Employee's Compensation~~	~~1% of Employee's Compensation~~	
	~~Total Retirement Contribution~~		
	~~10% of Employee's Compensation~~	**~~12% of Employee's Compensation~~**	
~~*Compensation shall include employee bi-weekly base pay and longevity payments for eligible employees under Policy #401.~~			

~~B.~~ For an employee who makes a one-time irrevocable election, his or her mandatory contribution will equal the same percentage amount as the percentage of his or her mandatory contribution under the Retirement System~~.; but in no event will the total employer contribution made to the DC Plan exceed 6% of the eligible employee's compensation.~~

C. The eligible employees may enroll in the 457 Plan and elect to defer a portion of their compensation on a pre-tax basis to the 457 Plan, up to the amounts permitted by applicable law and plan terms. As described above, salary deferral contributions will be matched under the DC Plan in the amount set forth above.

D. Eligible employees will have immediate vesting of their mandatory contributions and employer contributions made to the DC Plan and their salary deferrals made to the 457 Plan.

E. The DC Plan shall accept plan-to-plan transfers of accumulated contributions made under the County's Retirement System with respect solely to a regular full-time employee who (i) voluntarily and irrevocably elects to join the DC Plan and ceases membership under the Retirement System and (ii) has less than eight (8) years of credited service under the Retirement System. Such plan-to-plan transfer will be automatic for such unvested members who join the DC Plan with no election to receive such accumulated contributions in cash. The DC Plan shall restrict the distribution of such transferred accumulated contributions until such date as the unvested member experiences a distributable event as defined under the terms of the Retirement System and DC Plan.

Definitions:

A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority (i.e.,. variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority shall not be eligible employees under this Policy regardless of hours worked for the County).

B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility

   1. Employee: The eligible employee is responsible for directing and determining all investments of their account balances under the MERS Plans from a choice of investments provided by MERS.

   2. Human Resources: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and the program service providers.

Administrative Procedure:

1. Human Resources will enroll eligible employees into the DC Plan. The eligible employee will be responsible for enrolling and completing the salary deferral election forms to participate in the 457 Plan.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 17, 2021.

Revised pursuant to action of the Monroe County Board of Commissioners, dated December 3, 2024.

Section Name: Employee Relations Effective Date: January 1, 2021
Section Number: 400
Policy Number: 453

Subject: MERS Defined Contribution Retirement Plan

Purpose:
The purpose of this policy is to designate the retirement benefits that are available to regular full-time non-union employees under a defined contribution retirement plan arrangement ("DC Plan") and a Code Section 457(b) arrangement ("457 Plan") administered by the Municipal Employees' Retirement System ("MERS") (collectively, the "MERS Plans"). Employees who are covered under the DC Plan shall not be members accruing benefits under the Monroe County Employee's Retirement System Ordinance ("Retirement System") on and after the effective date of their participation in the DC Plan. Notwithstanding anything to the contrary, the County reserves the right to amend or terminate this Policy and the MERS Plans at any time for any reason.

Scope:
This policy applies to the following non-union employees (collectively referred to as "eligible employees"):

A. Regular full-time employees who are employed or reemployed by the County on or after January 1, 2021.

B. Regular full-time employees who are members of the Retirement System who voluntarily exercise a one-time irrevocable election to cease future benefit accruals under the Retirement System and become a participant under the DC Plan.

C. An employee who is employed by the County but not a member of the Retirement System as of December 31, 2020, and who transfers to a regular full-time employee position on or after January 1, 2021.

Statement of Policy:

A. The eligible employees will be enrolled into the DC Plan with the following mandatory contributions by the County and employee:

Effective January 1, 2021	**Required Contributions**		
Employee Contribution- Deposited into DC Plan	4% of Employee's Compensation		
Employer Contribution- Deposited into DC Plan	4% of Employee's Compensation		
	Employee Voluntary Contributions and Employer Match		
Employee Contribution- Deposited into 457 Plan	0% of Employees Compensation	1% of Employee's Compensation	2% of Employee's Compensation
Employer Contribution- Deposited into DC Plan	0% of Employee's Compensation	1% of Employee's Compensation	2% of Employee's Compensation
	Total Retirement Contribution		
	8% of Employee's Compensation	10% of Employee's Compensation	12% of Employee's Compensation

Effective January 1, 2022	**Required Contributions**	
Employee Contribution- Deposited into DC Plan	5% of Employee's Compensation	
Employer Contribution- Deposited into DC Plan	5% of Employee's Compensation	
	Employee Voluntary Contributions and Employer Match	
Employee Contribution- Deposited into 457 Plan	0% of Employee's Compensation	1% of Employee's Compensation
Employer Contribution- Deposited into DC Plan	0% of Employee's Compensation	1% of Employee's Compensation
	Total Retirement Contribution	
	10% of Employee's Compensation	**12% of Employee's Compensation**
***Compensation shall include employee bi-weekly base pay and longevity payments for eligible employees under Policy #401.**		

B. For an employee who makes a one-time irrevocable election, his or her mandatory contribution will equal the same percentage amount as the percentage of his or her mandatory contribution under the Retirement System; but in no event will the total employer contribution made to the DC Plan exceed 6% of the eligible employee's compensation.

C. The eligible employees may enroll in the 457 Plan and elect to defer a portion of their compensation on a pre-tax basis to the 457 Plan, up to the amounts permitted by applicable law and plan terms. As described above, salary deferral contributions will be matched under the DC Plan in the amount set forth above.

D. Eligible employees will have immediate vesting of their mandatory contributions and employer contributions made to the DC Plan and their salary deferrals made to the 457 Plan.

E. The DC Plan shall accept plan-to-plan transfers of accumulated contributions made under the County's Retirement System with respect solely to a regular full-time employee who (i) voluntarily and irrevocably elects to join the DC Plan and ceases membership under the Retirement System and (ii) has less than eight (8) years of credited service under the Retirement System. Such plan-to-plan transfer will be automatic for such unvested members who join the DC Plan with no election to receive such accumulated contributions in cash. The DC Plan shall restrict the distribution of such transferred accumulated contributions until such date as the unvested member experiences a distributable event as defined under the terms of the Retirement System and DC Plan.

<u>Definitions</u>:

A. <u>Regular Employee</u>- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority (i.e.,. variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority shall not be eligible employees under this Policy regardless of hours worked for the County).

B. <u>Regular Full-time Employee</u>- A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility

1. Employee: The eligible employee is responsible for directing and determining all investments of their account balances under the MERS Plans from a choice of investments provided by MERS.

2. Human Resources: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and the program service providers.

Administrative Procedure:

1. Human Resources will enroll eligible employees into the DC Plan. The eligible employee will be responsible for enrolling and completing the salary deferral election forms to participate in the 457 Plan.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 17, 2021.

Updated Copy

Section Name: Employee Relations
Section Number: 400
Policy Number: 454

Date of Adoption: January 1, 2021
Date of Revision: December 3, 2024
Effective Date: January 1, 2025

Subject: Employer-Sponsored Retiree Health Care Savings Program (HCSP)

Overview:
The County of Monroe recognizes the need for employees to prepare for their costs of health care following their employment with the County.

Purpose:
The purpose of this policy is to provide an outline of the employer-sponsored health care saving program. This program provides employees with a tax-free health reimbursement arrangement that prefunds and grows employees' financial resources to pay for post-employment health expenses for themselves and their qualified dependents.

Scope:
This policy applies to regular full-time non-union employees who were hired on or after October 28, 2003 and are not eligible for the retiree health care plan benefits provided in County Policy # 442, Retiree Health Care Plan and Retiree Health Care Fund.

Statement of Policy:

A. All regular full-time employees hired on or after October 28, 2003 and are not eligible for the retiree health care plan benefits provided in County Policy #442, Retiree Health Care Plan and Retiree Health Care Fund shall be enrolled into the Municipal Employees' Retirement System (MERS) Health Care Savings Program with the following mandatory contributions by County and employee:

Effective January 1, 2025 Required Contributions HCSP	
Employee Mandatory Contribution- HCSP	3% of Employees bi-weekly base pay
County Match Contribution - HCSP	3% of Employees bi-weekly base pay
Total Contribution - HCSP	6% of Employees bi-weekly base pay

Effective January 1, 2026 Required Contributions HCSP	
Employee Mandatory Contribution- HCSP	3% of Employees bi-weekly base pay
County Match Contribution - HCSP	4% of Employees bi-weekly base pay
Total Contribution - HCSP	7% of Employees bi-weekly base pay

B. Employees shall have immediate vesting upon deposit of funds into the Health Care Savings Program.

C. The County reserves the right to change a carrier(s), a plan(s), and/or the manner in which it administers and provides the above benefit.

Definitions:

A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility

   1. Employee: All contributions shall be made into the employee's account and the employee shall be responsible for directing and determining all investments and reimbursement for eligible health care expenses through the HCSP.

   2. Human Resources: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and the program service providers.

Administrative Procedure:

1. Human Resources shall enroll eligible employees into the Health Care Savings Program.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 17, 2020.

Revised pursuant to action of the Monroe County Board of Commissioners, dated December 3, 2024.

Section Name:	Employee Relations	Effective Date: January 1, 2021
Section Number:	400	**Date of Revision: December 3, 2024**
		Effective Date: January 1, 2025
Policy Number:	454	

Subject: Employer-Sponsored Retiree Health Care Savings Program (HCSP)

Overview:
The County of Monroe recognizes the need for employees to prepare for their costs of health care following their employment with the County.

Purpose:
The purpose of this policy is to provide an outline of the employer-sponsored health care saving program. This program provides employees with a tax-free health reimbursement arrangement that prefunds and grows employees' financial resources to pay for post-employment health expenses for themselves and their qualified dependents.

Scope:
This policy applies to regular full-time non-union employees who were hired on or after October 28, 2003 and are not eligible for the retiree health care plan benefits provided in County Policy # 442, Retiree Health Care Plan and Retiree Health Care Fund.

Statement of Policy:

A. All regular full-time employees hired on or after October 28, 2003 and are not eligible for the retiree health care plan benefits provided in County Policy #442, Retiree Health Care Plan and Retiree Health Care Fund shall be enrolled into the Municipal Employees' Retirement System (MERS) Health Care Savings Program with the following mandatory contributions by County and employee:

Effective January 1, 2025 Required Contributions HCSP	
Employee Mandatory Contribution- HCSP	**3% of Employees bi-weekly base pay**
County Match Contribution - HCSP	**3% of Employees bi-weekly base pay**
Total Contribution - HCSP	**6% of Employees bi-weekly base pay**

Effective January 1, 2026 Required Contributions HCSP	
Employee Mandatory Contribution- HCSP	**3% of Employees bi-weekly base pay**
County Match Contribution - HCSP	**4% of Employees bi-weekly base pay**
Total Contribution - HCSP	**7% of Employees bi-weekly base pay**

~~Employee Mandatory Contribution- HCSP~~	~~2% of Employees bi-weekly base pay~~
~~County Match Contribution - HCSP~~	~~2% of Employees bi-weekly base pay~~
~~Total Contribution - HCSP~~	~~4% of Employees bi-weekly base pay~~

B. Employees shall have immediate vesting upon deposit of funds into the Health Care Savings Program.

C. The County reserves the right to change a carrier(s), a plan(s), and/or the manner in which it administers and provides the above benefit.

Definitions:

A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility

   1. Employee: All contributions shall be made into the employee's account and the employee shall be responsible for directing and determining all investments and reimbursement for eligible health care expenses through the HCSP.

   2. Human Resources: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and the program service providers.

Administrative Procedure:

1. Human Resources shall enroll eligible employees into the Health Care Savings Program.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 17, 2020.

Revised pursuant to action of the Monroe County Board of Commissioners, dated December 3, 2024.

Section Name: Employee Relations Effective Date: January 1, 2021
Section Number: 400
Policy Number: 454

Subject: Employer-Sponsored Retiree Health Care Savings Program (HCSP)

Overview:
The County of Monroe recognizes the need for employees to prepare for their costs of health care following their employment with the County.

Purpose:
The purpose of this policy is to provide an outline of the employer-sponsored health care saving program. This program provides employees with a tax-free health reimbursement arrangement that prefunds and grows employees' financial resources to pay for post-employment health expenses for themselves and their qualified dependents.

Scope:
This policy applies to regular full-time non-union employees who were hired on or after October 28, 2003 and are not eligible for the retiree health care plan benefits provided in County Policy # 442, Retiree Health Care Plan and Retiree Health Care Fund.

Statement of Policy:

A. All regular full-time employees hired on or after October 28, 2003 and are not eligible for the retiree health care plan benefits provided in County Policy #442, Retiree Health Care Plan and Retiree Health Care Fund shall be enrolled into the Municipal Employees' Retirement System (MERS) Health Care Savings Program with the following mandatory contributions by County and employee:

Employee Mandatory Contribution- HCSP	2% of Employees bi-weekly base pay
County Match Contribution - HCSP	2% of Employees bi-weekly base pay
Total Contribution - HCSP	4% of Employees bi-weekly base pay

B. Employees shall have immediate vesting upon deposit of funds into the Health Care Savings Program.

C. The County reserves the right to change a carrier(s), a plan(s), and/or the manner in which it administers and provides the above benefit.

Definitions:

A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility

1. Employee: All contributions shall be made into the employee's account and the employee shall be responsible for directing and determining all investments and reimbursement for eligible health care expenses through the HCSP.

2. Human Resources: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and the program service providers.

Administrative Procedure:

1. Human Resources shall enroll eligible employees into the Health Care Savings Program.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 17, 2020.

Monroe County Community Planning & Engagement Department
965 South Raisinville Road, Monroe, Michigan 48161
Telephone: 734-240-7375 • Fax: 734-240-3286 • www.co.monroe.mi.us/planning

December 3, 2024

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

RE: Farmland and Open Space Preservation Application Review

Dear Chairman Richardville and Members of the Board:

Please find the attached review/recommendation from our County Planner for properties in Milan Township and Dundee Township 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." Any comments or recommendations by the Board of Commissioners will be forwarded to the Township Board prior to their final approval.

Sincerely,

Jason Berry
Community Planning & Engagement Department Director

2024
FARMLAND / OPEN SPACE REVIEW
Monroe County, Michigan

MEMORANDUM	**TOWNSHIP**: Dundee
DATE: December 3, 2024	**OWNERS**: K. Heath - Trust
TO: Monroe County Board of Commissioners	**SECTION/P.C.**: 28
FROM: Staff	**TOWN/RANGE:** T6S R6E
SUBJECT: Case #200.4-12-24-13	**AERIAL PHOTO:** #2024

LOCATION OF PROPERTY
The property consists of a parcel totaling approximately 48 acres in size. It is located on the east side of Dennison Road north of Cake Road.

RELATIONSHIP TO PUBLIC PLANS
The property does not have access to public water service or public sewer service. The Monroe County Comprehensive Plan designates the property primarily as Agricultural Preservation, with the land immediately adjacent to the South Little Raisin River designated as Open Space. The Dundee Township Master Plan also designates the property as Agriculture. The property is not located in the 100-year flood zone.

EXISTING CHARACTERISTICS
Of the 48 acres being applied for, all 48 of the acres are cultivated. As the property is 40 acres or greater in size, it is eligible for the farmland preservation program.

PLANNING ANALYSIS
The primary soil on the property is a Blount loam soil that is capable of producing approximately 106 bushels of corn per acre. The applicant is requesting a 30-year agreement for the property.

Staff believes that this property should be included in the Farmland Preservation Program because the property is designated as Agricultural in both the Monroe County Comprehensive Plan and the Dundee Township Master 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 Community Planning & Engagement

CASE#: 200.4-11-24-13
TOWNSHIP: Dundee

DATE: 11/19/2024
OWNER: Sieler, T.

2024
FARMLAND / OPEN SPACE REVIEW
Monroe County, Michigan

MEMORANDUM	**TOWNSHIP**: Milan
DATE: December 3, 2024	**OWNERS**: K. Heath - Trust
TO: Monroe County Board of Commissioners	**SECTION/P.C.**: 21
FROM: Staff	**TOWN/RANGE:** T5S R6E
SUBJECT: Case #200.4-12-24-14	**AERIAL PHOTO:** #2024

LOCATION OF PROPERTY
The property consists of a parcel totaling approximately 78.31 acres in size. It is located at the northwest corner of the intersection of Cone Road and Petersburg Road.

RELATIONSHIP TO PUBLIC PLANS
The property does not have access to public water service or public sewer service. The Monroe County Comprehensive Plan designates the property primarily as Agricultural Preservation. The Milan Township Master Plan also designates the property as Prime Agricultural, with the wooded area at the northeast corner of the property designated as Open Space / Conservation. The property does not appear to be located in the 100-year flood zone.

EXISTING CHARACTERISTICS
Of the 78.31 acres being applied for, 66.8 of the acres are cultivated. As the property is 40 acres or greater in size, it is eligible for the farmland preservation program.

PLANNING ANALYSIS
The primary soil on the property is a Metamora sandy loam soil that is capable of producing approximately 115 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 because the property is designated as Agricultural in both the Monroe County Comprehensive Plan and the Milan Township Master 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 Community Planning & Engagement

CASE#: 200.4-12-24-14
TOWNSHIP: Milan

DATE: 12/03/2024
OWNER: Heath, K. - Trust

MONROE COUNTY
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November 26, 2024

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

Re: Ratification of the Monroe County Central Dispatch Supervisors Association Collective Bargaining Agreement

Dear Chairman Richardville and Board Members:

Attached you will find a summary outlining the highlights of contractual changes negotiated into the Central Dispatch Communication Supervisors Collective Bargaining Agreement. The Agreement is between the County of Monroe, the Monroe County 9-1-1 District Board and the Monroe County Central Dispatch Association (Communication Supervisors).

This new collective bargaining agreement replaces the former agreement that expires on December 31, 2024. The new agreement is for a period of three (3) years, expiring December 31, 2027. Our goal in negotiating this and all other contracts was to enhance our ability to recruit and retain a qualified County workforce while staying within our available resources. With this agreement, we have accomplished this goal.

Accordingly, the negotiating team recommends the Board of Commissioners to approve the Tentative Agreement.

Sincerely,

Jeff McBee

Jeff McBee
Human Resources Director

County of Monroe, the Monroe County 9-1-1 District Board, and the Monroe County Central Dispatch Supervisors Association

Communication Supervisors

Highlights of Contractual Changes

Duration of Contract: 3 Year Agreement – January 1, 2025 through December 31, 2027.

Compensation:

- Base Wages:
  - January 1, 2025 3.0% BWA
  - January 1, 2026 3.0% BWA
  - January 1, 2027 3.0% BWA

- Wage Schedule:
  - Adjust the current schedule from a 9 step wage scale (1 step for each 12 months of continuous service) to a 6 step wage scale.

- Retention Payments:
  - Provide each member of the group, retention lump-sum payments (not added to base salary) paid annually based on the following years of credited service:

1 through 8 years of service	$1,000
9 through 14 years of service	$1,500
15 or more years of service	$2,000

Retirement Benefits:

- DC Retirement Plan:
  - 2025- Mandatory employee contribution of 5% with a County contribution of 8%
  - 2026- Mandatory employee contribution of 5% with a County contribution of 9%
  - 2027- Mandatory employee contribution of 5% with a County contribution of 9%

Retiree Health Care Benefits:

- Health Care Savings Account
  - 2025- Mandatory employee contribution of 3% with a County contribution of 3%
  - 2026- Mandatory employee contribution of 3% with a County contribution of 4%
  - 2026- Mandatory employee contribution of 3% with a County contribution of 4%

Leave Time:

- Condensed vacation accrual to allow for increased time earned in a shorter period
- Changed “Funeral Leave” to “Bereavement Leave”

Holidays:

- Add Juneteenth holiday
- Provide a one-time $375 lump-sum payment in 2025 for each Juneteenth holiday worked or other leave time was used for the holiday in 2022, 2023, and 2024

Health Care Benefits:

- Maintained current benefits and cost-sharing
- Changed coverage to start on employee’s 30th day of continuous employment

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November 26, 2024

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

Re: Ratification of the 1st District Court Employees Association- Unit I and Unit II

Dear Chairman Richardville and Board Members:

Attached you will find a summary outlining the highlights of contractual changes negotiated into the 1st District Court Employees Association Unit I and Unit II Collective Bargaining Agreements. The Agreements are between the County of Monroe, the 1st District Court, and the 1st District Court Employees Association.

These new collective bargaining agreement replace the former agreements that expire on December 31, 2024. The new agreements are for a period of two (2) years, expiring December 31, 2026. Our goal in negotiating these and all other contracts was to enhance our ability to recruit and retain a qualified County workforce while staying within our available resources. With these agreements, we have accomplished this goal.

Accordingly, the negotiating team recommends the Board of Commissioners to approve the Tentative Agreements.

Sincerely,

Jeff McBee

Jeff McBee
Human Resources Director

County of Monroe, the Monroe County 1st District Court, and the 1st District Court Employees Association

District Court Unit I & Unit II

Highlights of Contractual Changes

Duration of Contract: 2 Year Agreement – January 1, 2025 through December 31, 2026.

Compensation:

- Base Wages:
  - January 1, 2025 3.0% BWA
  - January 1, 2026 3.0% BWA

- Wage Schedule:
  - Adjust the current schedule from a 9 step wage scale (1 step for each 12 months of continuous service) to a 6 step wage scale.

- Retention Payments:
  - Provide each member of the group, retention lump-sum payments (not added to base salary) paid annually based on the following years of credited service:

1 through 8 years of service	$1,000
9 through 14 years of service	$1,500
15 or more years of service	$2,000

Retirement Benefits:

- DC Retirement Plan:
  - 2025- Mandatory employee contribution of 5% with a County contribution of 8%
  - 2026- Mandatory employee contribution of 5% with a County contribution of 9%

Retiree Health Care Benefits:

- Health Care Savings Account
  - 2025- Mandatory employee contribution of 3% with a County contribution of 3%
  - 2026- Mandatory employee contribution of 3% with a County contribution of 4%

Leave Time:

- Condensed vacation accrual to allow for increased time earned in a shorter period
- Changed “Funeral Leave” to “Bereavement Leave”

Holidays:

- Add Juneteenth holiday

Health Care Benefits:

- Maintained current benefits and cost-sharing
- Changed coverage to start on employee's 30th day of continuous employment

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November 26, 2024

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

Re: Ratification of the TPOAM- General, District Court Probation Department, and Youth Center Therapists Collective Bargaining Agreements

Dear Chairman Richardville and Board Members:

Attached you will find a summary outlining the highlights of contractual changes negotiated into the County of Monroe General group, the 1st District Court Probation Department, and the 38th Circuit Court- Family Division (Youth Center Therapists) Collective Bargaining Agreements. The Agreements are between the County of Monroe, the 1st District Court, the 38th Circuit Court- Family Division, and the Technical, Professional & Officeworkers of Michigan (TPOAM).

This new collective bargaining agreements replace the former agreements that expire on December 31, 2024. The new agreements are for a period of two (2) years, expiring December 31, 2026. Our goal in negotiating these and all other contracts was to enhance our ability to recruit and retain a qualified County workforce while staying within our available resources. With these agreements, we have accomplished this goal.

Accordingly, the negotiating team recommends the Board of Commissioners to approve the Tentative Agreements.

Sincerely,

Jeff McBee

Jeff McBee
Human Resources Director

County of Monroe, the Monroe County 1st District Court, the Monroe County 38th Judicial Circuit Court-Family Division, and the Technical, Professional & Officeworkers Association of Michigan (TPOAM)

General County-District Court Probation-Youth Center Therapists

Highlights of Contractual Changes

Duration of Contract: 2 Year Agreement – January 1, 2025 through December 31, 2026.

Position Vacancies:

- Regular Position Vacancies:
  - Transfers to open positions will now be based on overall qualifications rather than strictly seniority.

Compensation:

- Base Wages:
  - January 1, 2025 3.0% BWA
  - January 1, 2026 3.0% BWA

- Wage Schedule:
  - Adjust the current schedule from a 9 step wage scale (1 step for each 12 months of continuous service) to a 6 step wage scale.

- Retention Payments:
  - Provide each member of the group, retention lump-sum payments (not added to base salary) paid annually based on the following years of credited service:

1 through 8 years of service	$1,000
9 through 14 years of service	$1,500
15 or more years of service	$2,000

Retirement Benefits:

- DC Retirement Plan:
  - 2025- Mandatory employee contribution of 5% with a County contribution of 8%
  - 2026- Mandatory employee contribution of 5% with a County contribution of 9%

Retiree Health Care Benefits:

- Health Care Savings Account

- 2025- Mandatory employee contribution of 3% with a County contribution of 3%
- 2026- Mandatory employee contribution of 3% with a County contribution of 4%

Leave Time:

- Condensed vacation accrual to allow for increased time earned in a shorter period
- Changed “Funeral Leave” to “Bereavement Leave”

Holidays:

- Add Juneteenth holiday
- Provide a one-time $375 lump-sum payment in 2025 for each Juneteenth holiday worked or other leave time was used for the holiday in 2022, 2023, and 2024 (General County only as the court units observed this holiday in the referenced years).

Health Care Benefits:

- Maintained current benefits and cost-sharing
- Changed coverage to start on employee’s 30th day of continuous employment

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(734) 240-7276

Sierra Masson
Human Resources Assistant
Telephone (734) 240-7301
Confidential Fax
(734) 240-7302

November 26, 2024

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

Re: Ratification of the TPOAM- Youth Center Supervisors Collective Bargaining Agreement

Dear Chairman Richardville and Board Members:

Attached you will find a summary outlining the highlights of contractual changes negotiated into the 38th Circuit Court- Family Division (Youth Center Supervisors) Collective Bargaining Agreement. The Agreement is between the County of Monroe, the 38th Circuit Court- Family Division, and the Technical, Professional & Officeworkers of Michigan (TPOAM).

This new collective bargaining agreement replaces the former agreement that expires on December 31, 2024. The new agreement is for a period of two (2) years, expiring December 31, 2026. Our goal in negotiating this and all other contracts was to enhance our ability to recruit and retain a qualified County workforce while staying within our available resources. With this agreement, we have accomplished this goal.

Accordingly, the negotiating team recommends the Board of Commissioners to approve the Tentative Agreement.

Sincerely,

Jeff McBee

Jeff McBee
Human Resources Director

County of Monroe, the Monroe County 38th Judicial Circuit Court-Family Division, and the Technical, Professional & Officeworkers Association of Michigan (TPOAM)

Youth Center Supervisors

Highlights of Contractual Changes

Duration of Contract: 2 Year Agreement – January 1, 2025 through December 31, 2026.

Compensation:

- Base Wages:
  - January 1, 2025 3.0% BWA
  - January 1, 2026 3.0% BWA

- Wage Schedule:
  - Adjust the current schedule from a 9 step wage scale (1 step for each 12 months of continuous service) to a 6 step wage scale.

- Retention Payments:
  - Provide each member of the group, retention lump-sum payments (not added to base salary) paid annually based on the following years of credited service:

1 through 8 years of service	$1,000
9 through 14 years of service	$1,500
15 or more years of service	$2,000

Retirement Benefits:

- DC Retirement Plan:
  - 2025- Mandatory employee contribution of 5% with a County contribution of 8%
  - 2026- Mandatory employee contribution of 5% with a County contribution of 9%

Retiree Health Care Benefits:

- Health Care Savings Account
  - 2025- Mandatory employee contribution of 3% with a County contribution of 3%
  - 2026- Mandatory employee contribution of 3% with a County contribution of 4%

Leave Time:

- Condensed vacation accrual to allow for increased time earned in a shorter period
- Changed “Funeral Leave” to “Bereavement Leave”

<u>Holidays:</u>

- Add Juneteenth holiday

<u>Health Care Benefits</u>:

- Maintained current benefits and cost-sharing
- Changed coverage to start on employee’s 30th day of continuous employment

Michigan's Cornerstone.

Randy Richardville, Chairman

Monroe County Board of Commissioners
Representing District 5
125 East Second Street, Monroe, MI 48161
Telephone: 734.735.0100
E-mail: rrichardvilledist5@gmail.com

November 27, 2024

Monroe County Board of Commissioners
125 East Second Street
Monroe, MI 48161

Re: Board and Commission Appointments/Reappointments

Dear Commissioners:

At the conclusion of advertising in the newspaper, posting to the County website, and outreach from fellow Commissioners, I submit the enclosed slate of applications.

The recommended appointments/reappointments are summarized in the document labeled Monroe County Boards and Commissions 2024 Appointments. Also enclosed, you will find the full packet of applications received.

It is recommended, the Board confirm the appointments/reappointments.

Sincerely,

Randy Richardville, Chairman
Monroe County Board of Commissioners

Enclosure

Board Appointments Effective January 1, 2025

Board/ Commission	Members with Term Expiration	Expiration Date	Notes	Current Members	Applications Received	Recommended Appointments
Monroe County Bicycle & Pedestrian Advisory Panel	Ryan Simmons-by position Dale DeSloover Dori Hawkins-Freelain	8/31/2024 8/31/2024 8/31/2024	9 Members/ 3 Year Terms 3 Appointments Needed	Dale Desloover Ryan Simmons David Leach Jeff Bohmer Rob Foshag Florence Buchanan Jim Gardner Al Prieuer Lucie Fortin	Dale Desloover Rufino Velazquez	**Ryan Simmons-by position** **Dale Desloover** **Rufino Velazquez**
Emergency Medical Authority (EMA)	David Brown Michael Demski Sara Kandler Keith Masserant	12/31/2024 12/31/2024 12/31/2024 12/31/2024	9 Members/ 2 Year Terms 4 Appointments Needed	David Brown Michael Demski Sara Kandler Keith Masserant Misty Green Brian Paules James Bennett Bruce Kral R. J. Schall	David Brown Michael Demski Sara Kandler Keith Masserant	**David Brown** **Michael Demski** **Sara Kandler** **Keith Masserant**
Library Board	Bernie Smith	12/31/2024	5 Members/ 5 Year Terms 1 Appointment Needed	Rita Gordon Beth LaPensee Bernie Smith Catharine Calder Rob Peven	Michael Grodi	**Michael Grodi**
Parks &Recreation Commission	Larry VanWasshenova Connie Velliquette David Hoffman	12/31/2024 12/31/2024 12/31/2024	10 Members/ 3 Year Terms 2 Appointments Needed	Larry VanWasshenova Connie Velliquette Russell "Rusty" Davis Misty Green Loretta LaPointe Brian Hoppert Rob Kull Greg Stewart	Larry VanWasshenova Dale DeSloover	**Larry VanWasshenova** **Dale DeSloover**

Board Appointments Effective January 1, 2025

Board/ Commission	Members with Term Expiration	Expiration Date	Notes	Current Members	Applications Received	Recommended Appointments
Road Commission	Jim Jacobs Jack Thayer	12/31/2024 12/31/2024	5 Members / 6 year Terms 2 Appointments Needed	Greg W. Stewart Jim Jacobs Dan Minton Jack Thayer Bill Kipf	Jim Jacobs Jack Thayer	**Jim Jacobs** **Jack Thayer**
Sanitary Code of Appeals Board	Arthur Bronson Donald Link Connie Ochs	12/31/2024 12/31/2024 12/31/2024	7 Members/ 2 Year Terms 4 Appointments Needed	Mario DeFelice Arthur Bronson Donald Link Connie Ochs	No Applicants	**Chairman to appoint two (2) Commissioners**
Veterans Affairs	Edward Straud Linda Lefcheck	12/31/2024 12/31/2024	5 Members/ 4 Year Terms Must be a Veteran to apply 2 Appointments Needed	Edward Straub Larry Cymbola Linda Lefcheck Richard Gagne James Walker	Edward Straud Linda Lefcheck Dale DeSloover	**Edward Straud** **Linda Lefcheck**
Retirement Board	Bob Neely	12/31/2024	Board of Commissioners Appointment – 1 Citizen At Large	Citizen At Large- Bob Neely	Bob Neely	**Bob Neely**

Monroe County Bicycle & Pedestrian Advisory Panel

3 Applicants

1. Dale Desloover
2. Rufino Velazquez
3. Ryan Simmons (appointed by position)

3 Appointments Needed

Michigan's Cornerstone.

APPLICATION FOR APPOINTMENT TO MONROE COUNTY BOARDS & COMMISSIONS

BOARD OR COMMISSION APPLYING FOR: MONROE COUNTY BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

NAME: DALE DE SLOOVER **Also interested in Parks & Rec via phone conversation**

HOME ADDRESS: 211 N. MACOMB ST.

CITY: MONROE, MICHIGAN 48162

TELEPHONE NUMBER: 734-790-5391 **EMAIL:** ddesloover@comcast.net

EDUCATION:

HIGH SCHOOL MONROE HIGH SCHOOL 1966

~~COLLEGE~~ UNITED STATES AIR FORCE 1967-1971

OTHER LOCAL 8 IBEW APPRENTICESHIP

DEGREES

CERTIFICATIONS/LICENSES RELEVANT TO APPOINTMENT

PRESENT EMPLOYMENT

CURRENT POSITION RETIRED

POSITION RESPONSIBILITIES

MANAGERIAL AND PROJECT EXPERIENCE

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES).

NAME	ADDRESS	TELEPHONE
1) DR. STEPHEN McNEW	1101 S. RAISINVILE RD	734-625-3410
2) FLORENCE BUCHANAN	5442 POPLAR	419-654-1934
3) DR. BARRY MARTIN	3275 FOX RUN LANE, LAMBERTVILLE	734-734-9135
4) JIM CRAMMOND	466 N. MONROE ST.	734-241-0549

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME AND/OR COVER LETTER

Applicant's Signature: Dale DeSloover Date: OCT 21, 2024

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. HAVE YOU EVER SERVED ON ANY OTHER COUNTY BOARD OR COMMISSION? IF YES, PLEASE EXPLAIN.

YES. I HAVE BEEN ON THE BICYCLE AND PEDESTRIAN COMMITTEE SINCE IT WAS FOUNDED - WENT TO THE COUNTY COMMISIONER MEETING TO ADVOCATE FOR STARTING THE COMMITTEE.

2. HAVE YOU EVER HELD AN ELECTED OR APPOINTED OFFICE? IF YES, PLEASE EXPLAIN.

YES, I HAVE BEEN ON THE MONROE COUNTY ISD SCHOOL BOARD SINCE 2005. I WAS RECENTLY ELECTED TO MY FORTH SIX YEAR TERM.

3. EXPLAIN THE ROLE OF THE BOARD OR COMMISSION THAT YOU ARE SEEKING APPOINTMENT TO.

THE BOARD IS A GROUP OF INTEREST CITIZENS THAT ARE RESEARCHING, PLANNING AND ADVOCATION FOR BICYLE AND PEDESTRIAN TRAILS/PATHS IN THE COUNTY

4. WHAT ARE YOUR GOALS & OBJECTIVES TO SERVING ON THE {BOARD OR COMMISSION}?

TO KEEP THE CURRENT PLANS AND FUTURE PLANS FORFRONT ON THE COUNTY, CITIES AND TOWNSHIPS RADAR SCOPE/ADGENDA'S.

5. WHAT WOULD YOU PERCEIVE AS THE {BOARD OR COMMISSION'S} STRENGTHS/WEAKNESSES?

IF YOU MEAN THE B AND P ADVISORY COMMITTEE THEIR STRENGTH IS THEIR VISION AND COMMITTMENT - THER WEAKNESS IS THEY ARE ONLY AN ADVISORY COMMITTEE AND NOT WELL SUPPORTED BY THE COUNTY PARKS AND RECREATION BOARD

6. HOW WOULD YOU DEAL WITH A SITUATION IF YOU HAD A PERSONAL INTEREST IN A MATTER OF {BOARD OR COMMISSION}? IF YOU MEAN A FINANCIAL INSTEST I WOULD ABSTAIN FROM VOTING IF I ACTUALLY HAD A VOTE.

7. DO YOU HAVE ANY FAMILY MEMBERS THAT ARE EMPLOYED BY {BOARD OR COMMISSION OR COUNTY}? IF YES, PLEASE SPECIFY THE NATURE OF THE RELATIONSHIP.

NO - NOT TO MY KNOWLENGE

8. PROVIDE ANY ADDITIONAL INFORMATION OR STATEMENT IN SUPPORT OF YOUR REQUEST FOR APPOINTMENT.

I HAVE BEEN ACTIVELY INVOLVED WITH SEMCOG FOR A NUMBE OF YEARS. CURRENTY I AM AN ALTERNATE ON THEIR EXECUTIVE COMMITTE AND A VOTING MEMBER ON THEIR REGIONAL REVIEW COMMITEE. ON THAT COMMITTEE (RRC) I SERVE WITH MONROE, MAYOR ROBERT CLARK.

APPLICATION FOR APPOINTMENT TO MONROE COUNTY BOARDS & COMMISSIONS

BOARD OR COMMISSION APPLYING FOR: Bicycle and Pedestrian Advisory Panel

NAME: Rufino Velazquez

HOME ADDRESS: 8275 Whiteford Road

CITY: Ottawa Lake

TELEPHONE NUMBER: (210) 724 7484 **EMAIL:** rufvel@gmail.com

EDUCATION:

HIGH SCHOOL Carrizo Springs

COLLEGE Austin College

OTHER

DEGREES Business

CERTIFICATIONS/LICENSES RELEVANT TO APPOINTMENT

PRESENT EMPLOYMENT

CURRENT POSITION HR Director

POSITION RESPONSIBILITIES Recruiting, Onboarding, Performance Management, Learning & Development, and Compensation.

MANAGERIAL AND PROJECT EXPERIENCE 10+ years across several industries

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES).

NAME	**ADDRESS**	**TELEPHONE**

1) Kevin Delaney 617-620-3894

2) Jeanette Melgarejo 209-579-4996

3) Beth Poole 970-903-3148

4) Caitlyn Toretto 949-636-9782

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME AND/OR COVER LETTER

Applicant's Signature: Rufino Velazquez Date: 10/21/2024

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. HAVE YOU EVER SERVED ON ANY OTHER COUNTY BOARD OR COMMISSION? IF YES, PLEASE EXPLAIN.

As a new resident to Monroe County, I have not served locally, but I have served on Boards and Commissions in previous counties, most recently in the state of Maryland, where I served on the board of a local park that was a partnership between the National Parks

Service and Montgomery County.

2. HAVE YOU EVER HELD AN ELECTED OR APPOINTED OFFICE? IF YES, PLEASE EXPLAIN.

No.

3. EXPLAIN THE ROLE OF THE BOARD OR COMMISSION THAT YOU ARE SEEKING APPOINTMENT TO.

I'm very excited to apply to the Pedestrian and Bicycle Advisory Panel, which I see as essential in making our county an accessible, vibrant, walkable, and bikeable community. Having safe and accessible trails and routes is vital for enjoying outdoor activities, commuting, and connecting with our neighborhoods.

4. WHAT ARE YOUR GOALS & OBJECTIVES TO SERVING ON THE {BOARD OR COMMISSION}?

As a newcomer, I look forward to connecting my passion for community building with advocacy efforts that enhance pedestrian and cyclist safety.My primary goal is to advocate for safe and accessible trails and routes, ensuring they meet the needs of residents. I am excited to learn from local government, organizations, and community members that encourages great infrastructure.

Additionally, I hope to engage in outreach efforts that raise awareness about the benefits of walking and biking, promoting healthier lifestyles and a stronger sense of community.

Overall, I strive to contribute to a safer, more inclusive environment for all who walk and bike in our county.

5. WHAT WOULD YOU PERCEIVE AS THE {BOARD OR COMMISSION'S} STRENGTHS/WEAKNESSES?

As I'm new here, I'm not familiar enough with the panel to answer this. If I had to perceive one, I would guess engagement. People are busy and often

don't have a ton of time to engage.

6. HOW WOULD YOU DEAL WITH A SITUATION IF YOU HAD A PERSONAL INTEREST IN A MATTER OF {BOARD OR COMMISSION}?

I would approach the situation with transparency and integrity if I had a personal interest in a matter before the commission. First, I would disclose my interest to the panel to ensure everyone knows my connection to the issue. This step is crucial for maintaining trust within the group. Next, I would recuse myself from any discussions or decisions related to that specific matter to avoid any conflicts of interest. I believe it's essential to prioritize the collective's objectives and the community's needs above personal interests.Doing so would ensure that the decision-making process remains fair and unbiased, fostering an environment where all perspectives are considered. This approach not only upholds ethical standards but also reinforces credibility and commitment to serving the community.

7. DO YOU HAVE ANY FAMILY MEMBERS THAT ARE EMPLOYED BY {BOARD OR COMMISSION OR COUNTY}? IF YES, PLEASE SPECIFY THE NATURE OF THE RELATIONSHIP.

No.

8. PROVIDE ANY ADDITIONAL INFORMATION OR STATEMENT IN SUPPORT OF YOUR REQUEST FOR APPOINTMENT.

Rufino Velazquez ❖ rufvel@gmail.com ❖ (210) 724-7484

WORK EXPERIENCE

Evergreen Collaborative **September 2022 – Present**

Director of People & Culture

- Evergreen Collaborative is a nonprofit advocacy group working to advance solutions that protect our environment and promote economic growth.
- Established Evergreen's People & Talent Management program: Hiring, Onboarding, Performance Management, Learning & Development, and Total Rewards.
  - Launched first in-house HRIS system, consolidating time tracking, PTO, hiring, onboarding, payroll, performance, goals, compliance, and employee experience.
  - Sharpened Evergreen's hiring and onboarding process, by modernizing job descriptions to include first-year milestones, created interview plans and rubrics, updated compensation benchmarking, and created onboarding checklists.
  - Created bi-annual annual goal-setting and review process via Gusto and Lattice, including organizational goals and cascading into Department and Individual Goals aligned with Evergreen's Mission, Values, and Theory of Change. This allowed Evergreen to focus on coaching up low-performers, reward and retain high-performers, and ensured consistency in evaluations.
    - >90% of staff were meeting or exceeding expectations. Fast-tracked high performers into senior positions based on clear performance metrics, increasing motivation and retention.
    - Underperforming staff were given clear growth plans, allowing them to increase performance over the following review cycle. There were zero involuntarily terminations due to performance.
    - Created and led first Executive Director review in partnership with the Board of Directors
  - Established Learning & Development Strategy inclusive of individual and organization-wide pieces of training: Feedback, Coaching, Goal Setting, and Distributed Employee Management, in partnership with LifeLabs Learning.
    - Staff across the board reported feeling more confident in giving and receiving feedback and coaching, running meetings, setting goals, and working remotely.
  - Grew and managed People Operations team: Operations, Fundraising, and Finance which drove growth from 1M to 11M budget by focusing on individual strengths, leveraging our policy experts as fundraisers, and ensuring concise project management and tracking of all prospects and committed funds.

Clif Bar & Company **July 2021 – September 2022**

Talent Program Manager

- Clif Bar is a values-driven organization that exists to redesign the business of food for health, equity, and earth.
- Modernized Clif Bar's Recruiting and Onboarding model to be more inclusive, scaleable, and equitable, partnering closely with cross-functional teams in DEI, Legal, IT, Communications, HR, and Clif Bakeries.
  - Created organization-wide hiring rubric measuring candidates against Clif Bar's Values and Competencies in addition to functional & technical skills.
    - 92% satisfaction score with interview rubric, measured six months post-launch
    - Rubric was later adapted to measure Talent Performance and Development
  - Revamped end-to-end hiring & interviewing experience, allowing for greater scalability and consistency for hiring managers and candidates.
    - Elevated candidate satisfaction scores from 75% to 95% YoY through targeted process improvements
    - Hiring Manager Satisfaction scores rose from 85% to 96% YoY
  - Elevated candidate experience by creating a process that outlined job outcomes, including 3 to 6 to 12-month goals, growth trajectory, and potential roadblocks to success.
  - Led task force to revamp Clif Onboarding Program that better aligned with "The Future of Work" (hybrid & remote: a first for Clif Bar)
    - Created business case for and launched first hybrid & remote company onboarding experience, including RFP, negotiations, and implementation of first-ever in-house onboarding platform: Greenhouse Welcome
    - Launch led to a 25% rise in new hire induction scores and a 50% reduction in time creating onboarding

roadmaps as measured by New Hire Onboarding Survey:
        - Overall Onboarding Experience 90%
        - Employee Engagement Score: 93%
    - Created Clif Bar's first Team Norms Playbook for Hybrid & Remote work. Initially designed for the Talent team, later adopted across HR and used as a model for the organization.
    - Hired Clif Bar's founding Social Impact & Communications Team put in place to pay farmers a living wage, increase Supply Chain transparency, and promote Clif as a leader in food sustainability.
    - Additional roles filled in Brand, eCommerce, HR, Legal, Innovation, Marketing, Finance, IT, Supply Chain, and DEI.
        - Of total hired and voluntarily self-identified: 70% Women, 42% People of Color, 25% People with a Disability

Abstract **April 2020 – June 2021**

Senior People & Talent Partner

- Abstract is a design intelligence platform that helps teams gather requirements, review designs, and continuously measure what works in one space.
- People & Talent Partner supporting 100+ fully-distributed employees via Recruitment, Onboarding, Employee Engagement, Performance Management, Compensation, Benefits, and DEI.
    - Recruiting & Onboarding: Hired and onboarded 45 new team members between April 2020 - April 2021. 50% women, 30% people of color (self-identified data). 92% satisfied with their onboarding experience. 90% were satisfied with the interview experience.
    - HR Operations Highlights: Led transition from 3rd party HR vendor to in-house systems (Greenhouse, Sapling, ADP), integrating recruiting, onboarding, and payroll.
    - Ensured seamless user experience from application to start date, resulting in improved employee satisfaction.
    - Culture Highlights: Partnered with Internal Communications to create the first form of Company Intranet and resources pages for HR. Supported Head of People with design and implementation of HR DEI initiatives related to Recruiting, Onboarding, Compensation, and Performance Management. Led the launch of the first ERG at Abstract.

Philz Coffee **April 2015 - April 2020**

Lead Recruiter

- Philz Coffee is a mission and values-centric coffee chain that personalizes every cup and customer interaction.
- Lead Recruiter overseeing all new locations staffing in California, D.C. Metro, and Chicago. Scaled workforce from 300 to 1,100+ employees across 62 locations, leading all recruiting efforts for new stores and distribution centers. Managed a fully remote team of two Recruiters & one Recruiting Coordinator.
    - Partnered with senior-level & store leaders to create and launch an internal "Recruiting Culture" emphasizing and rewarding employee referrals and the customer-to-applicant pipeline. Employee referrals rose from 20% to 50%, and customers grew to be the #2 source of hire.

Flex **November 2011 – April 2015**

Corporate Recruiter

- Flex is a global Supply Chain, Technology, and Manufacturing Services provider with locations in 30 countries.
- Corporate Recruiter supporting North America, responsible for full-cycle recruiting: sourcing, qualifying, interviewing, and negotiation of compensation packages. Built a diverse candidate pipeline, supporting cross-border teams in Mexico and India.

SYSTEMS & SKILLS

- **HR operations**: hiring & onboarding, employee relations, benefits & compensation management, performance management. **HR Systems**: Gusto, Greenhouse, ADP, iCIMS, Sapling, Workday, Sequoia, Lattice. **Project Management**: Asana, Confluence, JIRA. **Leadership & Development**: Team Management, Coaching & Mentorship, Emotional Intelligence; Empathy.

Emergency
Medical Authority

4 Applicants

1. David Brown
2. Michael Demski
3. Sara Kandler
4. Keith Masserant

4 Appointments Needed

Michigan's Cornerstone.

APPLICATION FOR APPOINTMENT TO MONROE COUNTY
BOARDS & COMMISSIONS

BOARD OR COMMISSION APPLYING FOR: Emergency Medical Authority

NAME: David L Brown

HOME ADDRESS: 13788 S. Dixie Hwy PO Box 181

CITY: LaSalle

TELEPHONE NUMBER: ( ) **EMAIL:** david@dbrowncompany.com

EDUCATION:

HIGH SCHOOL Monroe High School

COLLEGE Attended MCCC

OTHER

DEGREES

CERTIFICATIONS/LICENSES RELEVANT TO APPOINTMENT

PRESENT EMPLOYMENT

CURRENT POSITION Self Employed

POSITION RESPONSIBILITIES Consulting/Speaking/Author

MANAGERIAL AND PROJECT EXPERIENCE 35+ years

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES).

	NAME	ADDRESS	TELEPHONE
1)	James Brunt	1115 Borg Ave Temperance, MI	(567) 202-3969
2)	Burt Fenby	116 Seeley Coldwater, MI	(517) 403-6786
3)	Corey Perlman	464 Maxwell Rd. Roswell GA	(248) 388-9788
4)	Charles Watkins	786 Winston Ct. Monroe, MI	(734) 497-4898

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME AND/OR COVER LETTER

Applicant's Signature: David Brown Date: 10-4-2024

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. HAVE YOU EVER SERVED ON ANY OTHER COUNTY BOARD OR COMMISSION? IF YES, PLEASE EXPLAIN.

   NO

2. HAVE YOU EVER HELD AN ELECTED OR APPOINTED OFFICE? IF YES, PLEASE EXPLAIN.

   Yes. LaSalle Township Trustee 1988-1996

3. EXPLAIN THE ROLE OF THE BOARD OR COMMISSION THAT YOU ARE SEEKING APPOINTMENT TO.

   Evaluate performance of emergency medical providers within the County of Monroe for compliance.

4. WHAT ARE YOUR GOALS & OBJECTIVES TO SERVING ON THE {BOARD OR COMMISSION}?

   To work with Authority member and EMS provider to maintain the EMS system and expand coverage to provide the highest level of care for residents of the County.

5. WHAT WOULD YOU PERCEIVE AS THE {BOARD OR COMMISSION'S} STRENGTHS/WEAKNESSES?

   The strength is the relationship the providers have with the authority and the working relationship the member have with each other.

   Weakness - is finding people interested in filling vacancies on the authority.

6. HOW WOULD YOU DEAL WITH A SITUATION IF YOU HAD A PERSONAL INTEREST IN A MATTER OF {BOARD OR COMMISSION}?

It would be fully disclosed to the members and recuse myself from any discussion or action on the issue.

7. DO YOU HAVE ANY FAMILY MEMBERS THAT ARE EMPLOYED BY {BOARD OR COMMISSION OR COUNTY}? IF YES, PLEASE SPECIFY THE NATURE OF THE RELATIONSHIP.

no

8. PROVIDE ANY ADDITIONAL INFORMATION OR STATEMENT IN SUPPORT OF YOUR REQUEST FOR APPOINTMENT.

Serving on the Authority for approximately 14 years and in various roles land learning how we can continue to provide quality ambulance service throughout the County. Currently serving as the Chair of the Authority. Have dealt with important issues regarding the ambulance coverage in my role as Chair.

APPLICATION FOR APPOINTMENT TO MONROE COUNTY BOARDS & COMMISSIONS

BOARD OR COMMISSION APPLYING FOR: Emergency Medical Authority

NAME: Michael Demski

HOME ADDRESS: 1255 E Erie Rd

CITY: Erie MI 48133

TELEPHONE NUMBER: (419) 787-7057 **EMAIL:** eriechief@gmail.com

EDUCATION:

HIGH SCHOOL Macomber

COLLEGE Some MCCC

OTHER Tech / Trade Schools

DEGREES

CERTIFICATIONS/LICENSES RELEVANT TO APPOINTMENT Paramedic

PRESENT EMPLOYMENT

CURRENT POSITION Erie Twp / City of Luna Pier

POSITION RESPONSIBILITIES Building / Zoning Official

MANAGERIAL AND PROJECT EXPERIENCE Yes

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES).

	NAME	ADDRESS	TELEPHONE
1)	Jim Gardner	4357 Buckeye	734-848-6495 x1
2)	Dave Gaitz	4357 Buckeye	734-8059
3)	Jolene Upchurch	1522 Erie	734-848-4691
4)	David Brown	13788 S Dixie	734-735-3573

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME AND/OR COVER LETTER

Applicant's Signature: [signature] Date: 10-9-24

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. HAVE YOU EVER SERVED ON ANY OTHER COUNTY BOARD OR COMMISSION? IF YES, PLEASE EXPLAIN.

EMA + Advisory Board from begining

2. HAVE YOU EVER HELD AN ELECTED OR APPOINTED OFFICE? IF YES, PLEASE EXPLAIN.

No Current

3. EXPLAIN THE ROLE OF THE BOARD OR COMMISSION THAT YOU ARE SEEKING APPOINTMENT TO.

Monitor Emergency Medical County Services

4. WHAT ARE YOUR GOALS & OBJECTIVES TO SERVING ON THE {BOARD OR COMMISSION}?

Provide Best Care to County Residnces

5. WHAT WOULD YOU PERCEIVE AS THE {BOARD OR COMMISSION'S} STRENGTHS/WEAKNESSES?

Little regulatory authority but but currently have a great Ambulance partner

6. HOW WOULD YOU DEAL WITH A SITUATION IF YOU HAD A PERSONAL INTEREST IN A MATTER OF {BOARD OR COMMISSION}?

Step aside as commissioner for action on the matter.

7. DO YOU HAVE ANY FAMILY MEMBERS THAT ARE EMPLOYED BY {BOARD OR COMMISSION OR COUNTY}? IF YES, PLEASE SPECIFY THE NATURE OF THE RELATIONSHIP.

N/A

8. PROVIDE ANY ADDITIONAL INFORMATION OR STATEMENT IN SUPPORT OF YOUR REQUEST FOR APPOINTMENT.

Starting Serving on the Advisory board when the EMA was formed and have Served several years as a board member and chair-person.

APPLICATION FOR APPOINTMENT TO MONROE COUNTY BOARDS & COMMISSIONS

BOARD OR COMMISSION APPLYING FOR: Monroe County Emergency Medical Authority

NAME: Sara E. Kandler

HOME ADDRESS: 13755 Alton Road

CITY: Monroe

TELEPHONE NUMBER: ( ) 906-360-1175 **EMAIL:** sarakandler67@gmail.com

EDUCATION:

HIGH SCHOOL Westwood High School

COLLEGE

OTHER Marquette General School of Radiology

DEGREES Certificate Current - RT(R) (CT) American Registry of Radiologic Technologist

CERTIFICATIONS/LICENSES RELEVANT TO APPOINTMENT Prior AEMT, Prior Fire I&II

Current - RT(R) (CT) American Registry of Radiologic Technologist

PRESENT EMPLOYMENT

CURRENT POSITION CT Radiographer Promedica Monroe Hospital

POSITION RESPONSIBILITIES Staff CT Technologist

MANAGERIAL AND PROJECT EXPERIENCE Staff Technologist Trainer

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES).

	NAME	ADDRESS	TELEPHONE
1)	Michael Moren	Monroe, MI	734-410-3724
2)	Denise Palmer	Monroe, MI	734-731-7044
3)	Kristen Wilkinson	Monroe, MI	734-621-3178
4)	Sara Booze	Monroe, MI	734-347-1366

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME AND/OR COVER LETTER

Applicant's Signature: Sara E. Kandler (Electronic Signagure) Date: 10/20/24

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. HAVE YOU EVER SERVED ON ANY OTHER COUNTY BOARD OR COMMISSION? IF YES, PLEASE EXPLAIN.

   Monroe County Emergency Medical Authority

2. HAVE YOU EVER HELD AN ELECTED OR APPOINTED OFFICE? IF YES, PLEASE EXPLAIN.

   No

3. EXPLAIN THE ROLE OF THE BOARD OR COMMISSION THAT YOU ARE SEEKING APPOINTMENT TO.

   The role of the Board is to ensure that proper and adequate Emergency Services are provided to the county of Monroe's citizens.

4. WHAT ARE YOUR GOALS & OBJECTIVES TO SERVING ON THE {BOARD OR COMMISSION}?

   To ensure that adequate Emergency Services are provided for my community.

5. WHAT WOULD YOU PERCEIVE AS THE {BOARD OR COMMISSION'S} STRENGTHS/WEAKNESSES?

   This Board reviews the data submitted by it's emergency services in a checks and balances type of system to ensure that the agreed upon response standards are being met.

6. HOW WOULD YOU DEAL WITH A SITUATION IF YOU HAD A PERSONAL INTEREST IN A MATTER OF {BOARD OR COMMISSION}?

I would respectfully withdraw from any situation that presented with a personal interest in a matter.

7. DO YOU HAVE ANY FAMILY MEMBERS THAT ARE EMPLOYED BY {BOARD OR COMMISSION OR COUNTY}? IF YES, PLEASE SPECIFY THE NATURE OF THE RELATIONSHIP.

No

8. PROVIDE ANY ADDITIONAL INFORMATION OR STATEMENT IN SUPPORT OF YOUR REQUEST FOR APPOINTMENT.

I appreciate the purpose of this board and enjoy helping the community.

Sara Kandler, RT (R) (CT)

13755 Alton Road, Monroe, MI 48161
Cell: (906) 360-1175
sarakandler67@gmail.com

September 29, 2022

To whom it may concern:

I am extremely interested in re-consideration for the Monroe County Emergency Medical Authority board member position. Enclosed is a copy of my resume, stating my current abilities, as well as past experiences, which I strongly feel qualify me for this position.

Currently I am an ARRT Registered CT Radiologic Technologist who has held additional licensures as an AEMT and Volunteer Fire Fighter. Due to my experience in a Level I Trauma Center and as a prior AEMT, I have become proficient in the many aspects of service within the healthcare field. These services include achieving satisfaction in patient care, high quality Diagnostic Radiographic and CT exam results, and proper diagnosis or treatment for my patients. I am looking to apply my knowledge and passion for helping others and feel that this opportunity would allow me to accomplish this goal.

I assume and welcome responsibility as a healthcare professional and enjoy working with others. I am a positive, driven, and mature individual who likes to participate in her community. Due to these qualities, I have gained the respect and trust of my coworkers and built a reputation as being a valuable member of the Emergency Services Teams I have had the pleasure to work with. The education and experiences that I have gained have been invaluable, and I believe that my current abilities and motivation would make me an asset to your Authority.

You are welcome to contact me any time by phone: (906) 360-1175 or email: sarakandler67@gmail.com and I can be available for an interview upon request. I am confident that this would be a great opportunity for both your team and I. Thank you for your generous time and consideration.

Sincerely,

Sara E. Kandler RT (R) (CT)

Enclosures

Sara Kandler, RT (R) (CT)

13755 Alton Road, Monroe, MI 48161
Cell: (906) 360-1175
sarakandler67@gmail.com

OBJECTIVE

Enthusiastic healthcare professional with extensive training and experience as a Registered CT Scan Radiographer. Seeking a mutually beneficial opportunity, where my professional skills and experience can be enriched and contribute towards the organization's goals.

PROFESSIONAL CERTIFICATIONS

Registered Radiographer and Registered CT Technologist **415139** **08/04 – Current**
The American Registry of Radiologic Technologists

Firefighter I & II Certification **06/2013-Current**
NFPA (Marquette County)

Licensed EMT Basic upgraded to Advanced-EMT **3206000193** **04/11 – 06/2017**
State of Michigan Emergency Medical Technician

SPECIAL EXPERTISE AND ACHIEVEMENTS

- Perform and participate in CT and Diagnostic Radiographic procedures.
- Extensive experience with examination and screening in a Level 1 Trauma Facility.
- Ability to effectively perform under adverse and emergency conditions.
- Excellent communication and interpersonal skills among coworkers and patients.
- Participated in community events organized to educated the public in emergency situations.
- Provided emergency fire services and secretarial duties for a township fire department.
- Provided First Responder and Emergency Services to my local communities.

OTHER CERTIFICATIONS

- **International Trauma Life Support Certification** **03/14**
- **American Heart Institute PEARS Provider** **07/13**
- **American Heart Institute CPR Certification** **03/13 –Current**
- **NFPA Fire Fighter I & II Certification** **06/13 – Current**
- **Fire Works Safety** **05/13 - Current**

Sara Kandler, RT (R) (CT)

13755 Alton Road, Monroe, MI 48161
Cell: (906) 360-1175
sarakandler67@gmail.com

WORK EXPERIENCE

St. Joseph Mercy Hospital (Trinity Health): CT Scan Radiographer **05/15-Current**

5301 McAuley Drive, Ypsilanti, Michigan, 48197, (734) 712-3442
-Participate in and perform a variety of Diagnostic CT procedures.

Beaumont Health System (Troy): CT Scan Radiographer **09/14-07/15**

44201 Dequindre Road, Troy, Michigan 48085 (248) 964-5000
-Participate in and perform a variety of Diagnostic CT procedures.

Marquette General Hospital (Duke Life Point): CT Scan Radiographer **08/05 –09/14**

420 W. Magnetic Street, Marquette, Michigan 49855, (906) 225-3540
-Participate in and perform a variety of CT and Diagnostic Radiographic procedures.

Marquette General Hospital (Duke Life Point): A-EMT **08/11 – 09/14**

420 W. Magnetic Street, Marquette, Michigan 49855, (906) 225-3547
-Provide immediate response and EMS assistance in emergent and traumatic situations.

VOLUNTEER EXPERIENCE

Ishpeming Township Fire and Rescue: Fire Fighter **02/12 – 09/14**

1575 US 41 W, Ishpeming, Michigan 49849, (906) 485-5411
- Provide fire related emergency assistance and secretarial duties to Ishpeming Township.

Forsyth Township EMS: EMT Basic **07/11 – 09/14**

47 N Johnson Lake Road, Gwinn, Michigan 49841, (906) 346-9217
-Provide immediate response and EMS assistance in emergent and traumatic situations.

Ely Township Medical First Responders: EMT Basic (MFR Agency) **04/11 – 09/14**

1555 County Road 496, Ishpeming, Michigan 49849, (906) 486-6802
-Provide immediate response and First Responder assistance in emergent and traumatic situation.

EDUCATION

Marquette General Hospital School of EMS (A-EMT) **09/13 – 02/14**

420 W. Magnetic Street, Marquette, Michigan 49855, (906) 225-7590

Marquette County Fire Fighter I & II Course **01/13 – 06/13**

161 CO RD 492, Marquette, Michigan 49855, (906) 228-6220

Marquette General Hospital School of EMS (EMT-B) **09/10 – 03/11**

420 W. Magnetic Street, Marquette, Michigan 49855, (906) 225-7590

MGH School of Radiography (Now- Clinical Science Department, NMU) **08/04 – 08/06**

1401 Presque Isle Ave, Marquette, Michigan 49855, (906) 227-2885

Sara Kandler, RT (R) (CT)

13755 Alton Road, Monroe, MI 48161
Cell: (906) 360-1175
sarakandler67@gmail.com

REFERENCES

Mr. Craig McCall RT (R) (CT)
SJMH CT Scan Educational Coordinator
Mobile: (810) 599-0611
Email: Craig.McCall@stjoeshealth.org

St. Joseph Mercy Hospital (Trinity Health)
5905 Kynyon Drive
Brighton, Michigan 48116

Ms. Megan Maletich
SJMH CT Scan Radiographer
Mobile: (734) 625-1102
Email: Megan.Maletich@stjoeshealth.org

St. Joseph Mercy Hospital (Trinity Health)
13632 Shady Lane
Monroe, Michigan 48161

Ms. Denise Palmer
Administrative Assistant
Mobile: (734) 731-7044
Email: Niecypalmer59@yahoo.com

City of Monroe -Retired (1990-2015)
13646 Laplaisance Road
Monroe, Michigan 48161

Mr. Michael Moren
DTE- Fermi MEP Platform Manager
Mobile: (734) 410-3724
Email: mikemoren@charter.net

DTE- Retired (1990-2021)
13244 Lighthouse Road
LaSalle, Michigan 48145

APPLICATION FOR APPOINTMENT TO MONROE COUNTY BOARDS & COMMISSIONS

BOARD OR COMMISSION APPLYING FOR: Monroe County Emergency Medical Authority

NAME: Keith Masserant

HOME ADDRESS: 7676 Strong Rd

CITY: Newport

TELEPHONE NUMBER: (734)516-4340 **EMAIL:** kmasserant@midamericangroup.com

EDUCATION:

HIGH SCHOOL Monroe Catholic Central

COLLEGE Monroe Community College

OTHER

DEGREES Associates

CERTIFICATIONS/LICENSES RELEVANT TO APPOINTMENT

PRESENT EMPLOYMENT

CURRENT POSITION President

POSITION RESPONSIBILITIES Owner - Mid-American Gunite, Inc.

MANAGERIAL AND PROJECT EXPERIENCE 20+ years

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES).

NAME	ADDRESS	TELEPHONE
1) Troy Goodnough		(734)-755-8327
2) Tracy Oberleiter		(734) 735-2952
3) Jim Jacobs		(734) 755-7013
4) Dave Reaume		(734) 755-5311

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME AND/OR COVER LETTER

Applicant's Signature: Keith Masserant Date: October 8th, 2024

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. HAVE YOU EVER SERVED ON ANY OTHER COUNTY BOARD OR COMMISSION? IF YES, PLEASE EXPLAIN.

   N/A

2. HAVE YOU EVER HELD AN ELECTED OR APPOINTED OFFICE? IF YES, PLEASE EXPLAIN.

   N/A

3. EXPLAIN THE ROLE OF THE BOARD OR COMMISSION THAT YOU ARE SEEKING APPOINTMENT TO.

   Monroe County emergency Medical Authority

4. WHAT ARE YOUR GOALS & OBJECTIVES TO SERVING ON THE {BOARD OR COMMISSION}?

   Serve my community.

5. WHAT WOULD YOU PERCEIVE AS THE {BOARD OR COMMISSION'S} STRENGTHS/WEAKNESSES?

   The overall organization of the authority and their collaborations with other organizations in the county are what I perceive their strengths to be.

6. HOW WOULD YOU DEAL WITH A SITUATION IF YOU HAD A PERSONAL INTEREST IN A MATTER OF {BOARD OR COMMISSION}?

I would make the board aware of it and remove myself from that situation.

7. DO YOU HAVE ANY FAMILY MEMBERS THAT ARE EMPLOYED BY {BOARD OR COMMISSION OR COUNTY}? IF YES, PLEASE SPECIFY THE NATURE OF THE RELATIONSHIP.

N/A

8. PROVIDE ANY ADDITIONAL INFORMATION OR STATEMENT IN SUPPORT OF YOUR REQUEST FOR APPOINTMENT.

I appreciate the opportunity to serve my community and will continue to do so in any aspect that is needed.

Library Board

1 Applicant

1. Michael Grodi

1 Appointment Needed

APPLICATION FOR APPOINTMENT TO MONROE COUNTY BOARDS & COMMISSIONS

BOARD OR COMMISSION APPLYING FOR: Monroe County Library Trustee

NAME: Michael W. Grodi

HOME ADDRESS: 10458 Michigan Avenue

CITY: Erie

TELEPHONE NUMBER: (734) 497-0991 **EMAIL:** mwgrodi@gmail.com

EDUCATION:

HIGH SCHOOL Erie Mason High School - 1990

COLLEGE Monroe Community College - Associates of Science

OTHER Columbia Southern University (BA in Business) & Waldorf Universtiy

DEGREES Masters Degree in Orgaizational Leadership /Public Administration Concentration

CERTIFICATIONS/LICENSES RELEVANT TO APPOINTMENT
I am a graduate of the Michigan Infrastructure Council program

PRESENT EMPLOYMENT

CURRENT POSITION Michigan Sheriff's Training Council/Supervisor Erie Township

POSITION RESPONSIBILITIES CEO/Executive Secretary/Supervisor

MANAGERIAL AND PROJECT EXPERIENCE Yes to both

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES).

NAME **ADDRESS** **TELEPHONE**

1) Jon Pignataro - 9047 11 Mile Road Ceresco, MI 49033 - 269-967-5692

2) Bob Noordhoek - 3640 Sawgrass Circle Lansing, MI 48911 - 517-930-0723

3) Judge Michael Brown - 106 E. First St - 734-240-7125

4) Sheriff Michelle Lajoy-Young - 701 Ball Ave NE Grand Rapids, MI 49530 - 616-890-6904

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME AND/OR COVER LETTER

Applicant's Signature: [signature] Date: 10-14-2023

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. HAVE YOU EVER SERVED ON ANY OTHER COUNTY BOARD OR COMMISSION? IF YES, PLEASE EXPLAIN.

   Yes, currently serve on the Monroe County Employee's Retirement System for over 14 years and have been the Chairman for the last 12 years.

2. HAVE YOU EVER HELD AN ELECTED OR APPOINTED OFFICE? IF YES, PLEASE EXPLAIN.

   Yes, served as the elected Erie Township Trustee and Deputy Supervisor as well as and elected Park Commissioner. I was appointed to the Monroe County Library System since early 2018. I am also elected to the Mason Schools Board of Education as a trustee. I am also appointed to several committees/boards at large in my role as library trustee including legislative, pension, buildings and grounds, and technology.

3. EXPLAIN THE ROLE OF THE BOARD OR COMMISSION THAT YOU ARE SEEKING APPOINTMENT TO.

   The role of a trustee on the Monroe County Library System is to help approve the presented budget, set policy for both the physical and fiscal well-being of the library system. Annually we review budgets and audit reports for the library system as a whole as well as retiree health care and the pension board. We also annually review the Library Director's performance and would fill the position if ever vacated. We engage with staff and the public at meetings monthly at the various libraries in Monroe County.

4. WHAT ARE YOUR GOALS & OBJECTIVES TO SERVING ON THE {BOARD OR COMMISSION}?

   My primary goal on serving on the Monroe County Library Board is to continue to support the staff and the library patrons by helping govern board policies, the budget, and future strategic goals. I want to help the library continue to evolve and be a part of the process of engaging with Monroe County patrons to understand how to both better serve them and provide input into new programming to help the public.

5. WHAT WOULD YOU PERCEIVE AS THE {BOARD OR COMMISSION'S} STRENGTHS/WEAKNESSES?

   The greatest strength of the Library Board is their absolute commitment to the citizens of the County of Monroe and the staff of the Monroe County Library System. The Board continually looks at ways to provide more service, solicit employee and public input, and make the libraries in Monroe County a continued source of education and support for everyone. There is no real weakness.

6. HOW WOULD YOU DEAL WITH A SITUATION IF YOU HAD A PERSONAL INTEREST IN A MATTER OF {BOARD OR COMMISSION}?

If I had a personal interest in a matter on any board or commission, I would first of all disclose the issue, and then abstain from voting on any matter associated with the personal matter.

7. DO YOU HAVE ANY FAMILY MEMBERS THAT ARE EMPLOYED BY {BOARD OR COMMISSION OR COUNTY}? IF YES, PLEASE SPECIFY THE NATURE OF THE RELATIONSHIP.

No

8. PROVIDE ANY ADDITIONAL INFORMATION OR STATEMENT IN SUPPORT OF YOUR REQUEST FOR APPOINTMENT.

Please review attached letter

MONROE COUNTY LIBRARY SYSTEM
840 S. ROESSLER ST. • MONROE, MI 48161-1557 • 734-241-5770 • MYMCLS.COM

October 3, 2022

Monroe County Board of Commissioners
125 E. Second St.
Monroe, MI 48161

Dear Commissioners,

Recently, we received an email from Commissioners' Administrative Assistant indicating that the Library Board could make a recommendation if desired, to the Board of Commissioners for the seat on the Monroe County Library System Board that expires at the end of this year.

Michael Grodi currently holds this seat and has indicated his interest in being reappointed to the MCLS Library Board. Mr. Grodi has served on the board for one term, and has been an office holder as well as chair of our Facilities Committee, chair of the Legislative Committee and a member of our Technology Committee. He is also the Library's representative to the Monroe County Employees Retirement System. His application for reappointment is included.

At its September 14 meeting, the board approved a unanimous motion strongly recommending that the Board of Commissioners reappoint Mr. Grodi to an additional five-year term on the board of the Monroe County Library System. The board added that since two board members were appointed for terms starting in 2020, they especially appreciate the continuity of a reappointment this year.

Please let me know if we can be of further assistance in this process.

Sincerely,

Nancy Bellaire

Nancy Bellaire
Director

Parks & Recreation Commission

2 Applicants

1. Larry VanWasshenova

2. Dale DeSloover

2 Appointments Needed

APPLICATION FOR APPOINTMENT TO MONROE COUNTY
BOARDS & COMMISSIONS

BOARD OR COMMISSION APPLYING FOR: PARK BOARD

NAME: LARRY VAN WASSHENOVA

HOME ADDRESS: 2707 STEINER ROAD

CITY: MONROE

TELEPHONE NUMBER: (734) 241-6798 **EMAIL:** lvanwasshenova1@outlook.com

EDUCATION:

HIGH SCHOOL DUNDEE

COLLEGE M.C.C.C. - U of M - Mich. STATE - U of Toledo

OTHER

DEGREES BA, MLIR & JD

CERTIFICATIONS/LICENSES RELEVANT TO APPOINTMENT

PRESENT EMPLOYMENT

CURRENT POSITION RETIRED

POSITION RESPONSIBILITIES

MANAGERIAL AND PROJECT EXPERIENCE

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES).

NAME	**ADDRESS**	**TELEPHONE**
1) JOSH Thomas	125 E. Second	734-240-7000
2) MIKE BOSANAC	125 E. Second	734-240-7000
3) BRIAN HOPPERT	1713 YARGERVILLE	734-243-2790
4) DAVE HOFFMAN	12877 BIGELOW RD	734-735-6561

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME AND/OR COVER LETTER

Applicant's Signature: [signature] Date: 10-23-24

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. HAVE YOU EVER SERVED ON ANY OTHER COUNTY BOARD OR COMMISSION? IF YES, PLEASE EXPLAIN.

   PARK BOARD

2. HAVE YOU EVER HELD AN ELECTED OR APPOINTED OFFICE? IF YES, PLEASE EXPLAIN.

   MONROE PUBLIC SCHOOL

3. EXPLAIN THE ROLE OF THE BOARD OR COMMISSION THAT YOU ARE SEEKING APPOINTMENT TO.

   OVERSEE PARKS OWNED BY COUNTY

4. WHAT ARE YOUR GOALS & OBJECTIVES TO SERVING ON THE {BOARD OR COMMISSION}?

   COMPLETE THE 5 YEAR PLAN & IMPLEMENTATION THEREOF

5. WHAT WOULD YOU PERCEIVE AS THE {BOARD OR COMMISSION'S} STRENGTHS/WEAKNESSES?

   WELL DIVERSE GROUP & ALL WORK TO ACHIEVE PARK GOALS

6. HOW WOULD YOU DEAL WITH A SITUATION IF YOU HAD A PERSONAL INTEREST IN A MATTER OF {BOARD OR COMMISSION}?

Our GUIDELINES INDICATE IF There is Conflict or PRECEIVE Conflict we recuse ourselves

7. DO YOU HAVE ANY FAMILY MEMBERS THAT ARE EMPLOYED BY {BOARD OR COMMISSION OR COUNTY}? IF YES, PLEASE SPECIFY THE NATURE OF THE RELATIONSHIP.

NO

8. PROVIDE ANY ADDITIONAL INFORMATION OR STATEMENT IN SUPPORT OF YOUR REQUEST FOR APPOINTMENT.

I would like to continue on the PARK BOARD AND continue the Progress we have made over the nearly 15 years I have been on the Park Board.

Michigan's Cornerstone.

APPLICATION FOR APPOINTMENT TO MONROE COUNTY
BOARDS & COMMISSIONS

BOARD OR COMMISSION APPLYING FOR: MONROE COUNTY BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

NAME: DALE DE SLOOVER **Interested in Parks&Rec via phone conversation**

HOME ADDRESS: 211 N. MACOMB ST.

CITY: MONROE, MICHIGAN 48162

TELEPHONE NUMBER: 734-790-5391 **EMAIL:** ddesloover@comcast.net

EDUCATION:

HIGH SCHOOL MONROE HIGH SCHOOL 1966

~~COLLEGE~~ UNITED STATES AIR FORCE 1967-1971

OTHER LOCAL 8 IBEW APPRENTICESHIP

DEGREES

CERTIFICATIONS/LICENSES RELEVANT TO APPOINTMENT

PRESENT EMPLOYMENT

CURRENT POSITION RETIRED

POSITION RESPONSIBILITIES

MANAGERIAL AND PROJECT EXPERIENCE

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES).

NAME	**ADDRESS**	**TELEPHONE**
1) DR. STEPHEN McNEW	1101 S. RAISINVILLE RD	734-625-3410
2) FLORENCE BUCHANAN	5442 POPLAR	419-654-1934
3) DR. BARRY MARTIN	3275 FOX RUN LANE, LAMBERTVILLE	734-734-9135
4) JIM CRAMMOND	466 N. MONROE ST.	734-241-0549

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME AND/OR COVER LETTER

Applicant's Signature: Dale DeSloover Date: OCT 21, 2024

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. HAVE YOU EVER SERVED ON ANY OTHER COUNTY BOARD OR COMMISSION? IF YES, PLEASE EXPLAIN.

YES. I HAVE BEEN ON THE BICYCLE AND PEDESTRIAN COMMITTEE SINCE IT WAS FOUNDED - WENT TO THE COUNTY COMMISIONER MEETING TO ADVOCATE FOR STARTING THE COMMITTEE.

2. HAVE YOU EVER HELD AN ELECTED OR APPOINTED OFFICE? IF YES, PLEASE EXPLAIN.

YES, I HAVE BEEN ON THE MONROE COUNTY ISD SCHOOL BOARD SINCE 2005. I WAS RECENTLY ELECTED TO MY FORTH SIX YEAR TERM.

3. EXPLAIN THE ROLE OF THE BOARD OR COMMISSION THAT YOU ARE SEEKING APPOINTMENT TO.

THE BOARD IS A GROUP OF INTEREST CITIZENS THAT ARE RESEARCHING, PLANNING AND ADVOCATION FOR BICYLE AND PEDESTRIAN TRAILS/PATHS IN THE COUNTY

4. WHAT ARE YOUR GOALS & OBJECTIVES TO SERVING ON THE {BOARD OR COMMISSION}?

TO KEEP THE CURRENT PLANS AND FUTURE PLANS FORFRONT ON THE COUNTY, CITIES AND TOWNSHIPS RADAR SCOPE/ADGENDA'S.

5. WHAT WOULD YOU PERCEIVE AS THE {BOARD OR COMMISSION'S} STRENGTHS/WEAKNESSES?

IF YOU MEAN THE B AND P ADVISORY COMMITTEE THEIR STRENGTH IS THEIR VISION AND COMMITTMENT - THER WEAKNESS IS THEY ARE ONLY AN ADVISORY COMMITTEE AND NOT WELL SUPPORTED BY THE COUNTY PARKS AND RECREATION BOARD

6. HOW WOULD YOU DEAL WITH A SITUATION IF YOU HAD A PERSONAL INTEREST IN A MATTER OF {BOARD OR COMMISSION}? IF YOU MEAN A FINANCIAL INSTEST I WOULD ABSTAIN FROM VOTING IF I ACTUALLY HAD A VOTE.

7. DO YOU HAVE ANY FAMILY MEMBERS THAT ARE EMPLOYED BY {BOARD OR COMMISSION OR COUNTY}? IF YES, PLEASE SPECIFY THE NATURE OF THE RELATIONSHIP.

NO - NOT TO MY KNOWLENGE

8. PROVIDE ANY ADDITIONAL INFORMATION OR STATEMENT IN SUPPORT OF YOUR REQUEST FOR APPOINTMENT.

I HAVE BEEN ACTIVELY INVOLVED WITH SEMCOG FOR A NUMBE OF YEARS. CURRENTY I AM AN ALTERNATE ON THEIR EXECUTIVE COMMITTE AND A VOTING MEMBER ON THEIR REGIONAL REVIEW COMMITTEE. ON THAT COMMITTEE (RRC) I SERVE WITH MONROE, MAYOR ROBERT CLARK.

Road Commission

2 Applicants

1. James Jacobs
2. Jack Thayer

2 Appointments Needed

APPLICATION FOR APPOINTMENT TO
MONROE COUNTY ROAD COMMISSION

NAME: James S. Jacobs

HOME ADDRESS: 11700 Strasburg Road

CITY: Erie, Michigan 48133

DAY TELEPHONE NUMBER: 734-755-7013

EDUCATION

HIGH SCHOOL Birch Run Michigan

COLLEGE University of Detroit School of Architecture

OTHER

DEGREES Bachelor of Architecture

CERTIFICATIONS/LICENSES RELEVANT TO POSITION Licensed in Michigan and Ohio to Practice Architecture

PRESENT EMPLOYMENT

CURRENT POSITION TITLE Principal Architect / Member

POSITION RESPONSIBILITIES Lead Team, Maintain and Establish Standards. Mentor Team Members. Make Technical Decisions. Manage the Business.

MANAGERIAL AND PROJECT EXPERIENCE 16 + Years w/Donald A Johnson Architects 20 + Years as Board Chair and Executive Director for Stepping Stones & 17 + Years as Principal Owner of James S Jacobs Architects

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES). PLEASE INCLUDE NAME, ADDRESS AND TELEPHONE NUMBER

Name:	Address:	Telephone:
Troy Goodnough	6926 Stewart Road, Monroe, MI 48162	734-755-8327
Tracy Oberlieter	418 Ruff Dr, Monroe, MI 48162	734-735-2952
Mike Brown	125 E 2nd St, Monroe, MI 48161	734-255-5842
David Thompson	1841 Wood Rd, Erie, MI 48133	734-216-2496

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME

Date: 10-14-2024 Applicants Signature:

APPLICATION FOR APPOINTMENT TO
MONROE COUNTY ROAD COMMISSION

NAME: James S. Jacobs

HOME ADDRESS: 11700 Strasburg Road

CITY: Erie, Michigan 48133

DAY TELEPHONE NUMBER: 734-755-7013

EDUCATION

HIGH SCHOOL Birch Run Michigan

COLLEGE University of Detroit School of Architecture

OTHER

DEGREES Bachelor of Architecture

CERTIFICATIONS/LICENSES RELEVANT TO POSITION Licensed in Michigan and Ohio to Practice Architecture

PRESENT EMPLOYMENT

CURRENT POSITION TITLE Principal Architect / Member

POSITION RESPONSIBILITIES Lead Team, Maintain and Establish Standards. Mentor Team Members, Make Technical Decisions, Manage the Business.

MANAGERIAL AND PROJECT EXPERIENCE 16 + Years w/Donald A Johnson Architects 20 + Years as Board Chair and Executive Director for Stepping Stones & 17 + Years as Principal Owner of James S Jacobs Architects

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES). PLEASE INCLUDE NAME, ADDRESS AND TELEPHONE NUMBER

Name:	Address:	Telephone:
Troy Goodnough	6926 Stewart Road, Monroe, MI 48162	734-755-8327
Tracy Oberlieter	418 Ruff Dr, Monroe, MI 48162	734-735-2952
Mike Brown	125 E 2nd St, Monroe, MI 48161	734-255-5842
David Thompson	1841 Wood Rd, Erie, MI 48133	734-216-2496

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME

Date: 10-14-2024 Applicants Signature: ____________

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED. IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH SEPARATE SHEET. THANK YOU.

1. HAVE YOU EVER SERVED ON ANY OTHER COUNTY BOARD OR COMMISSION? IF YES, PLEASE EXPLAIN.

   Yes, Currently serving as MC Road Commissioner filling the vacated appointment of Charlie Londo

2. DO YOU CURRENTLY HOLD AN ELECTED OR APPOINTED PUBLIC OFFICE? IF YES, PLEASE EXPLAIN.

   No

3. DO YOU HAVE PREVIOUS GOVERNMENT EXPERIENCE AT EITHER THE LOCAL, STATE, OR FEDERAL LEVEL? IF YES, PLEASE EXPLAIN.

   Yes, Served as Chair of the Frenchtown Charter Township Salary Compensation Commission and Building Code of Appeals Review Board

4. WHAT DO YOU PERCEIVE YOUR ROLE TO BE AS A ROAD COMMISSIONER?

   To be an unbiased voice to assist with the development and implementation of, or revisions to, policies, procedures, and regulations to maintain a safe and convienant network of roads.
   Review and approve the budget and any ammendments to it.
   Review and approve resolutions and agreements that require Board approval.

5. DO YOU HAVE EXPERIENCE IN DEVELOPING POLICIES, STRATEGIC PLANS, AND GOALS? IF YES, PLEASE EXPLAIN.

   Yes, Served as a Board member of the Monroe County Chamber of Commerce
   Served on several Church Boards to set Policy & Strategic Plans
   Was Board Chair and Executive Director of a Non-profit program and guided the Board through Annual Planning and Visioning Sessions.
   Served on the "Prepare for Investment" Pillar Team for Monroe County Link & Link 2.0

6. WILL YOU BE AVAILABLE TO ATTEND ALL MEETINGS OF THE ROAD COMMISSION AND REPRESENT THE ROAD COMMISSION BEFORE VARIOUS COMMUNITIES, BUISNESSES AND PROFESSIONAL ORGANIZATIONS AS WELL AS LOCAL, STATE, AND FEDERAL GOVERNMENT REGULATORY AGENCIES? IF YES, PLEASE EXPLAIN PRIOR RELEVANT EXPERIENCE.

Yes, I regularly present to Township Boards and Commissions on my Clients behalf. Also, as a current commissioner I have been available to attend meetings and represent the Board at State and Agency meetings along with several local meetings too.

7. WHAT EXPERIENCE DO YOU HAVE IN WORKING WITH BUDGETS AND FINANCIAL STATEMENTS TO INSURE APPROPRIATE UNDERSTANDING FOR GOOD GOVERNANCE?

Served on St. Paul's UMC & Monroe First UMC Finance Committee's.
Served as Board Chair and Executive Director for Stepping Stones Therapeutic Riding, Inc. for 20 + years.
Currently completing my 3rd year as a Monroe County Road Commissioner.

8. ARE YOU FAMILIAR WITH THE PROCEDURE OF ALLOCATING FUNDS FOR PRIMARY AND LOCAL ROAD IMPROVEMENTS? IF YES, PLEASE EXPLAIN.

Yes, I have served on the Board for the last 3 years and become familiar with the procedure.

9. REFERENCE ABOVE QUESTION: IF YOU COULD CHANGE THE ALLOCATION FORMULA, HOW WOULD YOU CHANGE IT AND WHY? WHAT WOULD BE THE BENEFITS OF YOUR CHANGES?

First, the Act is underfunded adding to the concern of fair and equal distribution. Alternative funding sources must be explored by State Legislature to address this aspect of the equation. Secondly, there are two items that concern me for Monroe County; The State MDOT grab before funds are distributed and pass-through traffic count on miles of road within the system. If MDOT would receive the same equation in contribution and actual traffic and traffic type were considered I believe the distribution would be better balanced and more funds would be available to MC.

10. DO YOU HAVE ANY KNOWLEDGE IN APPROVING PLATS TO BE ACCEPTED INTO THE COUNTY ROAD SYSTEM? IF YES, PLEASE EXPLAIN.

Yes, I have been involved in the Planning and Development of Plats in my private practice.

11. DO YOU HAVE ANY KNOWLEDGE OF THE COUNTY ROAD SYSTEM OPERATIONS, MAINTENANCE, PLANNING, CONSTRUCTION, TRANSPORTATION AND IMPROVEMENTS? IF YES, PLEASE EXPLAIN.

Yes, 3 years as a Commissioner. During this time I have taken the opportunity to tour and observe the operations first hand. I have attended several Commissioner training sessions and local staff training and educational events.

12. WHAT ELEMENTS DO YOU PERCEIVE TO BE ESSENTIAL TO EFFECTIVE LEADERSHIP OF THE ROAD COMMISSIONS GOVERNING BOARD?

Communication, Integrity, Transparency, Relationship Building, Creativity, Respect and Collaborating Effectively.

13. WHY ARE YOU INTERESTED IN BEING APPOINTED/RE-APPOINTED? WHAT MAKES YOU QUALIFIED FOR THIS APPOINTMENT?

I'm interested to continue my appointment as a Commissioner as I feel that my Education, Professional Experience, Skills and Abilities have allowed me to be a contributing member to the Board during my first 3 years. I see being a Commissioner is a way for me to put my skills and experience to use to strive to better our Community.

14. WHAT ARE 2-3 GOALS YOU HAVE AS A ROAD COMMISSIONER THAT WOULD ENHANCE THE ROAD COMMISSION'S MISSION?

Support the facilitation of discussion about funding needs at the State Legislature and Local levels to improve and maintain a quality road system.

Further strengthening the MCRC's relationships with elected officials, agencies, Governmental Units, the Public, and Staff.

Promote the MCRC's process and approach to long-range planning, ongoing & purposeful review of Policies & Procedures for the effective management, development, and maintenance of our County Road System.

APPLICATION FOR APPOINTMENT TO
MONROE COUNTY ROAD COMMISSION

NAME: JACK THAYER, PE

HOME ADDRESS: 4189 LITTLE STREAMS TRAIL

CITY: LAMBERTVILLE

DAY TELEPHONE NUMBER: 419-250-4016

EDUCATION

HIGH SCHOOL EAST JACKSON HIGH / JACKSON, MI

COLLEGE JACKSON COMMUNITY COLLEGE / UNIVERSITY OF MICHIGAN

OTHER

DEGREES ASSOC OF SCI

CERTIFICATIONS/LICENSES RELEVANT TO POSITION
REGISTERED PROFESSIONAL ENGINEER / STATE OF MICHIGAN

PRESENT EMPLOYMENT

CURRENT POSITION TITLE MCRC COMMISSIONER

POSITION RESPONSIBILITIES OVERSEE MCRC POLICIES

MANAGERIAL AND PROJECT EXPERIENCE 48 YRS OF PROJECT MANAGEMENT AND CORPORATE ENGINEERING MANAGEMENT / OWNERSHIP

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES). PLEASE INCLUDE NAME, ADDRESS AND TELEPHONE NUMBER

Name:	Address:	Telephone:
GREG STEWART	7350 KENILWORTH, LAMBERTVILLE	(734) 682-2044
John Mosley	11095 CEMETARY RD, ERIE	(419) 262-2933
HENRY LIEVENS		(734) 279-2811
Randy RICHARDVILLE		(734) 735-0100

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME

Date: 10-14-24

Applicants Signature: Jack Thayer, PE

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED. IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH SEPARATE SHEET. THANK YOU.

1. HAVE YOU EVER SERVED ON ANY OTHER COUNTY BOARD OR COMMISSION? IF YES, PLEASE EXPLAIN.

   ONLY THE MCRC BOARD

2. DO YOU CURRENTLY HOLD AN ELECTED OR APPOINTED PUBLIC OFFICE? IF YES, PLEASE EXPLAIN.

   MCRC BOARD

3. DO YOU HAVE PREVIOUS GOVERNMENT EXPERIENCE AT EITHER THE LOCAL, STATE, OR FEDERAL LEVEL? IF YES, PLEASE EXPLAIN.

   ONLY THE MCRC BOARD

4. WHAT DO YOU PERCEIVE YOUR ROLE TO BE AS A ROAD COMMISSIONER?

   OVERSEE MCRC POLICIES
   REVIEW & APPROVE ANNUAL BUDGETS
   REVIEW & APPROVE 5 YEAR PRIMARY ROAD PLANS & REVISIONS

5. DO YOU HAVE EXPERIENCE IN DEVELOPING POLICIES, STRATEGIC PLANS, AND GOALS? IF YES, PLEASE EXPLAIN.

   RETIRED AS EXEC. VICE PRESIDENT OF 250 PERSON CONSULTING ENGINEERING FIRM IN TOLEDO.

   ESTABLISHED & MANAGED THAYER CONSULTING, INC FOR 16 YEARS.

6. WILL YOU BE AVAILABLE TO ATTEND ALL MEETINGS OF THE ROAD COMMISSION AND REPRESENT THE ROAD COMMISSION BEFORE VARIOUS COMMUNITIES, BUISNESSES AND PROFESSIONAL ORGANIZATIONS AS WELL AS LOCAL, STATE, AND FEDERAL GOVERNMENT REGULATORY AGENCIES? IF YES, PLEASE EXPLAIN PRIOR RELEVANT EXPERIENCE.

YES, HAVING SERVED THE PAST NEARLY 5 YEARS AS A MCRC BOARD MEMBER, I AM WELL AWARE OF BOARD MEMBER DUTIES & RESPONSIBILITIES.

7. WHAT EXPERIENCE DO YOU HAVE IN WORKING WITH BUDGETS AND FINANCIAL STATEMENTS TO INSURE APPROPRIATE UNDERSTANDING FOR GOOD GOVERNANCE?

HAVING 48 YEARS OF PROJECT MANAGEMENT & CORPORATE ENGINEERING MANAGEMENT EXPERIENCE, BUDGETS ARE THE START OF ANY PROJECT. FINANCIAL STATEMENTS SHOW PERFORMANCE.

8. ARE YOU FAMILIAR WITH THE PROCEDURE OF ALLOCATING FUNDS FOR PRIMARY AND LOCAL ROAD IMPROVEMENTS? IF YES, PLEASE EXPLAIN.

THE MAIN FUNDING IS FROM THE STATE, THEN FEDERAL/STATE GRANTS, THEN TOWNSHIPS.

A 5 YEAR PLAN IS DEVELOPED TO ALLOCATE FUNDS FOR ROAD IMPROVEMENTS/MAINTENANCE.

9. REFERENCE ABOVE QUESTION: IF YOU COULD CHANGE THE ALLOCATION FORMULA, HOW WOULD YOU CHANGE IT AND WHY? WHAT WOULD BE THE BENEFITS OF YOUR CHANGES?

THE STATE ACT 51 FORMULA IS <u>LONG</u> OVER DUE FOR UPDATING BASED ON POPULATION & MILES OF ROADS. OUR COUNTY BUDGET WOULD HAVE A DRAMATIC INCREASE.

10. DO YOU HAVE ANY KNOWLEDGE IN APPROVING PLATS TO BE ACCEPTED INTO THE COUNTY ROAD SYSTEM? IF YES, PLEASE EXPLAIN.

APPLICATIONS ARE REVIEWED TO DETERMINE APPROVAL OR NOT.

11. DO YOU HAVE ANY KNOWLEDGE OF THE COUNTY ROAD SYSTEM OPERATIONS, MAINTENANCE, PLANNING, CONSTRUCTION, TRANSPORTATION AND IMPROVEMENTS? IF YES, PLEASE EXPLAIN.

- MINIMAL DIRECT KNOWLEDGE/EXPERIENCE.
- THESE ARE THE DUTIES OF THE MANAGING DIRECTOR AND HIS STAFF.

12. WHAT ELEMENTS DO YOU PERCEIVE TO BE ESSENTIAL TO EFFECTIVE LEADERSHIP OF THE ROAD COMMISSIONS GOVERNING BOARD?

THE MCRC BOARD SETS POLICY AND SELECTS AND OVER SEES THE MANAGING DIRECTOR.

13. WHY ARE YOU INTERESTED IN BEING APPOINTED/RE-APPOINTED? WHAT MAKES YOU QUALIFIED FOR THIS APPOINTMENT?

- TO CONTINUE DEVELOPMENT OF THE MCRC.
- QUALIFIED WITH 48 YEARS OF ENGINEERING MANAGEMENT EXPERIENCE.

14. WHAT ARE 2-3 GOALS YOU HAVE AS A ROAD COMMISSIONER THAT WOULD ENHANCE THE ROAD COMMISSION'S MISSION?

- CONTINUE TO SEE COUNTY WIDE ROAD IMPROVEMENTS
- WORK TO ENSURE LONG TERM MCRC ENHANCEMENTS/IMPROVEMENTS.

Thayer Consulting, Inc.
4189 Little Streams Trail
Lambertville, MI 48144

Jack Thayer, P.E.
President, Thayer Consulting, Inc.

Technical Background Summary

Forty-two years of Engineering Design, Project Management, Discipline Department Management and Corporate Management experience supporting major industrial clients' process development and manufacturing process systems.

Professional Background

Thayer Consulting, Inc. 2003 - Present

President

Responsible for the overall direction of the company to support the project needs of Owens Corning in their Insulation Systems, Composites and Roofing/Asphalt business units. Including allocation of staff resources, developing cost estimate proposals, monitoring budgets, fees billing and payroll.

AVCA Corporation 1980 - 2000 (retired)

Executive Committee Member

Three person committee responsible for the overall direction/management of a 250 person consulting engineering firm located in Toledo. The client base included numerous fortune 100 companies.

Executive Vice President

Management team member provided guidance of the corporation through the growth and expansion of engineering capabilities to better serve the industrial client base throughout the United States. Heavily involved in marketing to increase the client base

Electrical Department Head

Responsible for the interviewing, hiring and training of engineers and support staff to meet the industrial clients' project needs. Initiated and developed in-house Computer-Aided-Design/Drafting (CAD) focus for the company to better meet our clients' project needs cost effectively and on time.

Thayer Consulting, PC 1978 - 1980

Owner/President

Independent Engineering Contractor providing energy audits for commercial and light industrial facilities. Listed as an energy auditor in State of Michigan Energy Auditor List publication in 1979.

Hoad Engineers, Inc 1976 - 1978

Senior Project Manager

Managed the engineering/design of numerous substation projects throughout southeastern lower Michigan for Detroit Edison.

Certification

Registered Professional Engineer – Michigan license no. 6201023827

(419) 250-4016 (734) 856-1516 fax thayerconsult@msn.com

Veterans Affairs

3 Applicants

1. Edward Straud

2. Linda Lefcheck

3. Dale DeSloover

2 Appointments Needed

Michigan's Cornerstone.

APPLICATION FOR APPOINTMENT TO MONROE COUNTY BOARDS & COMMISSIONS

BOARD OR COMMISSION APPLYING FOR: Monroe County Veterans Board

NAME: Edward R. Straub Jr

HOME ADDRESS: 135 Ann Marie Dr

CITY: Monroe

TELEPHONE NUMBER: (734) 344-2937 **EMAIL:** estraub1@Gmail.Com

EDUCATION:

HIGH SCHOOL Jefferson High

COLLEGE Wayne State Univ / Baker College

OTHER

DEGREES Bach of Human Resources / MBA

CERTIFICATIONS/LICENSES RELEVANT TO APPOINTMENT

PRESENT EMPLOYMENT

CURRENT POSITION Retired

POSITION RESPONSIBILITIES —

MANAGERIAL AND PROJECT EXPERIENCE —

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES).

	NAME	**ADDRESS**	**TELEPHONE**
1)	Jim Vincer	11972 Riviera Dr. Monroe	734-735-9187
2)	Ali Bendre	154 Rosewood Monroe	734-735-8751
3)	Bill Collier	3382 Meadowcrest Monroe	734-693-2566
4)	Mark Baker	3271 Pearl Dr Monroe	734-289-3095

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME AND/OR COVER LETTER

Applicant's Signature: Edward R. Straub Jr Date: 10/11/24

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. HAVE YOU EVER SERVED ON ANY OTHER COUNTY BOARD OR COMMISSION? IF YES, PLEASE EXPLAIN.

YES - CURRENTLY I AM THE CHAIRPERSON OF THE MONROE COUNTY VETERANS BOARD.

2. HAVE YOU EVER HELD AN ELECTED OR APPOINTED OFFICE? IF YES, PLEASE EXPLAIN.

SAME AS ABOVE

3. EXPLAIN THE ROLE OF THE BOARD OR COMMISSION THAT YOU ARE SEEKING APPOINTMENT TO.

CHAIRPERSON - RENEW 2 YEAR APPT.

4. WHAT ARE YOUR GOALS & OBJECTIVES TO SERVING ON THE {BOARD OR COMMISSION}?

TO CONTINUE SEAMLESS BENEFITS FOR BURIAL AND MARKERS FOR DECEASED MONROE COUNTY VETERANS.

5. WHAT WOULD YOU PERCEIVE AS THE {BOARD OR COMMISSION'S} STRENGTHS/WEAKNESSES?

STRENGTHS - FAIRNESS, ACCURACY OF INFO.

I SEE NO WEAKNESSES.

6. HOW WOULD YOU DEAL WITH A SITUATION IF YOU HAD A PERSONAL INTEREST IN A MATTER OF {BOARD OR COMMISSION}?

I would be involved in the discussions but not vote in the outcome

7. DO YOU HAVE ANY FAMILY MEMBERS THAT ARE EMPLOYED BY {BOARD OR COMMISSION OR COUNTY}? IF YES, PLEASE SPECIFY THE NATURE OF THE RELATIONSHIP.

Yes — Brother in law is on the Board

8. PROVIDE ANY ADDITIONAL INFORMATION OR STATEMENT IN SUPPORT OF YOUR REQUEST FOR APPOINTMENT.

I have chaired this board since its creation.

APPLICATION FOR APPOINTMENT TO MONROE COUNTY BOARDS & COMMISSIONS

BOARD OR COMMISSION APPLYING FOR: Veteran's Affairs

NAME: Linda C. Lefcheck

HOME ADDRESS: 153 W. Erie Road

CITY: Temperance

TELEPHONE NUMBER: 734 856-3539 **EMAIL:** —none—

EDUCATION:

HIGH SCHOOL Monroe High School - class of 1960

COLLEGE

OTHER

DEGREES

CERTIFICATIONS/LICENSES RELEVANT TO APPOINTMENT

U.S. Marine Corp -1960 -1963

PRESENT EMPLOYMENT

CURRENT POSITION Retired

POSITION RESPONSIBILITIES housewife/farmer

MANAGERIAL AND PROJECT EXPERIENCE 4-H Leader -51 yrs.
American Legion - 35yrs

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES).

	NAME	**ADDRESS**	**TELEPHONE**
1)	Roni Worden	Ottawa Lake	419-779-3499
2)	Brenda Martin	Temperance	419-350-7818
3)	Kay Woods	Monroe	734-755-4162
4)	Mike Aschenacher	Monroe	734-243-2941

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME AND/OR COVER LETTER

Applicant's Signature: Linda C Lefcheck Date: 10/21/2024

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. HAVE YOU EVER SERVED ON ANY OTHER COUNTY BOARD OR COMMISSION? IF YES, PLEASE EXPLAIN.

American Legion
Community Outreach Program – Flags Ovr Veterans
Monroe County 4-H – 51 yrs.
Holy Ghost Lutheran Church – life member

2. HAVE YOU EVER HELD AN ELECTED OR APPOINTED OFFICE? IF YES, PLEASE EXPLAIN.

2nd. District Commander
Post commander

3. EXPLAIN THE ROLE OF THE BOARD OR COMMISSION THAT YOU ARE SEEKING APPOINTMENT TO.

financial support to veteran's in need
burial support/markers for veterans

4. WHAT ARE YOUR GOALS & OBJECTIVES TO SERVING ON THE {BOARD OR COMMISSION}?

continue to support and help those who have served and protected our freedoms

5. WHAT WOULD YOU PERCEIVE AS THE {BOARD OR COMMISSION'S} STRENGTHS/WEAKNESSES?

Improving the lives of veterans
honoring those veterans who have passed
need to improve importance/understanding of veterans to our community

6. HOW WOULD YOU DEAL WITH A SITUATION IF YOU HAD A PERSONAL INTEREST IN A MATTER OF {BOARD OR COMMISSION}?

Honored to support my fellow veterans and/or offer comfort to their families

7. DO YOU HAVE ANY FAMILY MEMBERS THAT ARE EMPLOYED BY {BOARD OR COMMISSION OR COUNTY}? IF YES, PLEASE SPECIFY THE NATURE OF THE RELATIONSHIP.

NONE

8. PROVIDE ANY ADDITIONAL INFORMATION OR STATEMENT IN SUPPORT OF YOUR REQUEST FOR APPOINTMENT.

Have Served for ~20 years and would be honored to continue.

M. Michigan's Cornerstone.

APPLICATION FOR APPOINTMENT TO MONROE COUNTY BOARDS & COMMISSIONS

BOARD OR COMMISSION APPLYING FOR: VETERANS AFFAIRS Committee

NAME: DALE A. DESLOOVER

HOME ADDRESS: 211 N. MACOMB ST.

CITY: MONROE, MICHIGAN 48162

TELEPHONE NUMBER: (734)-790-5391 **EMAIL:** ddesloover@comcast.net

EDUCATION:

HIGH SCHOOL MONROE HIGH SCHOOL 1966

~~COLLEGE~~ UNITED STATES AIR FORCE 1967-1971

OTHER LOCAL 8 IBEW APPRENTICESHIP

DEGREES ____________________

CERTIFICATIONS/LICENSES RELEVANT TO APPOINTMENT ____________________

____

PRESENT EMPLOYMENT

CURRENT POSITION RETIRED

POSITION RESPONSIBILITIES ____________________

MANAGERIAL AND PROJECT EXPERIENCE ____________________

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES).

NAME **ADDRESS** **TELEPHONE**

1) DR. STEPHEN McNEW - 1101 S. RAISINVILLE RD / 734-625-3410

2) FLORENCE BUCHANAN - 5442 POPLAR - 419-654-1934

3) DR. BARRY MARTIN - 3275 FOX RUN LANE, LAMBERTVILLE - 734-734-9135

4) JIM CRAMMOND - 466 N. MONROE ST. - 734-241-0549

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME AND/OR COVER LETTER

Applicant's Signature: [signature] Date: 10-28-2024

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. HAVE YOU EVER SERVED ON ANY OTHER COUNTY BOARD OR COMMISSION? IF YES, PLEASE EXPLAIN.

   YES, I AM CURRENTLY ON THE M/C BICYCLE AND PEDESTRIAN ADVISORY Committee.

2. HAVE YOU EVER HELD AN ELECTED OR APPOINTED OFFICE? IF YES, PLEASE EXPLAIN.

   YES, I HAVE BEEN ON THE MONROE COUNTY ISD SCHOOL BOARD SINCE 2005. I WAS RECENTLY ELECTED TO MY FORTH SIX YEAR TERM.

3. EXPLAIN THE ROLE OF THE BOARD OR COMMISSION THAT YOU ARE SEEKING APPOINTMENT TO.

   THEY HELP/ASSIST VETERANS THAT NEED FINANCIAL ASSISTANCE AND WITH BURIAL EXPENSES

4. WHAT ARE YOUR GOALS & OBJECTIVES TO SERVING ON THE {BOARD OR COMMISSION}?

   TO SERVE AND HONOR MY FELLOW VETRANS

5. WHAT WOULD YOU PERCEIVE AS THE {BOARD OR COMMISSION'S} STRENGTHS/WEAKNESSES?

   THEY SUPPORT AND SERVE THOSE VETERANS, AND THEIR FAMILES, THAT ARE IN NEED.

6. HOW WOULD YOU DEAL WITH A SITUATION IF YOU HAD A PERSONAL INTEREST IN A MATTER OF {BOARD OR COMMISSION}?

I WOULD ABSTAIN FROM VOTING ON AN ISSUE THAT I WOULD PERSONALLY BENIFIT FROM.

7. DO YOU HAVE ANY FAMILY MEMBERS THAT ARE EMPLOYED BY {BOARD OR COMMISSION OR COUNTY}? IF YES, PLEASE SPECIFY THE NATURE OF THE RELATIONSHIP.

NO - NOT TO MY KNOWLEDGE.

8. PROVIDE ANY ADDITIONAL INFORMATION OR STATEMENT IN SUPPORT OF YOUR REQUEST FOR APPOINTMENT.

MANY OF MY FAMILY MEMBERS HAVE SERVED IN THE MILITARY. MY MOM'S BROTHER RAY SOLEAU WAS KILLED IN WW II. I SERVED FOUR YEARS IN THE USAF - ALL - WITH MY TWIN BROTHER PAUL. PAUL AND I HAVE BEEN IN A VIET NAM ERA TWIN STUDY FOR ABOUT 30 YEARS. RIGHT NOW IT IS A STUDY ON AGEING.

Retirement Board

1 Applicant

1. Bob Neely

1 Appointment Needed

APPLICATION FOR APPOINTMENT TO MONROE COUNTY
BOARDS & COMMISSIONS

BOARD OR COMMISSION APPLYING FOR: Monroe County ERS Board of Trustees (citizen at large member)

NAME: Robert C. Neely

HOME ADDRESS: 210 Chalmette Circle

CITY: Monroe 48162 ______________________________

TELEPHONE NUMBER: 734-735-3462 (cell)________EMAIL: neelyrc@yahoo.com

EDUCATION:

HIGH SCHOOL Monroe High School______________________________

COLLEGE Monroe County Community College, Associate of Business Degree on Deans List while there

OTHER: American Institute of Banking, Basic Standard and General Certificates of Banking, University of Michigan Graduate School of Banking and University of Wisconsin, Graduate School of Banking. University of Michigan, Real Estate Law. Also taught banking, economics and real estate law at MCCC for approximately 15 years.____________________

DEGREES: Associate of Business degree MCCC

CERTIFICATIONS/LICENSES RELEVANT TO APPOINTMENT____________________

____

PRESENT EMPLOYMENT

CURRENT POSITION Retired – Banking industry 36 years____________________

POSITION RESPONSIBILITIES Retired as Executive Vice President__________________

MANAGERIAL AND PROJECT EXPERIENCE: over 30 years in total, over 20 years in senior and executive management positions.

PLEASE PROVIDE FOUR PERSONAL REFERENCES (NOT RELATIVES).

NAME	**ADDRESS**	**TELEPHONE**
1) Tracy Oberleiter	418 Ruff Drive Monroe, Mi. 48162	734-735-2952

2) Mark Davison South Otter Ck. LaSalle, Michigan 734-777-7044

3) James Conboy (retired attorney) Cheboygan, Michigan 734-420-0153

4) Tilman Crutchfield (former Sheriff Monroe County) Macomb St. Monroe, Michigan 734-294-7556

FOR ADDITIONAL INFORMATION, PLEASE ATTACH RESUME AND/OR COVER LETTER

Applicant's Signature: ______________________________ Date: November 10, 2024_________

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. HAVE YOU EVER SERVED ON ANY OTHER COUNTY BOARD OR COMMISSION? IF YES, PLEASE EXPLAIN. Yes, served on the Monroe County 911 Emergency Board for many years. Also (currently) serve as Chairperson of the Monroe County RHC committee.

2. HAVE YOU EVER HELD AN ELECTED OR APPOINTED OFFICE? IF YES, PLEASE EXPLAIN. No

3. EXPLAIN THE ROLE OF THE BOARD OR COMMISSION THAT YOU ARE SEEKING APPOINTMENT TO. To continue serving as the Board of Commissioners "Citizen at large" appointment to the Monroe County ERS board of trustees.

4. WHAT ARE YOUR GOALS & OBJECTIVES TO SERVING ON THE {BOARD OR COMMISSION}? To continue serving the county beneficiaries of the fund by guiding our investment strategy (with others) to provide safe, sound and profitable investments for their retirement fund. Currently serve that board as Vice Chairman and Chairman of the investment committee.

5. WHAT WOULD YOU PERCEIVE AS THE {BOARD OR COMMISSION'S}

STRENGTHS/WEAKNESSES? We have a diversified board consisting of various individuals representing different employment groups within the county. We have hired and continually evaluate our investment manager, our actuarial services and our accounting services – holding them to the highest of standards.

HOW WOULD YOU DEAL WITH A SITUATION IF YOU HAD A PERSONAL INTEREST IN A MATTER OF {BOARD OR COMMISSION}? I do not have any conflict but if I did – I would abstain from any recommendation or action that would compromise my duties to the board and its beneficiaries.

6. DO YOU HAVE ANY FAMILY MEMBERS THAT ARE EMPLOYED BY {BOARD OR COMMISSION OR COUNTY}? IF YES, PLEASE SPECIFY THE NATURE OF THE RELATIONSHIP. None

7. PROVIDE ANY ADDITIONAL INFORMATION OR STATEMENT IN SUPPORT OF YOUR REQUEST FOR APPOINTMENT. I have a lifelong history of service to our county and state. I also currently serve as Vice Chairman of a DNR committee, formerly it's Chairman. I was Treasurer and Chairman of the Finance Committee for Mercy/Memorial Hospital, I was Chairman of the Board for Mercy/Memorial Hospital Foundation, I was formerly a Trustee at MCCC, formerly President of Monroe Kiwanis Club, currently serve as President and Chairman of the Board for Roselawn Memorial Park in LaSalle Michigan, formerly served as Treasurer for Family Counseling and Shelter services, board member of Big Brothers and Big Sisters of Monroe, Past President of the Monroe County Mortgage Board of Review, past Chairman of Ducks Unlimited in Monroe County, past Administrative VP for Monroe Jaycees, past division Chairman for Monroe United Way, past Vice President of Michigan Bankers Association and currently serve as Treasurer and Master Mason for the Monroe Lodge of Masons F&AM. I am a recipient of the Monroe Public Schools "School Bell Award" and was named by then Governor Blanchard as one of "10 outstanding public service individuals in Michigan". Other past service to Monroe County and the State of Michigan available upon request.

Thank you,