AGENDA
MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING

TUESDAY, AUGUST 19, 2025 – 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 Hoffman

IV. OPENING PRAYER

V. APPROVAL OF AGENDA

VI. APPROVAL OF MINUTES (08/05/2025 Regular Meeting)

VII. PUBLIC COMMENT

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION
1. Presentation of the 2024 Monroe County Commission on Aging Annual Report by Mr. Jason Berry, Community Planning & Engagement Director.
Link to Annual Report: HERE

IX. FINANCE MATTERS
1. Payment of the 08/20/2025 Accounts Payable Current Claims Report in the amount of $ 1,855,276.35

X. CONSENT AGENDA
1. Approval of Non-Claims
   a. Check Register dated 08/08/2025 in the amount of $ 273,601.31
   b. Check Register dated 08/15/2025 in the amount of $ 674,533.96

XI. COMMUNICATIONS
1. Operations Committee – Report of Committee Chairman from 8/14/2025 Meeting. Link to Operations Committee 8/14/2025 Agenda Packet: HERE

   a. Letter dated August 5, 2025 from Jason Berry, Community & Engagement Director requesting the addition of a new Commission on Aging Assistant position at an estimated cost of $85,682 effective January 1, 2026.

2. Letter dated August 11, 2025 from Chief Deputy Michael Preadmore requesting permission to apply and accept the allocation award from the Secondary Road Patrol

and Traffic Accident Prevention Program for FY2026 in the amount of $257,491. The budget will require a match of $546,884.

3. Letter dated August 14, 2025 from Chief Deputy Michael Preadmore requesting confirmation of a Port Security Grant Application to the Federal Emergency Management Agency (FEMA) for a total award amount of $266,127.75. A County match of $88,710.00 would be required.

4. Letter dated August 14, 2025 from Mr. Chris Westover requesting approval to accept the EGLE Materials Management Planning Grant Funds in the amount of $137,404.50 with no local match required.

5. Letter dated August 13, 2025 from Mr. Jason Berry, Community Planning & Engagement Director submitting the proposed updates to the Erie Township Master Plan for review and approval of the County Planner's recommendations.

6. Agreement for Sale and Purchase of Real Estate by and between the City of Monroe Michigan and County of Monroe Michigan

7. Parking Rental Agreement between the City of Monroe, Michigan (Landlord) and County of Monroe, Michigan (Tenant).

XII. CLOSED SESSION

1. Closed Session to discuss Confidential Legal Opinion pursuant to MCL 15.268(h).

2. Closed Session to discuss Class Action Case Settlement in Property Tax Foreclosure Litigation– Arkona, LLC v. Monroe County, et al

XIII. PUBLIC HEARINGS—None

XIV. OLD BUSINESS

XV. NEW BUSINESS

XVI. PUBLIC COMMENT

XVII. ANNOUNCEMENTS

1. Copies of any Tributes or Certificates issued since the August 5, 2025 meeting: None

XVIII. MEMBERS TIME

XIX. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
AUGUST 5, 2025

I. CALL TO ORDER

The Monroe County Board of Commissioners held a Regular Meeting in the City of Monroe, on Tuesday, August 5, 2025. Chairman David Vensel called the meeting to order at 6:00 p.m.

II. ROLL CALL

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

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

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

III. PLEDGE OF ALLEGIANCE

Vice-Chairman Lievens led the Pledge of Allegiance.

IV. OPENING PRAYER

Deputy Clerk, Grace Miles led the Opening Prayer.

V. APPROVAL OF AGENDA

Motion by Vice-Chairman Lievens, supported by Commissioner Lamour to approve the August 5, 2025 Regular Meeting Agenda with a clarification, item thirteen (13) is to discuss confidential legal opinion pursuant to MCL 15.268(1)(h).

Commissioner Asper amended this motion to correct the agenda item number from thirteen (13) to eighteen (18).

Roll call by Clerk as follows:

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

Motion carried.

VI. APPROVAL OF MINUTES (07/15/2025 Regular Meeting Minutes)

Motion by Commissioner Swartout, supported by Commissioner Lamour to approve the minutes as presented for the July 15, 2025 Regular Meeting and waive the reading thereof.

Voice vote taken. Motion carried.

VII. PUBLIC COMMENT—

1. Jason Berry: Reminded the Board and public of the Caregiver and Safety Summit on August 14th. Everyone is welcome to come and he hopes to see some people there.

2. Darcy Piedmonte: Ms. Piedmonte explained her concerns with not having representation for District 2. She also explained how she didn't feel comfortable discussing her concerns with some commissioners because she believed they wouldn't have been taken seriously. Ms. Piedmonte asked the Board to talk to Mark Brant about moving on now and putting the good of the community before himself. Stated there is a lot of opportunity for growth in this County.

3. Steven Meyer: Mr. Meyer explained there was a moment at the last meeting where Mark Brant had knowledge from a closed session when the deliberations that occurred during that session had not been released. Mr. Meyer stated he would like reassurance that it will not happen again. My. Meyer hopes all Board members can respect the bounds of a closed session.

4. Gail Keane: Ms. Keane expressed her concerns with authorizing legal to move forward with legal proceedings. Stated the southern aspect of the County lacked representation at the last meeting and unless it is life or death, the representatives should be in attendance. Ms. Keane also discussed election protocol and stated the Board should have put the County Clerk to work at the beginning and taken action long ago.

5. Dwayne Dobbs: Mr. Dobbs inquired how Mark Brant got information from a sealed meeting.

6. Katybeth Davis: Ms. Davis explained Mark Brant has owned and operated several bootleg designer drug pharmaceutical companies since the 1980s. Inquired how many County Commissioners are aware of this history. Ms. Davis stated if anyone needs documentation, newspaper articles, playboy ads, etc. for these designer drugs, she has a lot. Ms. Davis stated the amount of discovery she has is enough to do some damage.

7. Bill Lavoy: Mr. Lavoy discussed issues regarding the closed session and stated he is curious if the Administration or if other Commissioners gave Brant the information, but just admit it and resign. Mr. Lavoy stated this is a firearm sanctuary County but he still cannot bring a concealed weapon into this room. Explained he always asks if there is a court in session and there never is so this is a point to be addressed in the future. Explained he supports the closed session with hopefully some public release of documents.

8. Danielle Hoover: Ms. Hoover explained she is speaking as a citizen only. Ms. Hoover stated she is the democratic candidate for District 2. Explained someone who is appropriately qualified should be in that seat and that someone could be her.

9. Shawna Farley: Ms. Farley explained her concerns with Mark Brant and his connections on the Board. Stated this Board has a responsibility to Monroe County voters, not Mark Brant. Ms. Farley explained they need to uphold the removal, restore the public's faith, and lead with integrity. Ms. Farley then stated Commissioner Asper asked her about a dispensary and the margins for it.

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION —

1. Presentation of Annual Implementation Plan for Area Agency on Aging 1-B for Fiscal

Year 2025 by Ms. Stephanie Carpenter (Hall), Directory of Planning and Advocacy. Click to view the [Annual Implementation Plan].

a. Proposed Resolution approving the FY 2023-2026 Multi Year Plan of the Area Agency on Aging 1-B

Stephanie Carpenter explained the Annual Implementation Plan as well as goals for the next year. Ms. Carpenter also answered questions from the Board.

Motion by Commissioner Hoffman, supported by Vice-Chairman Lievens to accept the Annual Implementation Plan for Area Agency on Aging 1-B for FY 2025, approve the FY 2023-2026 Multi Year Plan of the Area Agency on Aging 1-B, and approve the Proposed Resolution.

Roll call by Clerk as follows:

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

Motion carried.

2. Municipal Corporate Resolution outlining certain authorities and assurances as a condition of the release of proceeds from the insurance policy of Linda Dudler.

Michael Bosanac, Administrator/CFO explained that Ms. Dudler has sadly passed away and in her will she bequiffed to the Sheriff's Office, K9 Unit, certain proceeds from her estate. The life insurance company, John Hancock, gave us certain conditions they want met from the County before they could release the proceeds and those certain conditions are included within this resolution.

Motion by Commissioner Lamour, supported by Commissioner Heinzerling to approve the Municipal Corporate Resolution and the conditions for the proceeds from the life insurance policy of Linda Dudler.

Roll call by Clerk as follows:

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

Motion carried.

3. Performance Resolution outlining agreements between the Michigan Department of Transportation and the County of Monroe.

Discussion was held.

Motion by Commissioner Lamour, supported by Commissioner Hoffman to approve the Performance Resolution outlining agreements between the Michigan Department of

Transportation and the County of Monroe.

Roll call by Clerk as follows:

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

Motion carried.

4. Resolution to stop the automatic renewal of the Administrator/Chief Financial Officer Contract of Employment on February 16, 2026 and in subsequent years, such that the Contract would provide for a fixed year, ending at the close of February 16, 2028.

   Motion by Commissioner Lamour, supported by Commissioner Swartout to approve the Resolution to stop the automatic renewal of the Contract of Employment on February 16, 2026.

   Roll call by Clerk as follows:

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

Motion carried.

IX. FINANCE MATTERS

1. Payment of the 08/06/2025 Accounts Payable Current Claims Report in the amount of $1,025,019.98.

   Motion by Commissioner Lamour, supported by Commissioner Hoffman to confirm the 08/06/2025 Accounts Payable Current Claims Report in the amount of $1,025,019.98 and approve the Claims for the date and amount presented.

   Roll call by Clerk as follows:

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

Motion carried.

2. Letter dated July 18, 2025 from Mr. Jesse Stanford, Monroe County Treasurer, submitting the Cash and Investment Report for the quarter ended June 30, 2025.

   Jesse Stanford explained key points from this report and answered questions from the Board.

Motion by Commissioner Hoffman, supported by Commissioner Lamour to accept and place on file the quarter-ended June 30, 2025 Cash and Investment Report.

Roll call by Clerk as follows:

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

Motion carried.

X. CONSENT AGENDA

1. Approval of Non-Claims
   a. Check Register dated 07/18/2025 in the amount of $ 647,155.09
   b. Check Register dated 07/25/2025 in the amount of $ 277,762.61
   c. Check Register dated 08/01/2025 in the amount of $ 671,749.12

Motion by Commissioner Swartout, supported by Commissioner Lamour 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	David Swartout	J. Henry Lievens			
Dawn Asper	Brian Lamour	Greg Moore, Jr.			
David Vensel	Jay Heinzerling				

Motion carried.

XI. COMMUNICATIONS

1. Letter dated July 30, 2025 from Mr. Chris Westover, Environmental Health Director requesting approval to accept the Scrap Tire Clean-Up grant award in the amount of $19,000 from the Michigan Department of Environment, Great Lakes, and Energy (EGLE). There is no match required for this grant.

Chris Westover explained there were four (4) different events this year and in total they received over six thousand (6,000) tires. Shoutout to the Sheriff for help handling these.

Discussion was held.

Motion by Vice-Chairman Lievens, supported by Commissioner Asper to accept the communication and approve the acceptance of the Scrap Tire Clean-Up grant award in the amount of $19,000 from EGLE.

Roll Call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	David Swartout	J. Henry Lievens			
Dawn Asper	Brian Lamour	Greg Moore, Jr.			

David Vensel	Jay Heinzerling				

Motion carried.

2. Letter dated July 23, 2025 from Chairman Vensel transmitting the recommended reappointment of Robert Neely to the Monroe County Retiree Health Care Board of Trustees or a term commencing July 31, 2025 and expiring July 31, 2028.

   Motion by Commissioner Hoffman supported by Commissioner Lamour to accept the communication, place it on file and approve the reappointment of Robert Neely to the Monroe County Retiree Health Care Board of Trustees for a term commencing July 31, 2025 and expiring July 31, 2028.

   Discussion was held.

   Motion by Commissioner Asper, supported by Commissioner Moore to table this reappointment.

   Roll Call by Clerk as follows:

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

   Motion was not carried.

   Discussion was held.

   Motion by Commissioner Lamour, supported by Commissioner Hoffman to accept the communication, place it on file and approve the reappointment of Robert Neely to the Monroe County Retiree Health Care Board of Trustees for a term commencing July 31, 2025 and expiring July 31, 2028.

   Roll Call by Clerk as follows:

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

   Motion carried.

3. Letter dated July 31, 2025 from Michael Bosanac, County Administrator/Chief Financial Officer and Jeff McBee, Human Resources Director, recommending retaining Foster Swift as labor counsel.

   Motion by Vice-Chairman Lievens, supported by Commissioner Lamour to accept the communication, place it on file and approve the recommendation of retaining Foster Swift as labor counsel with the additional provision that the contract comes up as an annual reapproval.

Discussion was held.

Roll Call by Clerk as follows:

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

Motion carried.

XII. PUBLIC HEARINGS — None

XIII. OLD BUSINESS—

XIV. NEW BUSINESS—

XV. PUBLIC COMMENT—

1. Gail Keane: Ms. Keane asked what the policy was regarding the board appointment and stated Commissioner Asper was accusatory of that gentleman. Ms. Keane shared her concerns with the Flock cameras and explained if they are not doing what they're supposed to be, she believes the County has an obligation to put a block on them. Thanked the Board for what they do and explained one must have institutional and historical knowledge to sit in these seats. Told the Board to please keep doing their very best and she appreciates all the work they do.

2. Troy Goodnough: Sheriff Goodnough cleared up any misconception of Flock. Explained a week ago they had eleven (11) crimes committed in Frenchtown Township in the City of Monroe by one (1) group of individuals. Flock was able to identify this group by the car they drove. Explained there was a shooting in Bedford Township and Flock identified this suspect as well. This information cannot be shared or sold; it is a felony. Sheriff Goodnough further explained the process of receiving and purging this data. Stated the small investment they're making in Flock is doing its job very effectively.

3. Katybeth Davis: Ms. Davis stated the Board had an opportunity for transparency. These appointments should be made open to the public. Stated it is a good old boys club and the Board is full of cis white republicans. Explained she is shocked and disappointed with this whole thing. Ms. Davis also stated the average person looking from the outside would see that this does not look like a very effective Board for our community.

4. Bill Lavoy: Mr. Lavoy discussed his concerns with Mark Brant stating he acted as a County Commissioner by making board appointments. There were two people appointed, wonder what the validity of these are. Mr. Lavoy also shared his concerns with five (5) Commissioners signing a letter at MCCC when there are eight (8) Commissioners here. The college board could see this as an ethics issue and stop supporting the County. Mr. Lavoy stated maybe the Board will do a resolution for this.

5. Devin Rucker: Mr. Rucker is representing the development group, which is a marketing advertisement firm in the County. Mr. Rucker explained he spent time in Commissioner Heinzerling's district working on a recruitment video for Frenchtown Fire. Mr. Rucker

ended up spending twenty-four (24) hours with Frenchtown Fire and gave a shoutout to these people; Shift C Firefighter(s) Neil Hawley, Ryan Kernyo, Cory Guy, Joe Smigielski, and Chief Wendy Stevens. Mr. Rucker applauded the way they talked to people and did their job. Stated everyone goes to bed safer at night with these people on the job. Big credit to where credit is due.

XVI. ANNOUNCEMENTS—

1. Copies of any Special Tributes or Certificates issued since the July 15, 2025 meeting: None.

XVII. MEMBERS TIME –

Commissioner Moore – Stated that for the closed session, he is going to be a no vote. He does not see any legal justification for it. Explains he would like to be transparent as possible. The taxpayer's money is the money spent on this so they should know about it and it should be open to the public. Thanked the Sheriff for explaining Flock cameras. Could not believe how quickly they found the alleged shooter in his area, using technology to their advantage. Explained if something comes up in closed session, they cannot discuss it after the fact and he feels this puts him at a disadvantage when the public asks questions. Glad to see the fair was a great success, we had record attendance this year.

Commissioner Swartout – Passed.

Commissioner Lamour – Explained there are things you can and cannot talk about in the open meetings act. We need to give credence to the legal aspect of this, otherwise we could get sued. Being in a closed session is necessary that way we cannot be legally challenged with the information presented. Thanked the Sheriff for the information on the Flock cameras. Stated it has been worth every penny just based on what you did this weekend. Approved these cameras 100%.

Commissioner Heinzerling – Stated Frenchtown is a family. Sheriffs out there and the Frenchtown fire workers are all stand up guys. Thanks everybody for coming out.

Commissioner Asper – Explained it is the traveling license plate readers that are the problem. Brought up the Code of Ethics she created that aligned with the National Association of Counties that the Board voted to adopt. Stated she would like to see a more specific one with Monroe's handprint on it. Explains that Ms. Farley should have called her to clarify before accusing her of looking into a dispensary when she wasn't. Agreed with Commissioner Moore about the closed session. Stated this has been about transparency from the beginning and when the taxpayers are paying for this, whatever is coming up should be transparent. Explained she did not believe we meet closed session requirements.

Commissioner Hoffman – Thanked everyone for coming out. Thanked the Sheriff and stated we sure do need Flock with everything going on out there. Explained that they are transparent. Explained if you want to make a difference, put your name on the ballot and get up here. That's all you can do, but you can make a difference. Explained they got some things to take care of yes but you're in good hands and once we get this behind us, we are going forward. We are a strong County and we're going to stay strong.

Vice-Chairman Lievens – Echo Commissioner Hoffman's and Commissioner Lamour's comments. This was not a unilateral decision made by the board to exclude the public. This was on vice of legal counsel because it is an ongoing investigation and there are things that may pose litigation. This is us following our procedure protocol. This isn't us trying to keep something from the public, it is us doing our due diligence and taking it step by step. So that when it is ready for the public, it will be the whole picture, vetted and available. Compliment Sheriff and his staff and the technology they're using (Flock). Explained that shooting occurred a mile from his office and his staff was concerned but then relieved with how quickly and professionally the situation was resolved. It would be unwise to not take advantage of this technology. Stated a couple things have been brought to their attention regarding breaching of policies with closed session(s) and directed the Chair to look into this and if we need to take steps to address it, we should. Recognizes former Chairman and Commissioner Lamar Frederick in our attendance today.

Chairman Vensel – Passed.

Motion by Commissioner Lamour supported by Commissioner Heinzerling to go into closed session to discuss confidential legal opinion pursuant to MCL 15.268(1)(h).

Roll Call by Clerk as follows:

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

Motion does not carry. Closed Session(s) require a 2/3 vote.

XVIII. ADJOURNMENT - Chairman Vensel adjourned the meeting at 7:20 p.m. with no further business to discuss.

Respectfully submitted by:

Grace Miles

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

OFFICE: 001 RUN: 005718 PAYMENT DATE: 08/20/25 PAY-THROUGH DATE: 08/12/25

Vendor	Name	Amount	Count
000000010056	ACF TECHNOLOGIES, INC.	185.18	1
000000010405	SUBURBAN SEWER & SEPTIC TANK C	120.00	1
000000010618	NAVIGATE360, LLC	8415.94	1
000000010670	ADVANCED DRAINAGE SYSTEMS, INC	11729.52	2
000000010711	ADVANTAGE ARCHIVES, LLC	7416.67	1
000000010849	ALLIE BROS. INC.	6163.73	19
000000011855	AMERICAN PROFICIENCY INSTITUTE	985.00	1
000000012720	AUDITORY INSTRUMENTS	1260.00	11
000000012816	RED AUSTIN'S FUNERAL COACH SER	5425.00	2
000000012950	AVENTIS PASTEUR	3307.65	2
000000020070	BOB BARKER COMPANY, INC.	222.36	1
000000020072	BAKER'S GAS & WELDING SUPPLIES	769.88	15
000000020288	BEDFORD BUSINESS ASSOCIATION	195.00	1
000000020405	BEDFORD TOWNSHIP SEWER O & M	315.00	1
000000020554	BELLE TIRE DISTRIBUTORS, INC.	2204.61	10
000000020600	RELX INC. DBA LEXIS NEXIS	375.00	1
000000020877	BIZSTREAM	1680.00	1
000000021010	BOILERS, CONTROLS & EQUIPMENT	2266.88	1
000000021997	C&D JARNAGIN CO., INC.	138.50	1
000000030009	CDW GOVERNMENT INC.	1798.52	2
000000030218	CAMPBELL INC.	18333.33	1
000000030451	CATHOLIC CHARITIES OF SOUTHEAS	6340.86	3
000000030569	CHARLIE'S REPAIR	31.91	1
000000031135	COMMUNICATIONS VENTURE CORPORA	7140.00	1
000000031179	COMPASSIONATE COMPANIONS, INC.	23916.67	1
000000031830	COUNTY AGENCY ADMINISTRATIVE	26110.08	25
000000040245	DELL MARKETING L.P.	2377.98	2
000000040572	DEWOLF & ASSOCIATES	2535.00	1
000000041752	D.J. CONLEY ASSOCIATES, INC.	1416.50	1
000000050011	ELECTIONSOURCE	2422.00	1
000000050429	GENERATORS PLUS COMPANY	315.00	1
000000050490	EMPCO, INC.	3322.50	1
000000060151	FASTSIGNS OF MONROE, MI	945.00	1
000000060790	FRAME'S PEST CONTROL, INC.	453.54	4
000000061065	FRIENDLY FORD INC	997.71	1
000000070200	GENERAL LINEN/UNIFORM SERVICE	15.00	1
000000070290	GILL-ROY'S HARDWARE	189.90	1
000000070351	GORDON FOOD SERVICE INC	2079.08	8
000000070500	GRAHAM MEDIA GROUP MICHIGAN, L	8216.70	5
000000070501	GRAINGER	1697.76	6
000000070776	GREENWOOD PRINTING & GRAPHICS	550.00	1
000000070920	GROULX AUTOMOTIVE, INC.	4504.95	1
000000070954	GUARDIAN RFID	2163.00	1
000000080105	WRS GROUP, LTD	906.06	1
000000080350	HERKIMER RADIO SERVICE	57.50	1
000000080904	HOUSE ARREST SERVICES, INC.	24430.20	4
000000080922	HR STAFFING TEAM, LLC	4866.84	2
000000090199	ICLE	610.00	2
000000090215	IBEX INSURANCE SERVICES, LLC	97492.00	1

OFFICE: 001 RUN: 005718 PAYMENT DATE: 08/20/25 PAY-THROUGH DATE: 08/12/25

Vendor	Name	Amount	Count
000000100013	J L MECHANICAL SERVICES INC	20197.72	8
000000100015	HASSAN DAA	375.00	1
000000100437	JOHN WRIGHT COMPANY	1329.14	1
000000100525	HUB INTERNATIONAL MIDWEST LIMI	15339.63	1
000000120125	LAKE ERIE TRANSIT COMMISSION	800.00	1
000000120175	LAKESIDE TELECOM	150.00	1
000000120771	LEXISNEXIS RISK SOLUTIONS	87.75	1
000000120986	LOWE'S COMPANIES INC	1112.73	15
000000121003	LOWERY CORP	9193.68	6
000000121021	LUCAS COUNTY CORONER'S OFFICE	104522.43	3
000000130001	M A L P H	237.62	2
000000130012	MCELHENEY LOCKSMITHS INC.	255.00	1
000000130075	MACNLOW ASSOCIATES	1500.00	1
000000130130	IMPERIAL DADE	4594.22	8
000000130185	MANNIK & SMITH GROUP INC	67439.47	1
000000130450	MCKESSON MEDICAL-SURGICAL GOVE	21.42	1
000000130851	MERCK HUMAN HEALTH	6858.54	2
000000131044	MI ASSOC OF LOCAL ENVIRON HLTH	380.00	1
000000131059	MICH ASSN FOR FAMILY CT ADM	250.00	1
000000131360	MICHIGAN JUVENILE DET. ASSOCIA	1375.00	1
000000131376	MICHIGAN SHERIFFS' ASSOCIATION	1062.50	1
000000131397	MPJRA	100.00	1
000000131818	MILAN AREA HISTORICAL SOCIETY	10911.00	1
000000132065	MILLIMAN, INC.	12500.00	1
000000132237	MONROE COMMUNITY MENTAL HEALTH	6206.17	1
000000132249	MONROE COUNTY BUSINESS ALLIANC	49143.70	8
000000132435	MONROE FAMILY YMCA	1690.43	1
000000132520	MONROE CO.INTERMEDIATE SCHOOL	541.00	1
000000132600	MONROE CO. OPPORTUNITY PROGRAM	7782.86	1
000000132619	MONROE COUNTY SALVATION ARMY	6495.00	1
000000132850	GANNETT MICHIGAN LOCALIQ	90.80	1
000000134147	ARBOR PRESS LLC	692.00	1
000000134258	MARK W. NOTTLEY	450.00	1
000000140094	M50 TRUCK & AUTO PARTS MONROE	301.40	1
000000140507	NORTH SKYE LLC	3242.00	2
000000160012	PSYBUS P.C.	1875.00	1
000000160251	PEERLESS SUPPLY CO.	321.84	2
000000160996	POINTCLICKCARE TECHNOLOGIES IN	334.54	1
000000161030	POMP'S TIRE SERVICE, INC.	3800.00	2
000000170300	QUILL CORPORATION	207.21	4
000000180315	REDWOOD TOXICOLOGY LABORATORY,	783.00	1
000000180674	REHMANN ROBSON	1218.00	1
000000181001	ROSE PEST SOLUTIONS	240.00	2
000000181030	ROTO ROOTER SEWER CLEANING	215.00	1
000000181895	S & J ASPHALT PAVING COMPANY	27500.00	1
000000190110	PER MAR SECURITY SERVICES	105.00	1
000000190405	ST. PIERRE ACE HARDWARE	266.24	4
000000191262	SELAH'S CENTER OF HOPE	2891.31	1
000000191336	SENTINEL TECHNOLOGIES INC	70042.45	3

Vendor	Name	Amount	Count
000000191500	SHERWIN WILLIAMS	267.20	2
000000191600	SIEB PLUMBING & HEATING	387.92	1
000000191900	SIRCHIE FINGER PRINT LABORATOR	215.77	1
000000192336	SPECTRUM PRINTERS, INC.	2882.39	1
000000192346	SPICER GROUP	131342.61	3
000000192421	STAPLES BUSINESS ADVANTAGE	698.68	16
000000192848	STERICYCLE	175.10	2
000000192892	STEVENS DISPOSAL	4746.60	1
000000192920	STONECO OF MICHIGAN	515.46	2
000000200046	AXON ENTERPRISE INC	53969.56	1
000000200426	THE 53RD GROUP LLC	20416.94	1
000000201525	TRANSUNION RISK & ALTERNATIVE	238.20	1
000000201600	TROUTS YACHT BASIN	904.52	1
000000210260	U.S. FOODSERVICE INC	2063.84	2
000000220205	VICTORY LANE	112.79	1
000000221200	VOSS LIGHTING	261.76	1
000000230401	THOMSON REUTERS	5813.68	7
000000230410	WEST SHORE SERVICE, INC	133970.78	4
000000230856	WOMEN EMPOWERING WOMEN	6000.00	2
000000230868	WORLDWIDE INTERPRETERS INC	928.30	3
000000230891	WYANDOTTE ELECTRIC SUPPLY CO.	8.78	1
000000250015	YINGER PHARMACY SHOPPE	169.90	2
000000400170	CITY OF MONROE	6200.00	1
000000400349	VILLAGE OF BLISSFIELD	50.00	1
000000501333	MONROE COMM.MENTAL HEALTH AUTH	53270.37	3
000000501851	MONROE COUNTY ROAD COMMISSION	183497.90	4
000000509850	JAMES RISINGER	243.03	1
000000509851	LAUREN HANUS	542.35	1
000000509855	TEREY DESLISLE	168.34	1
000000509871	TROY GOODNOUGH	382.00	1
000000700100	GERMAYN GORMAN	2017.15	1
000000700514	ELENA HAYNES	362.70	2
000000700523	PENELOPE KREPS	348.90	2
000000700690	NICOLE L. LINDSAY	632.70	1
000000720125	AVERTEST, LLC	1351.40	2
000000720130	AYLWARD CONSULTANTS, LLC	750.00	1
000000720328	DEAF COMMUNITY ADVOCACY NETWOR	145.10	1
000000720374	FLORAL CITY GLASS COMPANY	270.00	1
000000720392	DEWPOINT LLC	241.50	1
000000720407	CLASS A TRAINING CENTER, LLC	285.00	1
000000720737	HERB L. GILBERT	135.00	1
000000720763	HURON STREET GALLERY AND STUDI	1410.00	1
000000720766	KRISTEN D. HENRY	8985.00	2
000000720776	HUNTER LAWN SERVICE & SNOW REM	14500.00	10
000000720793	JAMES S. JACOBS ARCHITECTS, PL	635.00	1
000000721041	JUSTICE FENCE ACQUISITION LLC	368.00	1
000000721126	SANDRA KURTANSKY	2400.00	2
000000721274	TERRICKA LEWIS	1375.00	2
000000721310	PAUL A. MCCLINTOCK	351.50	1

OFFICE: 001 RUN: 005718 PAYMENT DATE: 08/20/25 PAY-THROUGH DATE: 08/12/25

Vendor	Name	Amount	Count
000000721361	ZUBIN J MISTRY & ASSOCIATES	3000.00	2
000000721374	YOLANDA MORALES	150.00	1
000000721607	JENNIFER PAXTON	240.00	1
000000721903	MARGARET ANN SCHILLING	873.00	1
000000721951	SPARTAN AGRICULTURAL CONSULTIN	2750.00	1
000000721956	SMB PROBATION CENTER INC.	875.00	1
000000721958	GARET SMITH	4500.00	1
000000722036	TODD JORDAN CONSULTING LLC	300.00	1
000000722253	VITALCORE HEALTH STRATEGIES, L	197280.58	3
000000722339	WCS TRUCKING LLC	1099.75	1
000000722368	VICKI LEE YOST	2413.80	3
000000750018	BELCHER LAW PLLC	9056.00	19
000000750021	JAMES BARTLETT	4468.75	1
000000750028	RONALD J BENORE, JR	7283.60	15
000000750034	THE BOORA LAW GROUP, P.L.C.	7373.08	7
000000750037	DAVID MICHAEL BOGARD	3000.00	2
000000750089	LESLIE CARR	5205.00	21
000000750174	STEPHEN CRANE	1416.66	1
000000750212	JEFFREY A. DULANY	250.00	1
000000750230	CAMERON A. ERVIN	504.00	3
000000750321	LAW OFFICE OF BEN GONEK, PLLC	2739.10	13
000000750325	JOHN GONTA	6622.50	16
000000750335	DAVID GRENN	1901.00	6
000000750356	HYDER LAW, PC	4087.10	14
000000750368	CHRISTINA D HILLS	420.50	2
000000750420	STEVEN TODD JEDINAK	14940.20	29
000000750439	RURKA LAW, PLC	3131.00	7
000000750442	JASON KACZMAREK	6844.50	19
000000750446	KERSHAW, VITITOE & JEDINAK, PL	4738.10	18
000000750450	SAJID A KHAN	6898.00	3
000000750459	APEX LEGAL GROUP PLLC	1140.00	6
000000750460	MICHAEL KITCHEN	2236.90	1
000000750497	TIMOTHY LAITUR	11679.47	36
000000750507	LENNARD,GRAHAM & GOLDSMITH	9335.00	2
000000750521	ERIC MITCHELL LANGTON	264.00	1
000000750522	MARIELL R. LEHMAN	673.14	4
000000750591	TINA MARIE MULLINS	1164.00	2
000000750619	HARALAMBOS D. MIHAS	5676.29	20
000000750639	KERSHAW, VITITOE & JEDINAK PLC	3735.00	6
000000750645	BRETT C PERELMAN	18540.83	23
000000750678	MICHAEL A. RATAJ	5175.00	5
000000750714	THOMAS RICHARD RUDDY	6101.10	30
000000750749	MICHAEL A SMITH	16971.60	40
000000750762	NICOLE L. SMITH	3525.89	21
000000750763	ALLEXIS M. STANG	5816.50	10
000000750781	LAUREL STUART-FINK	347.30	1
000000750812	ROBERT TOMAK	1534.70	1
000000750819	H. MATTHEW VITITOE	777.50	6
000000820646	AMY BECKMAN	10.99	1

OFFICE: 001 RUN: 005718 PAYMENT DATE: 08/20/25 PAY-THROUGH DATE: 08/12/25

Vendor	Name	Amount	Count
000000821036	MICHAEL BOMIA	88.00	1
000000821091	LINDSAY PATRICK	49.00	1
000000821551	ANTOINETTE CARDER	42.00	1
000000821800	H. ANDREW CLARK	82.66	1
000000822398	JAMIE DEAN	112.00	1
000000822512	VICTORIA DIERKS	107.10	1
000000823309	STACEY FRYE	84.00	1
000000823379	RYAN GARRETT	18.34	1
000000823465	ERIC GILLESPIE	50.40	1
000000825068	DONNA KUTI	28.44	1
000000825462	LEAH LOGAN	50.00	1
000000825796	MITCHELL A. McFADDEN	173.32	1
000000826125	JENNA MORSE	139.09	1
000000826146	JUNAID MUMTAZ	63.00	1
000000826377	KELSEY NUSSBAUM	66.50	1
000000826883	JEFFREY PRZEWOZNIAK	421.55	2
000000826994	KRISTEN REED	133.57	1
000000827405	SHANNON SHINAVAR	77.00	1
000000827461	JESSICA SISK	5045.85	1
000000827640	BRIAN C SROKA	86.92	1
000000827887	VICTORIA TAYLOR	53.03	1
000000828031	MELISSA TROUTEN	75.00	1
000000828441	LAUREL HIEBERT	393.50	1
000000828536	CHRISTOPHER WESTOVER	2041.90	1
000000828575	AMANDA WILCOUSKY	327.42	1
000000828674	AARON WITT	50.40	1
000000828680	CEILIA WODARSKI	567.03	1
000000903151	M50 TRUCK TRACTOR & AUTO INC	203.19	1
000000903181	MENARDS	81.94	1
000000903239	MONROE COUNTY ENTERPRISE FUND	6893.72	3
000000903819	SCHUMAKER BROTHERS	40000.00	1
000000904002	USA BLUEBOOK	606.02	1
VET BUREAU	WILLOW GREEN MHC	3000.00	1
VET BURIALS	SUSAN DOMASICA	300.00	1
VET BURIALS	MICHAEL GERMAIN	300.00	1
VET BURIALS	KATHERINE KANITZ	350.00	1
VET BURIALS	CAROL MAHON	300.00	1
VET BURIALS	SHERRY PRATT	300.00	1
	**** TOTALS:	1855276.35	833

NON CLAIM RUN 08/08/25

Company 01 County of Monroe

PARAMETERS FOR PAYMENT RUN NUMBER 005716

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 08/08/25

Company 01 County of Monroe
Office 001 Main Bank BNK001 National City Bank Run 005716 Payment Date 08/08/25 Pay-thru Date 08/06/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
THE ASU GROUP	000000010200	MO0S0020583	5256560	08/05/25	480.00	0.00	480.00	
					480.00	0.00	480.00	000000590360
THE ASU GROUP	000000010200	81323-0JULY	5256579	08/06/25	5414.37	0.00	5414.37	
					5414.37	0.00	5414.37	000000590361
ALLSTAR ALARM LLC	000000010825	429082	5256521	08/04/25	30.00	0.00	30.00	
					30.00	0.00	30.00	000000590362
AREA AGENCY ON AGING	000000012654	50731101225	5256554	08/05/25	1168.36	0.00	1168.36	
					1168.36	0.00	1168.36	000000590363
B & L OFFICE MACHINE	000000020004	21504	5256522	08/04/25	399.95	0.00	399.95	
		10242265965	5256523	08/04/25	100.00	0.00	100.00	
		10242265966	5256524	08/04/25	73.50	0.00	73.50	
					573.45	0.00	573.45	000000590364
REPUBLIC SERVICE OF	000000020010	003948129	5256558	08/05/25	15145.81	0.00	15145.81	
					15145.81	0.00	15145.81	000000590365
BERLIN SENIOR CITIZE	000000020750	50731112427	5256555	08/05/25	2948.94	0.00	2948.94	
					2948.94	0.00	2948.94	000000590366
CHARTER COMMUNICATIO	000000030566	080125	5256540	08/04/25	199.99	0.00	199.99	
		00543725010	5256569	08/06/25	209.99	0.00	209.99	
					409.98	0.00	409.98	000000590367
COMCAST CABLEVISION	000000031085	071625	5256525	08/04/25	229.95	0.00	229.95	
					229.95	0.00	229.95	000000590368
CONSUMERS ENERGY	000000031502	20510265745	5256510	07/31/25	168.52	0.00	168.52	
		20269997118	5256584	08/06/25	443.46	0.00	443.46	
					611.98	0.00	611.98	000000590369
CONTINENTAL SERVICES	000000031545	RC13615	5256571	08/06/25	18930.11	0.00	18930.11	
		RC13626	5256572	08/06/25	17761.75	0.00	17761.75	
					36691.86	0.00	36691.86	000000590370
D & P CABLE INC	000000040009	10613465	5256575	08/06/25	178.46	0.00	178.46	
					178.46	0.00	178.46	000000590371
DELTA DENTAL PLAN OF	000000040250	CNS01918274	5256561	08/05/25	10756.85	0.00	10756.85	
					10756.85	0.00	10756.85	000000590372
DTE ENERGY	000000040601	90418209	5256512	08/01/25	370.35	0.00	370.35	
					370.35	0.00	370.35	000000590373
DTE ENERGY	000000040603	JULY252025	5256513	08/01/25	49.81	0.00	49.81	

NON CLAIM RUN 08/08/25

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005716 Payment Date 08/08/25 Pay-thru Date 08/06/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
DTE ENERGY	000000040603	JULY282025	5256514	08/01/25	27.55	0.00	27.55	
		JULY282025	5256515	08/01/25	29.44	0.00	29.44	
		JULY2825	5256516	08/01/25	26.70	0.00	26.70	
		JULY2825	5256517	08/01/25	49.66	0.00	49.66	
		20020589794	5256547	08/04/25	122.35	0.00	122.35	
		20032582217	5256548	08/04/25	153.44	0.00	153.44	
		20025587344	5256549	08/04/25	66.65	0.00	66.65	
		20011594228	5256550	08/04/25	486.28	0.00	486.28	
		20019589928	5256551	08/04/25	84.89	0.00	84.89	
		00195899283	5256553	08/04/25	204.81	0.00	204.81	
					1301.58	0.00	1301.58	000000590374
LAKE ERIE TRANSIT CO	000000120125	668	5256526	08/04/25	300.00	0.00	300.00	
					300.00	0.00	300.00	000000590375
LAKESIDE TELECOM	000000120175	8848	5256527	08/04/25	400.00	0.00	400.00	
					400.00	0.00	400.00	000000590376
AARON JOHN ADAMS	000000120490	2813	5256545	08/04/25	875.00	0.00	875.00	
					875.00	0.00	875.00	000000590377
MICHIGAN GAS UTILITI	000000131350	5559588441	5256509	07/31/25	56.75	0.00	56.75	
		5565772047	5256518	08/01/25	48.31	0.00	48.31	
		5565991101	5256519	08/01/25	48.31	0.00	48.31	
		5566097772	5256520	08/01/25	95.24	0.00	95.24	
		5568702546	5256528	08/04/25	42.58	0.00	42.58	
		5569810905	5256529	08/04/25	43.91	0.00	43.91	
		5567482580	5256530	08/04/25	43.91	0.00	43.91	
		5567195811	5256531	08/04/25	14.10	0.00	14.10	
		5567412158	5256532	08/04/25	43.91	0.00	43.91	
		5567399893	5256533	08/04/25	43.91	0.00	43.91	
		5571958569	5256562	08/05/25	54.88	0.00	54.88	
					535.81	0.00	535.81	000000590378
SYSCO DETROIT LLC	000000131804	658881875	5256563	08/05/25	-5.31	0.00	-5.31	
		658883463	5256564	08/05/25	41.79	0.00	41.79	
		658883464	5256565	08/05/25	64.09	0.00	64.09	
		658903529	5256566	08/05/25	1377.00	0.00	1377.00	
		658905592	5256567	08/05/25	-53.98	0.00	-53.98	
		658890144	5256582	08/06/25	1645.24	0.00	1645.24	
		658903530	5256583	08/06/25	898.51	0.00	898.51	
					3967.34	0.00	3967.34	000000590379
MONROE SENIOR CITIZE	000000133450	50805090538	5256557	08/05/25	43179.71	0.00	43179.71	
					43179.71	0.00	43179.71	000000590380
CITY OF MONROE	000000133650	7/18/25	5256573	08/06/25	7795.96	0.00	7795.96	

NON CLAIM RUN 08/08/25

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005716 Payment Date 08/08/25 Pay-thru Date 08/06/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
CITY OF MONROE	000000133650	7/18/2025	5256574	08/06/25	991.11	0.00	991.11	
					8787.07	0.00	8787.07	000000590381
PRAIRIE FARMS DAIRY,	000000161170	9091448	5256581	08/06/25	128.98	0.00	128.98	
					128.98	0.00	128.98	000000590382
SHERWIN WILLIAMS	000000191500	47840&75973	5256577	08/06/25	566.48	0.00	566.48	
					566.48	0.00	566.48	000000590383
STAPLES BUSINESS ADV	000000192421	6038633334	5256539	08/04/25	296.88	0.00	296.88	
					296.88	0.00	296.88	000000590384
VERIZON WIRELESS	000000220156	6119273264	5256542	08/04/25	657.06	0.00	657.06	
					657.06	0.00	657.06	000000590385
WEX BANK	000000230425	106376718	5256538	08/04/25	261.12	0.00	261.12	
					261.12	0.00	261.12	000000590386
WEX BANK	000000230425	106364923	5256570	08/06/25	19904.16	0.00	19904.16	
					19904.16	0.00	19904.16	000000590387
WEX BANK	000000230425	106365161	5256591	08/06/25	2831.91	0.00	2831.91	
					2831.91	0.00	2831.91	000000590388
BEDFORD PUBLIC SCHOO	000000450250	50804082934	5256556	08/05/25	6479.03	0.00	6479.03	
					6479.03	0.00	6479.03	000000590389
JEFFERSON SCHOOLS	000000451050	APR-SEPT	5256537	08/04/25	1800.00	0.00	1800.00	
					1800.00	0.00	1800.00	000000590390
MONROE CO.MENTAL HEA	000000501330	AUGUST62025	5256568	08/05/25	83150.25	0.00	83150.25	
					83150.25	0.00	83150.25	000000590391
BEDFORD PLACE APARTM	000000720164	072225	5256534	08/04/25	1275.00	0.00	1275.00	
					1275.00	0.00	1275.00	000000590392
STERLING INFOSYSTEMS	000000721982	FL00679829	5256541	08/04/25	79.40	0.00	79.40	
					79.40	0.00	79.40	000000590393
SHELLY JOHNSON	000000824585	073025	5256535	08/04/25	25.34	0.00	25.34	
					25.34	0.00	25.34	000000590394
STACEY TAYLOR	000000827886	072925	5256536	08/04/25	30.24	0.00	30.24	
					30.24	0.00	30.24	000000590395
MICHAEL LIVINGSTON	CLERK/REGIST	25-248359FH	5256544	08/04/25	1000.00	0.00	1000.00	
					1000.00	0.00	1000.00	000000590396
JU'RON AVERHART-LITT	DCWITNESS	(A)07/25	5256585	08/06/25	6.40	0.00	6.40	

NON CLAIM RUN 08/08/25

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005716 Payment Date 08/08/25 Pay-thru Date 08/06/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					6.40	0.00	6.40	000000590397
JU'DAE WINSTON BONNE	DCWITNESS	(B)07/25	5256586	08/06/25	6.40	0.00	6.40	
					6.40	0.00	6.40	000000590398
ISAAC CREMEANS	DCWITNESS	(C)07/25	5256587	08/06/25	7.40	0.00	7.40	
					7.40	0.00	7.40	000000590399
KAYLIA GUY	DCWITNESS	(D)07/25	5256588	08/06/25	6.40	0.00	6.40	
					6.40	0.00	6.40	000000590400
KIMBERLY MCKNIGHT	DCWITNESS	(E)07/25	5256589	08/06/25	8.50	0.00	8.50	
					8.50	0.00	8.50	000000590401
SHANNON MANUEL	MANTIS	MTS-42-25	5256543	08/04/25	8876.00	0.00	8876.00	
					8876.00	0.00	8876.00	000000590402
TAMARA VAN HOVE	TREASURER	2025 JBOR	5256511	07/31/25	291.37	0.00	291.37	
					291.37	0.00	291.37	000000590403
LESLIE BELAND	TREASURER	AUG 2025	5256546	08/04/25	8.29	0.00	8.29	
					8.29	0.00	8.29	000000590404
WAYNE & MARTHA K IRE	TREASURER	PRE 22-24	5256552	08/04/25	4277.46	0.00	4277.46	
					4277.46	0.00	4277.46	000000590405
MICHELLE SCHEURICH &	TREASURER	2024 PRE	5256559	08/05/25	7270.37	0.00	7270.37	
					7270.37	0.00	7270.37	000000590406
BANK BNK001 - TOTAL					273601.31	0.00	273601.31	*
OFFICE 001 - TOTAL					273601.31	0.00	273601.31	**

NON CLAIM RUN 08/15/25

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[RAP215]                        PAYMENT REGISTER -                                 08/14/25           PAGE     1
                    Company 01 County of Monroe
                                   PARAMETERS FOR PAYMENT RUN NUMBER  005720
                                   -----------------------------------------------------
                                   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
                                   -----------------------------------------------------
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NON CLAIM RUN 08/15/25

[RAP215] PAYMENT REGISTER - Checks 08/14/25 PAGE 2

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005720 Payment Date 08/15/25 Pay-thru Date 08/13/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
AT & T	000000010000	AUG012025	5256694	08/13/25	238.36	0.00	238.36	
					238.36	0.00	238.36	000000590407
AUTOMATIC DATA PROCE	000000012850	697637824	5256695	08/13/25	144.15	0.00	144.15	
					144.15	0.00	144.15	000000590408
CHARTER COMMUNICATIO	000000030566	54351010825	5256704	08/13/25	200.00	0.00	200.00	
		54384010825	5256705	08/13/25	144.27	0.00	144.27	
					344.27	0.00	344.27	000000590409
CONSUMERS ENERGY	000000031502	20899068357	5256627	08/12/25	88.34	0.00	88.34	
		20350091490	5256628	08/12/25	73.95	0.00	73.95	
		20350091489	5256629	08/12/25	28.69	0.00	28.69	
		20172108916	5256630	08/12/25	34.92	0.00	34.92	
		20261101216	5256631	08/12/25	35.10	0.00	35.10	
		20261101266	5256632	08/12/25	102.82	0.00	102.82	
		20225505213	5256706	08/13/25	733.75	0.00	733.75	
					1097.57	0.00	1097.57	000000590410
DELTA DENTAL PLAN OF	000000040250	CNS01920333	5256707	08/13/25	6461.95	0.00	6461.95	
		CNS01921388	5256735	08/13/25	3102.00	0.00	3102.00	
					9563.95	0.00	9563.95	000000590411
DTE ENERGY	000000040603	07/31/2025	5256593	08/07/25	120.20	0.00	120.20	
		07/31/25	5256594	08/07/25	30.51	0.00	30.51	
		7/31/2025	5256595	08/07/25	265.65	0.00	265.65	
		08/04/2025	5256621	08/12/25	365.42	0.00	365.42	
		08/04/25	5256622	08/12/25	260.71	0.00	260.71	
		08/05/2025	5256623	08/12/25	74.93	0.00	74.93	
		08/05/25	5256624	08/12/25	238.35	0.00	238.35	
		08/5/2025	5256625	08/12/25	440.35	0.00	440.35	
		8/5/25	5256626	08/12/25	339.92	0.00	339.92	
		AUGUST62025	5256708	08/13/25	32.55	0.00	32.55	
		20038576633	5256710	08/13/25	167.35	0.00	167.35	
					2335.94	0.00	2335.94	000000590412
JETS PIZZA	000000100240	08052025	5256711	08/13/25	130.00	0.00	130.00	
					130.00	0.00	130.00	000000590413
MICHIGAN GAS UTILITI	000000131350	5573399249	5256592	08/07/25	45.77	0.00	45.77	
		5566274571	5256712	08/13/25	43.91	0.00	43.91	
					89.68	0.00	89.68	000000590414
MICHIGAN STATE POLIC	000000131496	551-661255	5256619	08/12/25	30.00	0.00	30.00	
					30.00	0.00	30.00	000000590415
SYSCO DETROIT LLC	000000131804	658895063	5256713	08/13/25	-6.37	0.00	-6.37	

NON CLAIM RUN 08/15/25

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005720 Payment Date 08/15/25 Pay-thru Date 08/13/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
SYSCO DETROIT LLC	000000131804	658913751	5256714	08/13/25	61.92	0.00	61.92	
		658918154	5256715	08/13/25	1221.78	0.00	1221.78	
		658918155	5256716	08/13/25	312.24	0.00	312.24	
		658918156	5256717	08/13/25	572.58	0.00	572.58	
		658919812	5256718	08/13/25	29.73	0.00	29.73	
					2191.88	0.00	2191.88	000000590416
MILAN SENIORS FOR HE	000000131835	50808033359	5256611	08/12/25	4551.00	0.00	4551.00	
		50808024358	5256612	08/12/25	1221.00	0.00	1221.00	
		50808042601	5256613	08/12/25	2399.25	0.00	2399.25	
		50808041400	5256614	08/12/25	2160.00	0.00	2160.00	
					10331.25	0.00	10331.25	000000590417
MONROE COUNTY DENTAL	000000132420	081525 565	5256633	08/13/25	800.45	0.00	800.45	
		081525 554	5256634	08/13/25	46.39	0.00	46.39	
					846.84	0.00	846.84	000000590418
MONROE FAMILY YMCA	000000132435	50808105255	5256615	08/12/25	3760.95	0.00	3760.95	
					3760.95	0.00	3760.95	000000590419
MONROE FAMILY YMCA	000000132435	081525 YMC	5256651	08/13/25	1083.14	0.00	1083.14	
					1083.14	0.00	1083.14	000000590420
MONROE CO.HEALTH INS	000000132450	081525 565M	5256635	08/13/25	13931.93	0.00	13931.93	
		081525 554M	5256636	08/13/25	809.61	0.00	809.61	
		081525 554V	5256637	08/13/25	7.12	0.00	7.12	
		081525 565V	5256638	08/13/25	130.40	0.00	130.40	
					14879.06	0.00	14879.06	000000590421
MONROE COUNTY LEGAL	000000132550	50808012857	5256616	08/12/25	26387.38	0.00	26387.38	
					26387.38	0.00	26387.38	000000590422
MONROE HOUSING COMMI	000000132843	080425	5256605	08/12/25	239.00	0.00	239.00	
		080425	5256606	08/12/25	797.00	0.00	797.00	
					1036.00	0.00	1036.00	000000590423
VARIPRO	000000161454	08072025	5256736	08/13/25	374.49	0.00	374.49	
		SEPTEMBER25	5256737	08/13/25	142853.61	0.00	142853.61	
					143228.10	0.00	143228.10	000000590424
SEMCA	000000191289	063025	5256709	08/13/25	1176.58	0.00	1176.58	
					1176.58	0.00	1176.58	000000590425
STATE OF MICHIGAN	000000192705	JULY 2025	5256596	08/07/25	35985.41	0.00	35985.41	
					35985.41	0.00	35985.41	000000590426
SYMMETRY ENERGY SOLU	000000193220	20494044	5256719	08/13/25	2263.97	0.00	2263.97	

NON CLAIM RUN 08/15/25

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005720 Payment Date 08/15/25 Pay-thru Date 08/13/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					2263.97	0.00	2263.97	000000590427
TELNET WORLDWIDE, IN	000000200250	IN79325	5256720	08/13/25	1735.42	0.00	1735.42	
					1735.42	0.00	1735.42	000000590428
THE HARTFORD	000000200415	35071003885	5256721	08/13/25	1027.98	0.00	1027.98	
					1027.98	0.00	1027.98	000000590429
VERIZON WIRELESS	000000220156	6119990688	5256610	08/12/25	729.70	0.00	729.70	
					729.70	0.00	729.70	000000590430
ISAIAH ALLEN	000000300124	21-246451FC	5256669	08/13/25	117.81	0.00	117.81	
					117.81	0.00	117.81	000000590431
KELLY DRUMMONDS	000000300481	07-36554-FH	5256670	08/13/25	205.00	0.00	205.00	
					205.00	0.00	205.00	000000590432
BEST BUY	000000300533	18-244704FH	5256671	08/13/25	500.00	0.00	500.00	
					500.00	0.00	500.00	000000590433
GINA ESSARY	000000300586	18-244672FC	5256672	08/13/25	114.89	0.00	114.89	
					114.89	0.00	114.89	000000590434
ERIN FROST	000000300678	24-248026FH	5256673	08/13/25	200.00	0.00	200.00	
					200.00	0.00	200.00	000000590435
JOHN GERWECK	000000300713	13-40525-FH	5256674	08/13/25	225.00	0.00	225.00	
					225.00	0.00	225.00	000000590436
RON GEORGE	000000300724	11-39298-FH	5256675	08/13/25	40.00	0.00	40.00	
					40.00	0.00	40.00	000000590437
GRANGE INSURANCE	000000300734	08-36683-FH	5256676	08/13/25	205.00	0.00	205.00	
					205.00	0.00	205.00	000000590438
HERKIMER RADIO	000000300876	22-247167FH	5256677	08/13/25	280.00	0.00	280.00	
					280.00	0.00	280.00	000000590439
TONEY JONES	000000301002	18-244321FH	5256678	08/13/25	50.00	0.00	50.00	
					50.00	0.00	50.00	000000590440
ROBIN KNIGHT	000000301066	24-247813FC	5256679	08/13/25	50.00	0.00	50.00	
					50.00	0.00	50.00	000000590441
CLIFTON LANDESS	000000301104	19-245524FH	5256680	08/13/25	105.38	0.00	105.38	
					105.38	0.00	105.38	000000590442
SUZETTE MATTISON	000000301248	13-40758-FC	5256681	08/13/25	310.00	0.00	310.00	

NON CLAIM RUN 08/15/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					310.00	0.00	310.00	000000590443
MONROE CITY POLICE	000000301272	24-248123FH	5256682	08/13/25	100.00	0.00	100.00	
					100.00	0.00	100.00	000000590444
MONROE CO SHERIFF	000000301290	25-248303FH	5256683	08/13/25	110.00	0.00	110.00	
					110.00	0.00	110.00	000000590445
PHILIP MASON	000000301309	22-246796FH	5256684	08/13/25	15.00	0.00	15.00	
					15.00	0.00	15.00	000000590446
ROBERT & HEIDI NOLAN	000000301437	24-248059FH	5256685	08/13/25	125.00	0.00	125.00	
					125.00	0.00	125.00	000000590447
NEW ERA DENTAL	000000301444	24-247983FH	5256686	08/13/25	150.00	0.00	150.00	
					150.00	0.00	150.00	000000590448
BRIAN OWENS	000000301514	23-247384FH	5256687	08/13/25	120.00	0.00	120.00	
					120.00	0.00	120.00	000000590449
MICHAEL SCOTT PACE	000000301540	05-34252-FH	5256688	08/13/25	87.60	0.00	87.60	
					87.60	0.00	87.60	000000590450
TAMMY PEREZ	000000301646	18-244457FH	5256689	08/13/25	108.03	0.00	108.03	
					108.03	0.00	108.03	000000590451
PAUL REED	000000301729	17-243876FH	5256690	08/13/25	50.00	0.00	50.00	
					50.00	0.00	50.00	000000590452
STATE FARM FIRE CLAI	000000301963	21-246477FH	5256691	08/13/25	50.00	0.00	50.00	
					50.00	0.00	50.00	000000590453
THE LIQUOR CABINET	000000302122	23-247411FH	5256692	08/13/25	109.63	0.00	109.63	
					109.63	0.00	109.63	000000590454
CITY OF LUNA PIER TR	000000400151	JULY 2025	5256723	08/13/25	528.99	0.00	528.99	
					528.99	0.00	528.99	000000590455
MONROE COUNTY	000000500002	081525 DPR	5256652	08/13/25	1076.00	0.00	1076.00	
		081525 MPR	5256653	08/13/25	40803.98	0.00	40803.98	
		081525 VPR	5256654	08/13/25	144.17	0.00	144.17	
					42024.15	0.00	42024.15	000000590456
MONROE COUNTY	000000500003	081525 565	5256639	08/13/25	79.50	0.00	79.50	
		081525 554	5256640	08/13/25	3.18	0.00	3.18	
					82.68	0.00	82.68	000000590457
MONROE COUNTY DISTRI	000000500010	25-248332FH	5256618	08/12/25	2500.00	0.00	2500.00	

NON CLAIM RUN 08/15/25

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005720 Payment Date 08/15/25 Pay-thru Date 08/13/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					2500.00	0.00	2500.00	000000590458
MONROE COUNTY GENERA	000000501100	081525 554	5256641	08/13/25	39.23	0.00	39.23	
					39.23	0.00	39.23	000000590459
BEDFORD TOWNSHIP	000000510201	JULY 2025	5256724	08/13/25	318.45	0.00	318.45	
					318.45	0.00	318.45	000000590460
ERIE TOWNSHIP	000000510204	JULY 2025	5256725	08/13/25	6455.53	0.00	6455.53	
					6455.53	0.00	6455.53	000000590461
FRENCHTOWN TOWNSHIP	000000510206	JULY 2025	5256726	08/13/25	99.00	0.00	99.00	
					99.00	0.00	99.00	000000590462
SUMMERFIELD TOWNSHIP	000000510213	JULY 2025	5256727	08/13/25	85.80	0.00	85.80	
					85.80	0.00	85.80	000000590463
WHITEFORD TOWNSHIP	000000510214	JULY 2025	5256728	08/13/25	33.00	0.00	33.00	
					33.00	0.00	33.00	000000590464
MONROE CITY	000000510302	JULY 2025	5256722	08/13/25	2705.01	0.00	2705.01	
					2705.01	0.00	2705.01	000000590465
CARLETON VILLAGE	000000510400	JULY 2025	5256729	08/13/25	287.10	0.00	287.10	
					287.10	0.00	287.10	000000590466
DUNDEE VILLAGE	000000510401	JULY 2025	5256730	08/13/25	5393.81	0.00	5393.81	
					5393.81	0.00	5393.81	000000590467
SO. ROCKWOOD VILLAGE	000000510404	JULY 2025	5256731	08/13/25	14901.25	0.00	14901.25	
					14901.25	0.00	14901.25	000000590468
MONROE COUNTY	000000510725	081525 554	5256642	08/13/25	861.41	0.00	861.41	
					861.41	0.00	861.41	000000590469
MONROE CO. EMP. RETI	000000550200	081525 PST	5256655	08/13/25	276.39	0.00	276.39	
		081525 RET	5256656	08/13/25	18037.48	0.00	18037.48	
		081525 RTC	5256657	08/13/25	2533.95	0.00	2533.95	
		081525 RTD	5256658	08/13/25	987.94	0.00	987.94	
		081525 RTS	5256660	08/13/25	13217.66	0.00	13217.66	
					35053.42	0.00	35053.42	000000590470
UNITED WAY OF MONROE	000000550215	50808113756	5256617	08/12/25	21109.45	0.00	21109.45	
		081525 UW	5256661	08/13/25	30.00	0.00	30.00	
					21139.45	0.00	21139.45	000000590471
GREAT-WEST LIFE & AN	000000550280	081525 GWE	5256662	08/13/25	5762.00	0.00	5762.00	

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Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005720 Payment Date 08/15/25 Pay-thru Date 08/13/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					5762.00	0.00	5762.00	000000590472
AXA EQUITABLE	000000550285	081525 EQU	5256663	08/13/25	925.00	0.00	925.00	
					925.00	0.00	925.00	000000590473
MICHIGAN DEPARTMENT	000000550291	081525 LEV	5256664	08/13/25	553.02	0.00	553.02	
					553.02	0.00	553.02	000000590474
MONROE CO.UNEMPLOYME	000000550310	081525 554	5256643	08/13/25	2.31	0.00	2.31	
		081525 565	5256644	08/13/25	82.84	0.00	82.84	
					85.15	0.00	85.15	000000590475
MONROE COUNTY WORKER	000000550315	081525 554	5256645	08/13/25	1.62	0.00	1.62	
					1.62	0.00	1.62	000000590476
MONROE CO.LONG TERM	000000550320	081525 554	5256646	08/13/25	15.56	0.00	15.56	
		081525 565	5256647	08/13/25	474.00	0.00	474.00	
					489.56	0.00	489.56	000000590477
MONROE CO.RETIREE HE	000000550325	081525 CRH	5256665	08/13/25	592.24	0.00	592.24	
		081525 DRH	5256666	08/13/25	306.06	0.00	306.06	
		081525 RHC	5256667	08/13/25	4409.27	0.00	4409.27	
		081525 SRH	5256668	08/13/25	3215.64	0.00	3215.64	
					8523.21	0.00	8523.21	000000590478
STATE OF MICHIGAN	000000601047	JULY;2025	5256620	08/12/25	103224.49	0.00	103224.49	
					103224.49	0.00	103224.49	000000590479
STATE OF MICHIGAN	000000601950	JULY 2025	5256597	08/07/25	42.00	0.00	42.00	
					42.00	0.00	42.00	000000590480
STATE OF MICHIGAN	000000602054	551-661127	5256604	08/11/25	12911.00	0.00	12911.00	
					12911.00	0.00	12911.00	000000590481
HOBBY NELS	000000710207	03/12/25	5256648	08/13/25	0.84	0.00	0.84	
					0.84	0.00	0.84	000000590482
NICHOLAS STEVEN GUTH	000000713242	03/12/25	5256649	08/13/25	28.84	0.00	28.84	
					28.84	0.00	28.84	000000590483
MICHAEL ROBERT HUMPH	000000713390	03/12/25	5256650	08/13/25	8.54	0.00	8.54	
					8.54	0.00	8.54	000000590484
KIMBERLY DONAHEY	000000720388	54	5256607	08/12/25	4547.50	0.00	4547.50	
					4547.50	0.00	4547.50	000000590485
CARL J. SCHMIDT	000000721904	7/27-8/9/25	5256598	08/11/25	3044.15	0.00	3044.15	

NON CLAIM RUN 08/15/25

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005720 Payment Date 08/15/25 Pay-thru Date 08/13/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					3044.15	0.00	3044.15	000000590486
CARI GRAHL	000000823645	080125	5256608	08/12/25	44.10	0.00	44.10	
					44.10	0.00	44.10	000000590487
MICHELLE WENZEL	000000828511	081325	5256738	08/13/25	31698.67	0.00	31698.67	
					31698.67	0.00	31698.67	000000590488
US BANK	000000904001	7836200	5256600	08/11/25	575.00	0.00	575.00	
		7836202	5256601	08/11/25	500.00	0.00	500.00	
					1075.00	0.00	1075.00	000000590489
BONNIE PINSON	CLERK/REGIST	25-248423FC	5256602	08/11/25	450.00	0.00	450.00	
					450.00	0.00	450.00	000000590490
trover solutions	CLERK/REGIST	19-245001FH	5256659	08/13/25	50.00	0.00	50.00	
					50.00	0.00	50.00	000000590491
LESLIE BUTLER	CLERK/REGIST	19-245503FH	5256733	08/13/25	198.97	0.00	198.97	
					198.97	0.00	198.97	000000590492
LESLIE BUTLER	CLERK/REGIST	19.245503FH	5256734	08/13/25	50.00	0.00	50.00	
					50.00	0.00	50.00	000000590493
DIGNIFI	CLERK/REGIST	22-246812FH	5256693	08/13/25	600.00	0.00	600.00	
					600.00	0.00	600.00	000000590494
ANGEL DINGMAN	CLERK/REGIST	22-246913FH	5256700	08/13/25	100.00	0.00	100.00	
					100.00	0.00	100.00	000000590495
BRIAN HUNSAKER	CLERK/REGIST	24-247775FH	5256697	08/13/25	15.00	0.00	15.00	
					15.00	0.00	15.00	000000590496
RONALD BISHOP #18388	CLERK/REGIST	24-247838FH	5256702	08/13/25	130.25	0.00	130.25	
					130.25	0.00	130.25	000000590497
MARSHELLA CHIDESTER	CLERK/REGIST	24-248011FC	5256701	08/13/25	100.00	0.00	100.00	
					100.00	0.00	100.00	000000590498
SOCIAL SECURITY ADMI	CLERK/REGIST	25-248291FH	5256698	08/13/25	120.00	0.00	120.00	
					120.00	0.00	120.00	000000590499
SARAH LYNN VAN HIERD	CLERK/REGIST	25-248303FH	5256696	08/13/25	200.00	0.00	200.00	
					200.00	0.00	200.00	000000590500
DAWN WORRELL	DCWITNESS	(A)07/25	5256599	08/11/25	6.40	0.00	6.40	
					6.40	0.00	6.40	000000590501
THE INFORMATION CENT	EMPT & TRAIN	080525	5256609	08/12/25	350.00	0.00	350.00	

NON CLAIM RUN 08/15/25

Company 01 County of Monroe

Office 001 Main Bank BNK001 National City Bank Run 005720 Payment Date 08/15/25 Pay-thru Date 08/13/25

Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
					350.00	0.00	350.00	000000590502
LOAN CARE LLC	TREASURER	AUG 2025	5256603	08/11/25	102617.04	0.00	102617.04	
					102617.04	0.00	102617.04	000000590503
LINDA SUE WINDOM	TREASURER	MTT24-01293	5256732	08/13/25	7.41	0.00	7.41	
					7.41	0.00	7.41	000000590504
BANK BNK001 - TOTAL					674533.96	0.00	674533.96	*
OFFICE 001 - TOTAL					674533.96	0.00	674533.96	**

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

August 5, 2025

Mr. J. Henry Lievens
Chairman, Operations Committee
Monroe County Board of Commissioners
125 E. Second Street
Monroe, MI 48161

Re: Request for Commission on Aging Assistant

Dear Chairman Lievens and Committee Members,

The Community Planning & Engagement Department requests the addition of a new Commission on Aging Assistant position. Reporting to the Community Planning & Engagement Director, this role would be crucial in providing additional support for programs and activities funded by the senior millage.

Over the past two years, the need for this support has grown significantly. The senior millage-funded programs saw an 8% increase in expenditures in both 2023 and 2024, a notable jump from the previous average of 2% annual growth. The number of seniors served has also increased dramatically, with an 8% rise in 2023 and a 9% rise in 2024. This growth is mirrored in the workload: the number of service claims reviewed and managed by the Commission on Aging staff grew from 968,000 in 2022 to 1.24 million in 2024. We anticipate these trends will continue, with projected expenditure increases in 2025 and the number of service providers and programs expanding in 2026. Given the current staffing levels, accurately and precisely managing these public funds is becoming increasingly challenging.

The proposed assistant would play a vital role in managing the financial and administrative aspects of these programs. Key responsibilities would include gathering and reviewing budget information, managing payment vouchers, and creating financial reports. The position would also focus on ensuring all financial transactions, accounting systems, and database management for the Commission on Aging comply with relevant laws and regulations. Additionally, the assistant would research senior issues and provide technical support to the director. The total cost for wages and benefits for this new position is estimated to be $85,682.

Thank you for your consideration. Enclosed for your review are a job description, a cost summary for the assistant position, and the hiring review form. Please feel free to contact me with any questions by phone at (734) 240-3288 or by email at jason_berry@monroemi.org.

Sincerely,

Jason Berry
Community Planning & Engagement Department Director

HIRING REVIEW FORM

Department: Community Planning and Engagement

Vacancy Job Title: Commission on Aging Assistant

Brief Job Description:

This assistant position supports the Commission on Aging by managing senior programs and millage records. Responsibilities include ensuring compliance and accountability through reviewing budgets, processing payments, preparing financial reports, and maintaining the Commission's database.

Budgeted Position: ☐ YES

If **YES**, are Funds Available? ☐ YES * Must be verified by Finance/HR

☐ NO *Must provide Funding Plan, verified by

☑ NO

If **NO,** please provide the following:

Job Description (Must have with New Position, Reclassification)
Point Factoring (Must have with New Position, Reclassification)
Reorganization Plan (When applicable)
Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

To effectively manage the growing volume of claims and reports, the Commission on Aging needs a new position dedicated specifically to the oversight of senior millage public funds. This role will ensure accountability and proper use of public money by performing reviews of service claims, processing reimbursements, collecting financial data for strategic planning, and assisting service providers with their funding requests. This role is important for preventing the misuse or mismanagement of funds.

Completed By: Jason Berry DATE: 8/5/2025

Human Resources/ Finance Use:

Conclusion:

Finance: The estimated cost to fund this position for 2026 is $85,682.00. The fund has sufficient fund balance to fund this position.
Human Resources: The request is in compliance with County policies.

Finance Reviewer: Sue Maier DATE: 8/5/2025
HR Reviewer: Jeff McBee DATE: 8/5/2025

APPROVED BY THE OPERATIONS COMMITTEE ________
APPROVED BY THE FULL BOARD ________

COMMISSION ON AGING ASSISTANT

Department:	Commission on Aging	**Wage Grade:**	Rye - 8
FLSA Status:	Exempt	**Affiliation:**	Non-Union

General Summary:

Under the direction of the Community Planning & Engagement Director, provides organizational support in overseeing the programs and activities available to senior citizens. Assists the Director in gathering and reviewing of budget data from service providers, inputs and tracks FASBE payment vouchers, calculates and prepares appropriate spreadsheets, records, files and reports. Researches senior citizen issues and concerns as needed. Provides program reviews and technical assistant to the Director and performs all duties of the office in his/her absence.

Essential Functions: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily]*

- Reviews all monthly and year-end financial and programmatic agency reports to ensure completion, accuracy, and accountability. Reports to the Commission on Aging on need to exercise disciplinary policy.

- Provides organizational support to the Director and Commission, including preparation of Commission minutes, agendas, correspondence, financial reports and other documents. Compiles and maintains files, orders supplies, tracks purchase orders, maintains and purges records.

- Attends and records all Commission meetings; supplies information to the Commission regarding office business in the absence of the Director.

- Maintains confidential client financials and prescription records for eligibility, enrollment, and claims payments.

- Maintains department files including service provider records, payment vouchers, and audits.

- Receives office visitors, provides telephone information and referral to senior citizens and the general public, furnishes requested information on available senior resources and Commission on Aging programs, and refers inquiries to the correct person or agency.

- Creates and promulgates publications on behalf of the Commission using desktop publishing; designs and develops materials based on community and Commission need, and provides regular information updates to the County Webmaster for public use.

- Inputs and processes data and prepares reports using word processing and database programs. Prepares, organizes and writes informational data.

- Assists the Director in all aspects of the budget process including the maintenance of all provider-reporting, expenditures of funds records.

- Prepares and inputs reports and forms related to the provider services, provides counsel and technical assistance to the Director.

- Attends key meetings on behalf of the Director and/or Commission within the County, attending all meetings in the absence of the Director.

- Provides information and counseling on senior issues to members of the public.

- Integral part of the provider agency programmatic review and assessment team.

- Acts as backup in the absence of the Director, performing all duties of the office and the Commission.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications: [*The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria]*

Education: High School graduate or equivalent. College coursework preferred in any of the following: Business, Counseling, Gerontology, Social Work, Communications, or related field of study.

Experience: Minimum of four (4) years experience working directly with the senior population or non-profit agency dealing with client services required. Two (2) years experience in Microsoft Office, Publisher, PDF is required.

Licenses and Certifications: Valid Driver's License required.

Other Requirements:

Knowledge of:

- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Electronic equipment and computer software, including all applications and programs associated with the position.

- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Skills in:

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Understanding written sentences and paragraphs in work related documents.
- Talking to others to convey information effectively.
- Actively looking for ways to help people.
- Communicating effectively in writing as appropriate for the needs of the audience.

Ability to:

- Read and understand information and ideas presented in writing.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Communicate information and ideas in speaking so other will understand.
- Identify and understand the speech of another person.
- Communicate information and ideas in writing so other will understand.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to enter and retrieve documents from office filing systems as well as computers.
- Ability to bend, kneel, stoop and crouch to file and retrieve items from file cabinets and shelves.
- Ability to sit for extended periods of time and look at a computer screen.

Working Conditions:

- Typically works in office conditions
- Occasional travel to make site visits, attend meetings, and perform other job functions.

ITEM	DATE	Department	Union	Grade	Classification	WAGES	FRINGES	TOTAL
ANNUAL PROPOSED	2026	67200	union_00	RYE_08	COA ASSISTANT	$ 57,328	$ 28,354	$ 85,682
					TOTAL COST/(SAVINGS)	$ 57,328	$ 28,354	$ 85,682
FINANCE CONCLUSION:								
POSITION IS FULLY REIMBURSABLE BY SENIOR MILLAGE FUNDING.								
FUND HAS SUFFICIENT FUND BALANCE TO ABSORB ANTICIPATED COST.								

MONROE COUNTY SHERIFF'S OFFICE
Troy Goodnough, Sheriff

100 East Second Street, Monroe, MI 48161-2163
Telephone: (734) 240-7400 · Fax: (734) 240-7480

August 11, 2025

Mr. David Vensel, Chairman
Monroe County Board of Commissioners
125 E Second Street
Monroe, MI 48161

Re: FY2026 Secondary Road Patrol and Traffic Accident Prevention Program (October 1, 2025 to September 30, 2026)

Dear Chairman Vensel and Members of the Board:

The Monroe County Sheriff's Office has been allocated $257,491.00 from the Office of Highway Planning for the Secondary Road Patrol and Traffic Accident Prevention Program (SRP) for FY2026 (October 01, 2025 through September 30, 2026). The Sheriff's Office is requesting permission to submit the required application and accept the allocation that is awarded.

This grant is used to support the Sheriff's Office's Traffic Services Division which has a total proposed budget of $804,375.00 (FY2025 - $198,098.00 / FY2026 - $606,269.00). The budget will require a total match of the proposed budget minus the total allocation received. The budget will require a match of $546,884.00 (FY2025 - $136,721.00 / FY2026 - $410,163.00). The Sheriff's Office 2025 budget includes the match. We request that the match portion for 2026 be included in the Sheriff's Office budget for 2026.

Regards,

M Preadmore

Chief Deputy Mike Preadmore

Secondary Road Patrol Agreement

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.
  NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.
- **Completion of this page is required for application submission.**

Secondary Road Patrol Agreement

Funding Period — October 1, 2025 - September 30, 2026

State Allocation

$257,491.00
Maintenance of Effort (MOE) Requirement

36.00 FTEs
Background:

The Office of Highway Safety Planning (OHSP) is responsible for administering the Secondary Road Patrol and Traffic Accident Prevention Fund. Before a county obtains its grant from the amount annually appropriated for secondary road patrol and traffic accident prevention, the county shall enter into an agreement for the secondary road patrol and traffic accident prevention services with the OHSP.

In each fiscal year, $15,000,000 of the proceeds deposited in the state treasury for taxes on the retail selling price of spirits must be allocated to the secondary road patrol and training fund (MCL 256.629e). A county's share of the amount annually appropriated for secondary road patrol and traffic accident prevention must be the same percentage that the county received, or was eligible to receive, of the total amount allocated to all counties under section 12 of 1951 PA 51, MCL 247.662, less the amounts distributed for snow removal and engineers, during the period of July 1, 1976, through June 30, 1977. As such, this funding formula has not changed since 1977.

Maintenance of Effort (MOE):

The county shall immediately notify OHSP of any reductions in the expenditures or working number of county-funded road patrol positions if the remaining number of working road patrol positions is below the September 30,1978 or September 30, 2021, level, whichever year the expenditures or level of road patrol is lower. This notification shall include the latest county estimate of total county general fund revenue for the pertinent county fiscal year. Notification shall be in writing and include appropriate explanatory information.

County agrees to use funding solely on secondary roads for the following services to be provided:

- Patrolling and monitoring traffic violations.
- Enforcing the criminal laws of this state, violations of which are observed by or brought to the attention of the sheriff's office while providing the services required by Public Act 416 of 1978 (P.A. 416).
- Investigating accidents involving motor vehicles.
- Providing emergency assistance to persons on or near a highway or road patrolled as required by P.A. 416.

The sheriff's office can provide these services on secondary roads within a city or village if the legislative body of the local unit of government passes a resolution requesting the services, with the exception of taking complaints.

How funds can be spent:

- Employing additional personnel
- Purchasing additional equipment
- Enforcing laws in state and county parks
- Providing selective motor vehicle inspection programs
- Providing traffic safety information and education programs that are in addition to those provided before the effective date of P.A. 416, October 1, 1978

Eligible Expenses:

Eligible expenses include:

- Salaries and fringe benefits for time that deputies spend on secondary road patrol assignments.
- Mileage reimbursement OR Actual automotive costs.
  NOTE: If using a mileage rate that includes an allowance for depreciation of the vehicle, including the IRS rate, the county may not also request reimbursement for a vehicle.
- Equipment expenses.
- Supplies and Operating expenses.

Ineligible Expenses:

Ineligible expenses include:

- Salaries and fringe benefits for time that deputies did not spend on secondary roads.
- Any costs related to non-secondary road patrol activity.

Quarterly Reimbursement Requests:

The county agrees to submit a Quarterly Financial Report within 20 days of the completion of each quarterly period beginning with the date of this agreement. A general ledger report produced by the county's official accounting system must be submitted with each Quarterly Financial Report. The ledger **must** reconcile to reported costs.

Funds are allocated each fiscal year beginning October 1. Sheriff offices must submit for reimbursement requests quarterly. Quarterly reports are due:

1. January 20
2. April 20
3. July 20
4. October 20

Reimbursement requests must be made using the OHSP MGX system. All personnel costs, automotive expenses, equipment, and operating costs must be listed and provided with the general ledger. All costs requested must reconcile with the general ledger.

Method of Payment:

The State of Michigan shall reimburse the county for expenditures incurred during the previous quarter. Reimbursement may be delayed should the county fail to provide all required reports and other documentation or is not in compliance with P.A. 416 and the Agreement Conditions and Requirements. Unallowable costs will not be reimbursed.

Quarterly SRP Statistical Reporting Requirements:

The county agrees to submit Quarterly SRP Statistical Report at the same time as the Quarterly Financial Report through MGX within 20 days of the completion of each quarterly period beginning with the date of this agreement:

1. Number of FULL TIME equivalent certified SRP Funded Road Patrol Deputies.
2. Number of FULL TIME equivalent certified County-Funded Road Patrol Deputies.
3. The total number of sworn officers in the sheriff's office.
4. Number of miles traveled performing road patrol by SRP Funded Road Patrol Deputies.
5. Number of miles traveled performing road patrol by County-Funded Road Patrol Deputies.
6. Number of traffic stops made by SRP Funded Road Patrol Deputies.
7. Number of traffic stops made by County-Funded Road Patrol Deputies.
8. Number of traffic-related verbal warnings given by SRP-Funded Road Patrol Deputies.
9. Number of traffic-related verbal warnings given by County-Funded Road Patrol Deputies.
10. Number of traffic-related citations issued by SRP-Funded Road Patrol Deputies.
11. Number of traffic-related citations issued by County-Funded Road Patrol Deputies.

SRP Related Activities (Only report on SRP activities for below)

12. Number of traffic citations issued in county parks.
13. Number of non-traffic arrests made in county parks.
14. Number of calls for assistance in county parks.
15. Number of crashes investigated which occurred on trunk lines.
16. Number of crashes investigated which occurred on secondary roads.
17. Number of crashes investigated which occurred in villages or cities.
18. Number of fatal crashes investigated which occurred on trunk lines.
19. Number of fatal crashes investigated which occurred on secondary roads.
20. Number of fatal crashes investigated which occurred in villages or cities.
21. Number of OWI arrest involving alcohol.
22. Number of OWI arrest involving drugs.

23. Number of alcohol offenses resulting in open container in vehicle arrests.

24. Number of crimes investigated resulting in crime reports filed.

25. Number of crimes investigated resulting in criminal arrests.

26. Number of motorists assists.

27. Number of law enforcement assists to your department.

28. Number of law enforcement assist to other departments or agencies.

29. Number of community traffic safety training sessions held.

30. Number of citizens attending the community safety training sessions.

Annual Reporting Requirements:

The county is required to submit their annual report through the MGX system which contains:

(a) A description of the services provided by the sheriff's department of the county under MCL 51.76, other than the services provided in a county park.

(b) A description of the services provided by the sheriff's department of the county under MCL 51.76 in county parks in the county.

(c) A copy of each resolution by a city or village of the county which requests the sheriff's department of the county to provide the services described in MCL 51.76.

(d) A copy of each contract between a county and a township of the county in which township the sheriff's department is providing a law enforcement service, as required by MCL 51.77(7).

(e) The law enforcement plan developed under subsection (7), i.e., the Sheriff of each county and the director of the Department of Michigan State Police, or their authorized representatives shall meet and develop a law enforcement plan for the unincorporated areas of the county.

(f) The recommendations of the sheriff's department of the county on methods of improving the services provided under section MCL 51.76, improving the training programs of law enforcement officers.

(g) The recommendations of the sheriff's department of the county on methods of improving the services provided under section MCL 51.76, improving the communications system of the sheriff's department.

(h) The recommendations of the sheriff's department of the county on improving the services provided by the Secondary Road Patrol Program.

(i) The recommendations of the sheriff's department of the county on improving coordination of the enforcement agencies in your county.

(j) The description of the role alcohol played in the incidences of personal injury, traffic accidents, and traffic fatalities in the county.

Record Keeping Requirements:

The county must maintain accounting records, following generally accepted accounting procedures, to receive reimbursement for expenditures under this agreement. Documentation supporting all expenditures shall be maintained for at least three years after the expiration of the fiscal year covering this agreement. The Sherriff agrees to expend funds obtained under this agreement only during the period covered by the agreement and only for purposes specified. All revenue and expenditures shall be recorded in a fund or account separate from the provider's other funds or accounts. The general ledger is required and must reconcile to reported costs.

1. Personnel Costs. Amounts expended under this agreement for P.A. 416-Funded Road Patrol Deputies shall be based upon payrolls documented and approved in accordance with the policies and practices of the Sheriff and shall be supported by time and attendance records and daily activity logs for individual employees. The daily logs must detail all activities engaged in, locations of activities, and times engaged in each activity.

2. All automotive expenses, supplies, and equipment shall be authorized and procured in accordance with the general policies and practices of the county. Automotive expenses can be reported based either on the actual costs incurred for vehicles, gasoline, maintenance, insurance, and other vehicle costs, or on actual miles driven times a mileage rate. If the county chooses to use a mileage rate, they may either use the most recently published IRS business rate, in which case no further calculation is required, or calculate the mileage rate based on the county's actual costs. Supporting documentation for the county's calculated rate must be kept on file for review during monitoring.

Monitoring and Audit:

The OHSP, the Local Government Audit Division of the Michigan Department of Treasury, and the State Auditor General, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Sheriff which are related to this agreement, for purpose of monitoring and audit.

The county shall comply with the requests of the OHSP for information on reports related to the manpower, expenditures, and services of the county.

Termination

The agreement is void if the county reduces its expenditures or level of road patrol below that which the county was expending or providing immediately before October 1, 1978, or October 1, 2021, whichever year the expenditures or level of road patrol is less. (MCL 51.77(1)). If there is an allegation of non-compliance with the provisions of this subsection, the OHSP shall notify the Sheriff in writing and afford the Sheriff with an opportunity to demonstrate compliance. If compliance cannot be established, OHSP shall notify the Sheriff in writing of the termination of this agreement. This termination shall be effective as of the date on which the non-compliance originally occurred.

Sanctions:

If the county materially fails to comply with the terms and conditions of the agreement, the OHSP may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the county.
2. Disallow all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the current agreement.
4. Withhold further funding for the program.
5. Take other remedies that may be legally available.

Signature Agreement

Instructions

- Select the checkbox below to provide an electronic signature for the grant agreement.
- **An electronic signature from each of the specified roles is required before application submission.**

Agency Project Director - Sheriff

* Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

Agency Authorized Official - County Chairperson

* Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

Agency Financial Officer

* Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

Employee Pay Rates		Sept 2025 -Dec 2025	Jan 2026 - Sept 2026
		Straight Time	Straight Time
Deputy		35.76	36.83

Number of Deputies	4
Alec Preadmore	
Nick Burkhart	
New position top seniority	
New position top seniority	

2025 County Fringe Rates	
Social Security	7.650%
Retirement - Sheriff Contributing	44.205%
Retiree Health - Grants/Contractual	14.183%
Unemployment	0.100%
Workers' Compensation	1.710%
Disability	0.964%
Gen Liability	1.699%
	70.511%

2026 County Fringe Rates	
Social Security	7.650%
Retirement - Sheriff Contributing	46.415%
Retiree Health - Grants/Contractual	14.608%
Unemployment	0.100%
Workers' Compensation	1.710%
Disability	0.964%
Gen Liability	1.699%
	73.147%

	Hours	Sick
total Year	2184	88
1st	546	22
2nd-4th	1638	66

FY2024 Secondary Road Patrol Grant (SRP)

101-31600-543000	STATE GRANT - PUBLIC SAFETY	257,491.00					
TOTAL		**257,491.00**					
Account Number	Account Description	**Budget**					
		2025	**2026**				
		Oct. - Dec.	**Jan - Sept**	**Total**			
31600 SHERIFF-SECONDARY ROAD PATROL							
101-31600-705000	Salaries and Wages				$ -		
101-31600-705300	Wages-Deputies	$ 78,099.84	$ 253,310.16	$ 331,410.00	$ 331,410.00	Lump sum included	
101-31600-706500	Sick Pay Bank	$ 3,146.88	$ 9,723.12	$ 12,870.00	$ 12,870.00		$ 378,173.00
101-31600-708000	Duty Disability	$ -	$ -	$ -	$ -		
101-31600-709000	Longevity	$ 475.00	$ -	$ 475.00	$ 475.00	Burkhart 475	
101-31600-710000	Holiday Pay - Straight Time	$ 6,865.92	$ 10,017.76	$ 16,883.68	$ 16,884.00		
	Holiday Pay - Time and 1/2	$ -	$ -	$ -	$ -		
101-31600-710100	Overtime - Time and 1/2	$ 1,788.36	$ 5,525.60	$ 7,313.96	$ 7,314.00	66.67 hours per year	
101-31600-711100	Court Time - Time and 1/2	$ 1,609.20	$ 3,314.70	$ 4,923.90	$ 4,924.00	30 hours per year	
101-31600-712100	Hazardous Duty Pay	$ 4,000.00	$ -	$ 4,000.00	$ 4,000.00	Haz duty pay per contract	
101-31600-712200	Shift Premium	$ 75.00	$ 221.00	$ 296.00	$ 296.00	100 shift @ 8 hours * .37 = $296	
101-31600-714000	Social Security	$ 7,042.61	$ 21,581.59	$ 28,624.20	$ 28,625.00		$ 362,255.00
101-31600-715000	Employers - Retirement	$ 40,695.21	$ 130,943.15	$ 171,638.36	$ 171,639.00		
101-31600-716000	Employers - Ret Health Care	$ 13,056.90	$ 41,212.35	$ 54,269.25	$ 54,270.00		$ 740,428.00
101-31600-716010	Unemployment Insurance	$ 92.06	$ 282.11	$ 374.17	$ 375.00		
101-31600-717000	Workers Compensation	$ 1,574.23	$ 4,824.12	$ 6,398.35	$ 6,399.00		
101-31600-718000	Health Insurance	$ 21,591.60	$ 70,604.64	$ 92,196.24	$ 92,197.00		
101-31600-719000	Life Insurance	$ 94.80	$ 284.40	$ 379.20	$ 380.00		
101-31600-720000	Optical Insurance	$ 198.72	$ 608.40	$ 807.12	$ 808.00		
101-31600-721000	Dental Insurance	$ 1,075.44	$ 3,291.12	$ 4,366.56	$ 4,367.00		
101-31600-722000	Disability Insurance	$ 752.88	$ 2,441.91	$ 3,194.79	$ 3,195.00		
101-31600-723000		$ 182,235	$ 558,186	$ 740,420.79	$ 740,428.00		
Total Wages	Accrued Wages and Fringes	$ -	$ -	$ -	$ -		
101-31600-725000	Operating Supplies	$ -	$ -	$ -	$ -		
101-31600-741000	Uniforms and Clothing	$ -	$ 1,350.00	$ 1,350.00	$ 1,350.00		
101-31600-744000	Uniform & Clothing Cleaning	$ -	$ -	$ -	$ -		
101-31600-746000	Vehicle Expense - Gas & Oil	$ -	$ -	$ -	$ -		
101-31600-748000	Vehicle - Mileage	$ 13,500.00	$ 40,500.00	$ 54,000.00	$ 54,000.00		
101-31600-748020	Software License	$ -	$ -	$ -	$ -		
101-31600-814015	Payroll Service	$ 480.00	$ 1,440.00	$ 1,920.00	$ 1,920.00		
101-31600-814016	Telephone	$ 319	$ -	$ 319.00	$ 319.00		
101-31600-851000	Cellular Telephone	$ -	$ -	$ -	$ -		
101-31600-851010	General Liability Insurance	$ 1,564.10	$ 4,793.09	$ 6,357.19	$ 6,358.00		
101-31600-911000	Vehicle Insurance	$ -	$ -	$ -	$ -		
101-31600-913000	Officer Bonds	$ -	$ -	$ -	$ -		
101-31600-915040	Maintenance - Vehicle	$ -	$ -	$ -	$ -		
101-31600-932000	Maint - Vehicle - Tires/Battery	$ -	$ -	$ -	$ -		
101-31600-932010	Maintenance - Radios & VI	$ -	$ -	$ -	$ -		
101-31600-936000	Training / Seminars	$ -	$ -	$ -	$ -		
101-31600-958000	C.O. - Video and Related Equip		$ -	$ -	$ -		
101-31600-977300	C.O. Office Equip & Furnishing	$ -	$ -	$ -	$ -		
101-31600-980000	C.O. Vehicles	$ -	$ -	$ -	$ -		
101-31600-981000		$ 15,863	$ 48,083	$ 63,946.19	$ 63,947.00		
Total Additional	**416 - S.R.P.**	**$ 198,098**	**$ 606,269**	**$ 804,367**	**$ 804,375**		
TOTAL					**$ 804,375.00**		
	416 - SRP Total	***$ 804,375***					
	Projected Revenue - SRP Grant	***$ 257,491***					
	Monroe County Allocations (Match)	***$ 546,884***					

Holidays	Straight Time	Overtime
1st Qtr		
Columbus Day	8	
Veterans Day	8	
Thanksgiving Day	8	
Christmas Eve	8	
Christmas Day	8	
New Year's Eve	8	
Total	**48**	**0**
2nd Qtr		
New Year's Day	8	
Martin Luther King Day	8	
President's Day	8	
Good Friday	4	
Easter Day	8	
Juneteenth	8	
Memorial Day	8	
Independence Day	8	
Labor day	8	
Total	**68**	**0**

		Per Qtr
Projected Overtime FY2026	133.36	33.34

		Per Qtr
Projected Court Time FY2026	120	30

	2025	**2026**
Health Care Family PPO3/year	$ 1,799.30	$ 1,961.24
Life Insurance	$ 7.90	$ 7.90
Optical Insurance	$ 16.56	$ 16.90
Dental Insurance	$ 89.62	$ 91.42
Mileage $13,500/year	$ 54,000.00	
Payroll services 40/month	$ 1,920.00	
Hazardous Duty $1,000/year	$4,000	
Lump Sum $1,500/year	$6,000	

MONROE COUNTY SHERIFF'S OFFICE
Troy Goodnough, Sheriff

100 East Second Street, Monroe, MI 48161-2163
Telephone: (734) 240-7400 · Fax: (734) 240-7480

August 14, 2025

Mr. David Vensel, Chairman
Monroe County Board of Commissioners
125 E Second Street
Monroe, MI 48161

Re: FY2025 Port Security Grant Application

Dear Chairman Vensel and Members of the Board:

The Monroe County Sheriff's Office is requesting confirmation of the submission of a Port Security Grant application to the Federal Emergency Management Agency (FEMA). This grant would allow us to purchase twenty-five new night vision goggles for all members of the Sheriff's Office Special Response Team. These new goggles would replace our current outdated equipment, providing enhanced technology that will enable the team to operate more safely and effectively in low-light environments.

If awarded, the grant would provide federal funding of $266,127.75, covering up to 75 percent of the total expenditures. Monroe County would be responsible for a 25 percent match, which amounts to $88,710. If the grant is awarded, we will request that this matching portion be funded in the FY2026 Sheriff's Office budget.

Regards,

Chief Deputy Mike Preadmore

DEPARTMENT OF HOMELAND SECURITY
AL EMERGENCY MANAGEMENT AGENCY
PORT SECURITY GRANT PROGRAM INVESTMENT JUSTIFICATION

Sensitive Security Information
OMB Control Number 1660-0114
Expiration: 3/31/2027

Warning: Please follow the Notice of Funding Opportunity Guidance and Preparedness Grants Manual while completing this form.

PART I - INVESTMENT HEADING

1) ORGANIZATION NAME (Legal Name Listed On The SF-424):	2) STATE OR TERRITORY IN WHICH THE PROJECT WILL BE IMPLEMENTED:
Monroe, County of	**Michigan**

3) TYPE OF ORGANIZATION:	4) CLASSIFICATION OF ORGANIZATION:	5) CAPTAIN OF THE PORT ZONE:
Public	**Local Agency**	**Detroit**

PART II - BASIC PROJECT INFORMATION

6) PROJECT TITLE:	**Night Vision Goggles**
7) PROJECT DESCRIPTION (SERVICE(S)/EQUIPMENT SUMMARY):	**The project involves the purchase of 25 new Night Vision Googles and helmet mounts to screen, search, detect and monitor the port and waterways between the United States and Canada.**
8) HAS THIS PROJECT BEEN FUNDED BY PSGP OR ANOTHER FEDERAL ASSISTANCE PROGRAM IN THE LAST 3 YEARS?	**No**
9) IF SO, WHEN WAS THE LAST TIME IT WAS FUNDED?	**N/A**
10) WHICH PROGRAM FUNDED THIS CAPABILITY?	**N/A**
11) PROVIDE JUSTIFICATION THAT SUPPORTS FUNDING THIS PROJECT AGAIN:	**N/A**
12) PROJECT CATEGORY:	**Equipment**
13) NEW CAPABILITY OR MAINTENANCE/SUSTAINMENT:	**New Capability**
14) IS THIS PROJECT EXEMPT FROM THE REQUIRED COST SHARE OUTLINED IN 46 U.S.C. 70107?	**No**

16) FEDERAL SHARE:	**$354,837**	17) COST SHARE:	**$88,710**	18) TOTAL PROJECT COST:	**$354,837**

PLEASE REVIEW THE NOTICE OF FUNDING OPPORTUNITY AND 46 U.S.C. 70107

19) WHICH PLAN(S) APPLIES TO YOUR ORGANIZATION?	**AREA MARITIME SECURITY PLAN:**	**Yes**	**FACILITY SECURITY PLAN:**	**Yes**

20) STATE AND LOCAL AGENCIES – IS YOUR AGENCY **REQUIRED** TO PROVIDE PORT SECURITY SERVICES TO MTSA REGULATED FACILITIES?	**Yes**
21) IF YES, HOW MANY MTSA REGULATED FACILITIES IS YOUR ORGANIZATION REQUIRED TO PROVIDE SERVICES?	**4**

PART IV - ORGANIZATIONAL INFORMATION

22) IS YOUR ORGANIZATION AN ACTIVE PARTICIPANT OF AN AREA MARITIME SECURITY COMMITTEE?	**Yes**
23) IS THIS APPLICATION ON BEHALF OF ANOTHER ENTITY OR SUBMITTED AS A CONSORTIUM?	**No**
24) IS THE PROJECT SITE OWNED BY YOUR ORGANIZATION?	**No**
25) IS THE PROJECT SITE OPERATED BY YOUR ORGANIZATION?	**No**
26) IF THE PROJECT SITE IS NOT OWNED OR OPERATED BY YOUR ORGANIZATON, PLEASE EXPLAIN YOUR ORGANIZATION'S RELATION TO THE PROJECT SITE:	**Monroe County Sheriff's Office provides jurisdictional support to the port of Monroe and port security by assisting with counter-terrorism, crisis response, border security, smuggling, human trafficking, hostile takeovers, and additional man power to deploy wide area search and detection assests in the port and surrounding areas.**
27) IS THE PROJECT SITE A FACILITY OR VESSEL THAT IS REGULATED UNDER THE MARITIME TRANSPORTATION SECURITY ACT OF 2002, AS AMENDED?	**No**
28) STATE AND LOCAL AGENCIES – IS YOUR AGENCY THE **PRIMARY** RESPONDER TO MTSA REGULATED FACILITIES?	**Yes**

PART V - POINT(S) OF CONTACT FOR ORGANIZATION

29) SIGNATORY AUTHORITY FOR ENTERING INTO A GRANT AGREEMENT		30) AUTHORIZED REPRESENTATIVE FOR THE MANAGEMENT OF THE PROJECT	
NAME:	**Michael Bosanac**	NAME:	**Michael Preadmore**
ORGANIZATION:	**County Administrator**	ORGANIZATION:	**Monroe County Sheriff's Office**
ADDRESS:	**106 E Second Street, Monroe MI 48161**	ADDRESS:	**100 E Second Street, Monroe MI 48161**
PHONE:	**734-240-7267**	PHONE:	**734-240-7719**
EMAIL:	michael_bosanac@monroemi.org	EMAIL:	mike_preadmore@monroemi.org

PART VI - PHYSICAL LOCATION OF PROJECT

31) PHYSICAL ADDRESS OF THE PROJECT LOCATION:			
Street Address:	**100 E Second Street**		
City:	**Monroe**		
State:	**MI**	Zip:	**48161**
LATITUDE & LONGITUDE:	**41.91377, -83.39754**		

32) BRIEF DESCRIPTION OF THE PROJECT LOCATION:

The project includes mobile assets, therefore the address listed is the Monroe County Sheriff's Office. The night vision goggles will be worn by Special Response Team members of the Monroe County Sheriff's Office responding to the Port of Monroe to for emergency situations including to ensure national security, public safety by preventing terrorists, weapons, illegal drugs, facilitating the legal entry of people and goods and enforcing immigration laws.

STATE AND LOCAL AGENCIES ONLY – ROLE IN PROVIDING LAYERED PROTECTION OF MTSA REGULATED ENTITIES

33) DESCRIBE YOUR ORGANIZATION'S SPECIFIC ROLES, RESPONSIBILITIES AND ACTIVITIES IN DELIVERING LAYERED PROTECTION, AND IDENTIFY THE FACILITIES TO WHICH YOUR AGENCY IS REQUIRED TO PROVIDE SECURITY SERVICES.

The Monroe County Sheriff's Office (MCSO) plays a critical role in implementing and maintaining a layered protection strategy to ensure public safety, secure key infrastructure, and support local, state, and federal security initiatives. The Sheriff's office colloborates with U.S. Coast Guard, U. S. Border Patrol, U. S. Customs, and multiple local law enforcement agencies. The Sheriff's Office employs a multi-tiered approach that incorporates prevention, detection, response, and recovery activities across a range of operational areas. Specific roles and responsiblites in layered protection include routine patrols in unincoporated areas of the county to prevent, deter criminal activity, which includes interdiction and disruption and respond to calls for service on the land and in the waterways in and near the port of Monroe. Monroe County Sheriff's office has specialized units for responding to emergencies that includes a multijurisdictional Specialized Response Team for high risk incidents, Marine Patrol division, an Aviation Unit, and a K-9 unit. The Monroe County SRT team is a designated tactical response resource under the Area Maritime Security Plan (AMSP) for the U.S. Coast Guard Captain of the Port (COTP) Detroit zone. This team provides direct tactical support for MTSA-regulated facilities at the Port of Monroe and serves as a critical quick reaction force for Fermi Nuclear Plant security operations.

PART VII MARITIME SECURITY MOU, MOA AND/OR MUTUAL AID AGREEMENTS

34) IF YOUR AGENCY PROVIDES SECURITY SERVICES TO MTSA REGULATED FACILITIES, IDENTIFY AND DESCRIBE THE TYPE(S) OF AGREEMENT(S) THAT REQUIRES YOUR AGENCY TO DIRECTLY PROVIDE PORT SECURITY SERVICES TO MTSA REGULATED FACILITIES.

Our agency does not provide security services directly to the MTSA regulated facility. Monroe County Sheriff's Office does serve as the primary law enforcement authority responsible for responding to all emergencies within Monroe County, including natural disasters, acts of terrorism, criminal incidents, and other critical threats. We coordinate with local, state, and federal partners to ensure a unified and effective emergency response.

PART VIII - ALL AGENCIES/ORGANIZATION – IMPORTANT FEATURES

35) DESCRIBE ANY OPERATIONAL ISSUES YOU DEEM IMPORTANT TO THE CONSIDERATION OF YOUR APPLICATION, SUCH AS LACKING OR INADEQUATE CAPABILITIES OR ASSETS WITHIN THE PORT AREA TO MITIGATE MARITIME SECURITY VULNERABILITIES BEING ADDRESSED BY THIS PROJECT.

This project directly addresses a high-priority vulnerability identified by the U.S. Coast Guard Captain of the Port in the Area Maritime Security Plan (AMSP)—specifically, the lack of nighttime operational capability for tactical interdiction forces. By enhancing nighttime response and surveillance capabilities, the project significantly strengthens the Port of Monroe's overall security posture while also providing critical protection to nearby high-value infrastructure, including nuclear facilities within the maritime domain. The proposed solution is feasible, effective, and sustainable, and is fully implementable within the Port Security Grant Program's (PSGP) 36-month performance period. Furthermore, the project supports key national preparedness core capabilities, including Screening, Search, and Detection; Interdiction and Disruption; and Operational Coordination, ensuring a coordinated and layered approach to maritime security.

PART IX - INVESTMENT JUSTIFICATION ABSTRACT

36) WHAT ASSET(S) OR SERVICE(S) WOULD THIS PROJECT INVESTMENT FUND (i.e. vessels, radios, cameras, construction, service contracts, fencing etc.)? * For training requests, a course number and title are required.	Procurement of 25 night vision goggles, along with helmet mounts to securely attach the devices to the protective helmets of responding Specialized Response Team officers.
37) IDENTIFY SIMILAR ASSETS THAT ALREADY EXIST:	Monroe County currently utilizes single tube night vision devices; however, these units are outdated and do not meet the operational demands of modern tactical response. This request seeks to procure updated, high-performance

38) SPECIFY VULNERABILITIES IDENTIFIED WITHIN AN AREA MARITIME SECURITY PLAN, FACILITY SECURITY PLAN, VESSEL SECURITY PLAN, OR OTHER IDENTIFIED PLAN(S) THAT THIS PROJECT CLOSES/MITIGATES.

Risk and vulnerability assessments documented in the Area Maritime Security Plan (AMSP) and Facility Security Plan (FSP) identify low-light hostile takeover scenarios—whether on vessels, waterfront facilities, or critical infrastructure—as a top-tier threat with potentially catastrophic consequences. These scenarios are particularly dangerous due to their potential to disrupt port operations, endanger lives, and target high-value assets, including nearby energy facilities. Current equipment limitations severely hinder the Specialized Response Team's (SRT) ability to detect, track, and engage armed adversaries under low-visibility or nighttime conditions. The absence of modern night vision capability creates a critical delay in response time and tactical effectiveness.

39) SUMMARIZE THE PROPOSED INVESTMENT JUSTIFICATION.

THE FOLLOWING MUST BE INCLUDED:
- **DESCRIBE HOW THIS INVESTMENT ADDRESSES THE CAPTAIN OF THE PORT'S PRIORITIES**
- **EXPLAIN HOW THIS INVESTMENT WILL ACHIEVE A MORE SECURE AND RESILIENT PORT AREA**
- **IF SIMILAR CAPABILITIES ALREADY EXIST, EXPLAIN WHY ADDITIONAL ASSETS/SERVICES ARE NEEDED.**

This investment supports the FY 2025 PSGP National Priority Area of Enhancing the Protection of Soft Targets and Crowded Places by addressing a critical operational gap in Monroe County's ability to prevent, interdict, and respond to hostile takeover and armed assault incidents at two high-risk maritime-related assets: the Port of Monroe and the Fermi Nuclear Power Plant.

The Monroe County SWAT team is a designated tactical response resource under the Area Maritime Security Plan (AMSP) for the U.S. Coast Guard Captain of the Port (COTP) Detroit zone. This team provides direct tactical support for MTSA-regulated facilities at the Port of Monroe and serves as a critical quick reaction force for Fermi Nuclear Plant security operations.

Risk and vulnerability assessments in the AMSP and Facility Security Plans (FSPs) identify low-light hostile takeover scenarios as a top-tier threat with potentially catastrophic consequences. Current equipment limitations delay SWAT's ability to effectively detect, track, and engage armed adversaries in low-light maritime or facility environments.

This investment closes a high-priority gap in Monroe County's tactical response capability, as identified in the AMSP and local FSPs, by enabling covert, rapid response to nighttime maritime threats. The project enhances interoperability with the U.S. Coast Guard, Port of Monroe Security, and Fermi Nuclear Plant Security under MARSEC Level 2 or 3 conditions. The proposed capability provides a port-wide benefit by supporting multiple MTSA-regulated facilities within the COTP Detroit zone.

PART X - NATIONAL PRIORITIES

40) IDENTIFY ONE PROGRAM PRIORITY THIS INVESTMENT MOST CLOSELY SUPPORTS (Program Priorities are identified in the NOFO):	Program Priority 6

41) DESCRIBE HOW, AND THE EXTENT THIS INVESTMENT JUSTIFICATION MEETS ONE OR MORE OF THE NATIONAL PRIORITIES.

The investment in 25 dual-tube, helmet-mounted night vision goggles for Monroe County's Specialized Response Team (SRT) directly supports key national priorities outlined under the Port Security Grant Program. This project enhances border crisis response and enforcement by enabling the SRT to conduct effective operations in low-light and nighttime conditions, particularly in support of immigration enforcement and maritime security missions. Equipped with this technology, the team will be better positioned to screen, detect, delay, divert, intercept, halt, apprehend, or secure threats and/or hazards that may approach the Port of Monroe by land or water under the cover of darkness.

This investment also supports the national priority area of equipment and capital projects, specifically enhancing screening, search, and detection capabilities. Modern dual-tube night vision significantly improves depth perception and situational awareness, which are critical for identifying and engaging threats with speed and accuracy. Furthermore, the project strengthens operational coordination and enhances the SRT's ability to conduct interdiction and disruption missions in close coordination with federal, state, and regional partners. Fully equipping the team ensures readiness and interoperability for responding to evolving threats in the maritime domain, including those related to transnational crime, smuggling, terrorism, and unauthorized border activity.

PART XI - IMPLEMENTATION PLAN

42) PROVIDE A HIGH-LEVEL TIMELINE OF MILESTONES FOR THE IMPLEMENTATION OF THIS INVESTMENT, SUCH AS PLANNING, TRAINING, EXERCISES, AND MAJOR ACQUISITIONS OR PURCHASES. UP TO 10 MILESTONES MAY BE SUBMITTED.

THE FOLLOWING MUST BE INCLUDED:
- **MAJOR MILESTONES OR RELEVANT INFORMATION THAT IS CRITICAL TO THE SUCCESS OF THE INVESTMENT**
- **MAJOR TASKS THAT WILL NEED TO OCCUR (E.G. DESIGN AND DEVELOPMENT, CONTRACTUAL AGREEMENTS, PROCUREMENT, DELIVERY, INSTALLATION AND PROJECT COMPLETION)**
- **ESTIMATED PERCENTAGE FOR EACH MILESTONE BASED ON COMPLEXITY AND SIGNIFICANCE (MILESTONES MUST COLLECTIVELY EQUAL 100%)**

Milestones	Start Date (mm/yyyy)	Completion Date (mm/yyyy)	Percentage of Project

1.	Bid Process	09/2025	03/2026	40%
2.	Asset Procurement	09/2025	06/2026	30%
3.	Deployment	01/01/2026	06/2026	30%
4.				
5.				
6.				
7.				
8.				
9.				
10.				
			Total Percentage of Project	100%

Select here to Proceed to Budget 1

Healthy MONROE COUNTY HEALTH DEPARTMENT

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

August 14, 2025

Mr. David Vensel, Chairman
Monroe County Board of Commissioners
125 East Second Street
Monroe, MI 48161

Re: Request for approval to accept EGLE Materials Management Planning (MMP) Grant Funds ($137,404.50)

Dear Chairman Vensel and Commissioners,

The Monroe County Health Department is pleased to report that the Michigan Department of Environment, Great Lakes, and Energy (EGLE) has officially approved Monroe County's Materials Management Planning (MMP) Grant Work Program. This is a three-year grant, with funding annually renewable based on satisfactory performance and subsequent work program approvals. With this Work Program approval secured, we now request the Board of Commissioners' authorization to accept the grant funds for this initial year and the subsequent years of the grant.

This EGLE grant provides crucial funding for waste reduction and recycling initiatives, supporting compliance with Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act.

The approved grant provides $137,404.50 for the first year, covering 100% of approved activities. This is a reimbursement-based grant with no local matching fund requirement. As presented in April 2024, the MMP prioritizes recycling, composting, and waste reduction over landfill use, transitioning towards a circular economy that promotes the highest and best use for all materials. This policy shift aims to reduce overall waste, provide for innovative material reuse, create an integrated waste management system, and increase recycling, waste diversion, and utilization.

Approved funds will support various activities detailed in our Work Program, including administrative costs for MMP preparation, implementation, and maintenance; public participation efforts; determining consistency of new materials management facilities with the MMP; data collection and submission; recycling education and outreach; recycling and materials utilization programs; report preparation; MMP implementation; and efforts to secure local government support.

The Board has accepted the role of County Approval Agency (CAA), and the Health Department is the Designated Planning Agency (DPA). EGLE's approval of our Work Program was the final necessary prerequisite before these funds could be officially accepted by the Board.

Therefore, the Monroe County Health Department formally requests the Board of Commissioners' approval to accept the $137,404.50 in approved MMP grant funds from EGLE, thereby authorizing the acceptance of funds for the duration of the grant period. This authorization will allow us to proceed with finalizing the grant agreement with EGLE and begin implementing the approved Work Program.

Thank you for your consideration.

Sincerely,

Jamie R. Dean

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

MATERIALS MANAGEMENT PLANNING PROGRAM GRANT AGREEMENT

BETWEEN THE

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

AND **MONROE COUNTY**

This Grant Agreement (“Agreement”) is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), **Materials Management Division** (“State"), and Monroe County ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. Legislative appropriation of Funds for grant assistance is set forth in **Public Act No. 0087 of 2021.** This Agreement is subject to the terms and conditions specified herein.

PROJECT INFORMATION:

Project Name: MMP-Monroe	Project #: PLA-25-050
Amount of grant: $137,404.50	100% of grant state / 0% of grant federal
	PROJECT TOTAL: $137,404.50 (grant plus match)
Start Date (executed by EGLE):	End Date: 12/7/2026

GRANTEE CONTACT INFORMATION:

Name/Title: Dan Rock/Recycling and Green Community Program Coordinator

Organization: Monroe County Health Department

Address: 2353 S. Custer Road

City, State, ZIP: Monroe, MI 48161

Phone Number: 734-240-7909

Fax Number: NA

E-Mail Address: dan_rock@monroemi.org

Federal ID Number (Required for Federal Funding): NA

Grantee DUNs/UEI Number (Required for Federal Funding): NA

SIGMA Vendor Number: CV0048076

STATE'S CONTACT INFORMATION:

Name/Title: Amy Karana/Materials Management Planning Analyst

Division/Bureau/Office: Materials Management Division (MMD)

Address: 525 W. Allegan

City, State, ZIP: Lansing, MI 48909

Phone Number: 517-242-8324

Fax Number: N/A

E-Mail Address: EGLE-MMP@Michigan.gov

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

FOR THE GRANTEE:

Signature	Name/Title	Date

FOR THE STATE:

	Tracy Kecskemeti, Acting Division Director MMD	
Signature	Name/Title	Date

I. PROJECT SCOPE

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

(A) 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.

(B) 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 State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State 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 other than budget line-item revisions less than 10% percent of the budget line item shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

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 State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

Reporting Period	Due Date
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	Before October 15*
October 1 – December 31	January 31

*Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State's contact at the address on page 1. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.

(B) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee shall submit the final status report, including all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days from the End Date of the Agreement.

(C) The Grantee must provide electronic copies of all products and deliverables in accordance with Appendix A.

(D) All products shall acknowledge that the project was supported in whole or in part by Materials Management Grant, EGLE, per the guidelines provided by the program.

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 grant.

(B) 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.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, 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 drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) 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 grant.

VI. <u>USE OF MATERIAL</u>

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 grant whether or not 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. <u>ASSIGNABILITY</u>

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

VIII. <u>SUBCONTRACTS</u>

The State 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 State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

IX. <u>NON-DISCRIMINATION</u>

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual’s ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

X. <u>UNFAIR LABOR PRACTICES</u>

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

(A) The Grantee, not the State, 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.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, 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 2 CFR 200, 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 State. 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 State. 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 State reserves the right to conduct a programmatic and financial audit of the project, and the State 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 State. The State 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 seven years after the final payment has been issued to the Grantee by the State.

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.

XVII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State 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 immediately refund to the State, the total amount representing such duplication of funding.

XVIII. COMPENSATION

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State 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. 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 State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment 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 web site (https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService).

XIX. CLOSEOUT

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State 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 State of all claims against the State 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 State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

XX. CANCELLATION

This Agreement may be canceled by the State, 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 State and Grantee. The State 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 State and the State will no longer be liable to pay the grantee for any further charges to the grant.

XXI. TERMINATION

(A) This Agreement may be terminated by the State as follows.

(1) 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 State for the purpose of obtaining this Agreement or any payment under this Agreement.
c. If the State 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 State 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 State 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).

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

a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
b. 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;
c. Convicted under State or federal antitrust statutes; or
d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
e. Added to the federal or state Suspension and Debarment list.

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

XXII. <u>IRAN SANCTIONS ACT</u>

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.

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PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

GRANT PROJECT SCOPE

The scope of this project is to ultimately develop and implement a Materials Management Plan (MMP). The detailed scope of work and proposed timeline for the project is included in this Agreement in Attachment C – Work Program. The detailed budget in Attachment C is for reference only. The executed budget for this project can be found in Attachment A – Grant Budget.

Grants shall be used for administrative costs for preparing, implementing, and maintaining a materials management plan (MMP), including, but not limited to, the following

a. Development of a work program as described in subsection (4)(b) and R 299.4704 and R 299.4705 of the Michigan Administrative Code, including a prior work program.
b. Developing an initial MMP and amending the MMP.
c. Ensuring public participation.
d. Determining whether new materials management facilities are consistent with the MMP.
e. Collecting and submitting data for the database utilized by the department for materials management facility reporting purposes and evaluating data in the database for the planning area.
f. Recycling education and outreach.
g. Recycling and materials utilization programs.
h. Preparation of required reports to the department
i. MMP implementation.
j. Efforts to obtain support for the MMP and planning process from local units of government.

NOTE: Grantee shall keep records documenting specific use of the MMP Grant funds.

COMPENSATION

Expenses related to the development of the Notice of Intent and Work Program are eligible for reimbursement from January 8, 2024, until the grant end date. Any other expenses outside of the grant period will not be reimbursable.

GRANT REIMBURSEMENT PROCESS

The Grantee is responsible for the payment of all eligible costs necessary to complete the project. The Grantee shall submit reimbursement requests to the State which specify the time period covered by the reimbursement request and the payments made by the Grantee during the time period. Grant reimbursements will be for the documented purchase expenditures, not to exceed the awarded grant amount. Grantees must agree to supply data related to the development and implementation of the MMP as requested by Michigan Department of Environment, Great Lakes, and Energy (EGLE)

All grants are paid through a reimbursement process. All grantees will submit proof of payment (i.e., canceled checks, ACH, wire transfer confirmations, bank statements, etc.) and proof of receipt of goods to EGLE proving that the vendor has been paid prior to receiving reimbursement from the grant program. Reimbursement must be requested in conjunction with required, quarterly progress reports. Total payment made to the Grantee by the State shall not exceed the amount identified in this grant agreement. Any costs associated with the project that exceed the awarded grant amount shall be the responsibility of the Grantee.

The Grantee is responsible for ensuring that all partner entities fulfill their commitments under the grant proposal.

TRAVEL EXPENSES

If travel expenses are included in the Budget, the Grantee must follow the State of Michigan Travel Rates found in Attachment B of this Agreement. The most recent State of Michigan Travel Rates can be found at DTMB - Travel (michigan.gov).

PURCHASE OF EQUIPMENT

The purchase of equipment not specifically listed in the Budget must have prior written approval of the Grant Administrator. Equipment is defined as non-expendable personal property having a useful life of more than one year and a true value of $10,000 or more. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

Equipment purchases of $10,000 or more will require the EGLE be listed on a Lien or Uniform Commercial Code (UCC) for 5 years, or until the equipment depreciates to less than $10,000.

To the greatest extent practicable, all equipment and products purchased with funds made available under this award should be Michigan-made as a first choice, or American-made.

RECAPTURE: The Grantee is hereby notified and hereby acknowledges that the Grant is subject to recapture and that the Grantee will incur an obligation to repay the Grant (the “Recapture Obligation”) immediately, in full, if:

- **a.** it fails to comply with the entirety of the grantee’s grant application attached, including all budget, tasks and timeline.
- **b.** it sells, exchanges, or disposes of any equipment described in this Agreement without the Grantor’s written approval; or
- **c.** the State of Michigan determines that there has been a default under the Agreement and seeks reimbursement.

In the event that the Grantee becomes liable for a Recapture Obligation, it shall satisfy the Recapture Obligation within the time specified in the written notice thereof to the Grantee by the Grantor.

REPORTING REQUIREMENTS

The Grantee shall submit progress reports quarterly using a reporting form provided by the Grant Manager. These reports shall be due according to the table in **Part IV** of this Agreement.

QUARTERLY REPORTS

The Grantee shall submit the final quarterly status and financial report, including all supporting documentation for expenses, by January 31, 2027.

Quarterly progress and must be submitted at least every three months during the Agreement Period, even if no funds were expended. Provide the following narrative using the numbers and headings listed below for all tasks and funds expended during the time reporting period:

Submit the quarterly project reports using the following survey: Materials Management Planning Grants Quarterly Report Submittals Survey.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.

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ATTACHMENT A – GRANT BUDGET

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

MATERIALS MANAGEMENT DIVISION

MATERIALS MANAGEMENT PLANNING PROGRAM

FINANCIAL STATUS REPORT

Grantee / Vendor Name:	Monroe County
Vendor Number:	CV0048076
Project Name:	MMP - Monroe
Grant Given Number:	
Contract Date From:	To: 12/7/2026
Contact Name:	Dan Rock — Contact Number: 734-240-7909
Contact Email:	dan_rock@monroemi.org

Category	Category Number	Amount
Salary and Benefits	1	$ 31,483.32
Contractual	2	$ 100,952.68
Equipment	3	
Supplies	4	
Travel	5	$ 246.00
Other Direct Costs	6	
Category Subtotal		**$ 132,682.00**
INDIRECT BUDGET	Percentage	
	15%	**$ 4,722.50**
PROJECT BUDGET		
Total		**$ 137,404.50**
MATCH BUDGET	Percentage	
Total		**$ -**
GRANT BUDGET		
Total		**$ 137,404.50**

Retention Rate: **0%**

ATTACHMENT B – STATE OF MICHIGAN TRAVEL RATES

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,
VEHICLE AND TRAVEL SERVICES
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
FY 2025 – Effective January 1, 2025

MICHIGAN SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	$98.00	
Breakfast	$11.75	$14.75
Lunch	$11.75	$14.75
Dinner	$28.00	$31.00

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	$98.00	
Breakfast	$9.75	$12.75
Lunch	$9.75	$12.75
Dinner	$22.00	$25.00

Lodging	$66.00
Breakfast	$9.75
Lunch	$9.75
Dinner	$22.00
Per Diem Total	**$107.50**

OUT-OF-STATE SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	$15.00	$18.00
Lunch	$15.00	$18.00
Dinner	$29.00	$32.00

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	$11.75	$14.75
Lunch	$11.75	$14.75
Dinner	$27.00	$30.00

Lodging	$66.00
Breakfast	$11.75
Lunch	$11.75
Dinner	$27.00
Per Diem Total	**$104.75**

Incidental Costs Per Day (with overnight stay) $5.00

Mileage Rates	**Current**
Premium Rate	$0.70 per mile
Standard Rate	$0.440 per mile

* See Select Cities Listing
** Lodging available at State rate, or call Conlin Travel at 877-654-2179 or www.concursolutions.com

SELECT CITY LIST
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
Effective October 1, 2024

Michigan Select Cities/Counties		
	CITIES	**COUNTIES**
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Midland, Muskegon, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse, Oakland, Wayne
Out of State Select Cities/Counties		
STATE	**CITIES**	**COUNTIES**
Alaska	All locations	
Arizona	Phoenix, Scottsdale, Sedona	
California	Arcata, Edwards AFB, Eureka, Los Angeles, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Novato, Palm Springs, San Diego, San Francisco, San Rafael, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Los Angeles, Mendocino, Orange, Ventura
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	
Connecticut	Bridgeport, Danbury	
District of Columbia	Washington DC (See also Maryland & Virginia)	
Florida	Boca Raton, Delray Beach, Ft Lauderdale, Jupiter, Key West, Miami	
Georgia	Brunswick, Jekyll Island	
Hawaii	All locations	
Idaho	Ketchum, Sun Valley	
Illinois	Chicago	Cook, Lake
Kentucky	Kenton	
Louisiana	New Orleans	
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
Maryland	Baltimore City, Ocean City	Montgomery, Prince George
Massachusetts	Boston, Burlington, Cambridge, Martha's Vineyard, Woburn	Suffolk
Minnesota	Duluth, Minneapolis, St. Paul	Hennepin, Ramsey
Nevada	Las Vegas	
New Mexico	Santa Fe	
New York	Bronx, Brooklyn, Lake Placid, Manhattan, Melville, New Rochelle, Queens, Riverhead, Ronkonkoma, Staten Island, Tarrytown, White Plaines	Suffolk
Ohio	Cincinnati	
Pennsylvania	Pittsburgh	Bucks
Puerto Rico	All locations	
Rhode Island	Bristol, Jamestown, Middletown, Newport, Providence	Newport
Texas	Austin, Dallas, Houston, L.B. Johnson Space Center	
Utah	Park City	Summit
Vermont	Manchester, Montpelier, Stowe	Lamoille
Virginia	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
Washington	Port Angeles, Port Townsend, Seattle	
Wyoming	Jackson, Pinedale	

ATTACHMENT C – WORK PROGRAM

2025

MONROE COUNTY
MATERIALS MANAGEMENT PLAN
WORK PROGRAM

EGLE ONLY FIELD	
EGLE Work Program Approval Date:	4/22/25
Single or Multicounty Effort:	SINGLE
Standard Grant Amount:	$60,000
Per Capita Population:	154,809 x $0.50 = $77,404.50
Total Grant Amount Allowed:	$137,404.50
Grant Amount Requested:	$137,404.50
Grant Amount Remaining Balance:	$0

Approved by the Monroe County Materials Management Planning Committee on: March 13, 2025

MONROE COUNTY
Michigan's Cornerstone.

MONROE COUNTY

MATERIALS MANAGEMENT PLANNING COMMITTEE MEMBERS

REGIONAL PLANNING AGENCY
Bailee Pasienza, Environmental Planner
Southeast Michigan Council
of Governments (SEMCOG)

COUNTY ELECTED OFFICIAL
Jay Heinzerling, Commissioner
Monroe County Board of Commissioners

TOWNSHIP ELECTED OFFICIAL
Al Prieur, Supervisor
Bedford Township

CITY OR VILLAGE ELECTED OFFICIAL
Chris Schaffer, Assistant City Engineer
City of Monroe

ENVIRONMENTAL INTEREST GROUP
Jennifer Shankie, Office of Justice, Peace and Sustainability Coordinator (Chair)
Sisters, Servants of the Immaculate Heart of Mary

MATERIAL RECOVERY FACILITY OPERATOR
Joshua Dunphy, Recycling Facility Manager (Vice Chair)
GFL Environmental Recycling

COMPOST FACILITY/ANAEROBIC DIGESTER
Anthony Abela, CFO & Project Manager
HOMRICH

BUSINESS GENERATING MANAGED MATERIAL
Tanecia Wilson, Environmental Specialist
Dundee Engine Plant

WASTE DIVERSION/REUSE OR REDUCTION
Kevin Shipman, Customer Relations Manager
Stevens Disposal & Recycling Service, Inc

WASTE HAULER
Bobby Reese, Environmental Engineer
WM

SOLID WASTE DISPOSAL FACILITY OPERATOR
Paula Williamson, Operations Department
Republic Services

COUNTY APPROVAL AGENCY

Monroe County Board of Commissioners
Official Authorized Representative: David Vensel, Chair

DESIGNATED PLANNING AGENCY

Monroe County Health Department
Designated Planning Agency Representative: Dan Rock, Recycling and Green Community Coordinator

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BACKGROUND

On January 8, 2024, the Director of the Michigan Department of Environment, Great Lakes & Energy (EGLE) initiated the process for each county to prepare a Materials Management Plan, in accordance with changes to Michigan Public Act 451, Part 115 (effective March 29, 2023). Once approved by EGLE, these plans will replace existing county Solid Waste Plans. This represents a transition from a focus on solid waste disposal to a new materials management system focused on: reducing landfilling, minimizing environmental impacts, contributing to a circular economy, and identifying the highest and best use for all materials (including recyclables, organics, and solid wastes).

The following Work Program complies with the Act and may be amended as needed.

Materials Management Plan Projected Budget

Date Prepared: 2/25/24
Project Name: Monroe County Materials Management Plan
Planning Area: Monroe County, MI

PROJECTED REVENUES	
Description	**2025 (Projected)**
Solid Waste Fund	$ 0
MMP EGLE Grant	$137,404.50
TOTAL REVENUES:	**$ 137,404.50**

TOTAL LOCAL FUNDS: $0

TOTAL STATE FUNDS: **$137,404.50**

TOTAL PROJECTED REVENUES: **$137,404.50**

PROJECTED EXPENDITURES			
Description	**Funding Source**	**Projected Amount**	**Actual Amount**
Personnel	MMP EGLE Grant	$22,804.80	$0.00
Fringe Benefits	MMP EGLE Grant	$8,678.52	$ 0.00
Contractual Services	MMP EGLE Grant	$100,952.68	$ 0.00
Travel	MMP EGLE Grant	$246.00	$ 0.00
Indirect	MMP EGLE Grant	$4722.5	$ 0.00
TOTAL EXPENDITURES:		**$137,404.5**	**$** 0.00

PROPOSED MILESTONE SCHEDULE

		2024				2025				2026			
Task	**Completion Date / Deadline**												
Task 1: Planning Process Initiation		x	x	x									
Task 2: Materials Management Planning Committee			x	x									
Task 3: Project Administration		x	x	x	x								
Task 4: Materials Management Planning Grant					x	x	x						
Task 5: Materials Management Plan Request for Proposal						x	x						
Task 6: Plan Project Management							x	x	x				
Task 7: Data Collection and Discovery Phase							x	x	x	x			
Task 8: Stakeholder Engagement								x	x	x	x	x	x
Task 9: Analysis and Opportunities Phase									x	x	x	x	

GLOSSARY OF TERMS

As used in this Materials Management Work Program:

a. **Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (the Act).**

b. **Board of Commissioners (BOC or Board):** the elected governing body authorized to make policy decisions for the county.

c. **County Approval Agency (CAA):** the entity that assumes responsibility and is authorized to approve the MMP, by submitting a notice of intent for preparing the MMP. The CAA has been identified as the Monroe County Board of Commissioners.

d. **Cities, Villages, and Townships (CVT).**

e. **Designated Planning Agency (DPA):** the agency designated by the CAA that shall serve as the primary government resource in the planning area for administering and developing the MMP. The DPA has been identified as the Monroe County Health Department.

f. **DPA Representative:** is the specific individual of the DPA designated by the CAA that shall serve as the primary government resource in the planning area for administering and developing the MMP. The DPA Representative is Dan Rock, Recycling and Green Community Coordinator.

g. **Michigan Department of Environment, Great Lakes & Energy (EGLE):** is the primary state agency overseeing the Materials Management planning process and administering the interim final approvals for Solid Waste Processing and Transfer Facilities and the amendments to the Act.

h. **Materials Management Plan (MMP):** is the plan that will replace the existing Solid Waste Management Plan after approval from EGLE that seeks adequate materials management capacity for all nonhazardous solid waste generated in the county with a focus on developing strategies to utilize materials to their best and full potential prior to final disposal.

i. **Notice of Intent (NOI).**

☑ = Task Complete

● = Task In Process

◆ = Task Not Started

[Agency] **= Primary Responsible Party**

Task 1: Planning Process Initiation

☑ TASK 1.1: Plan Initiation [EGLE]

a. Monroe County received an email on December 21, 2023 from Phillip D. Roos, EGLE Director, stating the materials management planning process is to be initiated on January 8, 2024.

☑ TASK 1.2: Accept Role as County Approval Agency (CAA) [DPA Representative]

a. On April 2, 2024, the DPA Representative and Monroe County Health Department (MCHD) Environmental Health Director presented an overview of the Michigan Materials Management Plan (MMP) legislation and its related requirements for the County to the BOC.

b. On April 9, 2024, the MCHD Environmental Health Director sent a follow-up communication letter to BOC Chair Brant recommending that the BOC assume the role of County Approval Agency (CAA) to oversee the Materials Management Plan (MMP) and submit a Notice of Intent (NOI) to prepare a single-county MMP by the July 6, 2024 deadline. Designate MCHD as the Designated Planning Agency (DPA) to develop and administer the MMP. Authorize the BOC Chair or designee to coordinate with adjacent counties regarding Monroe County's intent to pursue a single-county MMP.

☑ TASK 1.3: Appoint Designated Planning Agency (DPA) [CAA]

a. At a regular meeting on April 16, 2024, the BOC formally adopted the recommendations in the April 9th letter and assumed responsibilities as CAA for Monroe County, and designated the MCHD as the DPA.

☑ TASK 1.4: Designate DPA Representative [CAA]

a. April 22, 2024, MCHD received a confirmation letter from BOC that the MMP recommendations in the April 9th letter were formally adopted.

☑ TASK 1.5: Correspond with Adjacent Counties [DPA Representative & CAA]

a. DPA Representative prepared a list of adjacent county DPA Representatives and BOC Chairs and drafted communication and response letters regarding interest for preparing a single or multi-county MMP.

b. The DPA Representative, acting on behalf of the CAA, drafted letters to adjacent counties of Monroe County's intent to prepare a single-county MMP and affirmed its commitment to regional coordination.

☑ TASK 1.6: Submit Notice of Intent to EGLE [DPA Representative & CAA]

a. DPA Representative drafted answers to NOI and prepared PDF with copies of correspondence with adjacent counties to be submitted with NOI.
b. On July 2, 2024, DPA representative submitted the MMP Notice of Intent.
c. July 11, 2024, DPA representative received confirmation by EGLE that Monroe County's NOI was accepted and is administratively complete as of July 2, 2024.
d. Monroe County has 180 days from July 2, 2024, to appoint a Materials Management Planning Committee (MMPC), the already completed appointment of the Designated Planning Agency (required within 120 days of NOI submission), the development of a work program, and the subsequent approval of that work program by the MMPC.
e. Monroe County also has 36 months from July 2, 2024, to complete the entire MMP process.

☑ TASK 1.7: Distribute Notice of Intent [DPA Representative]

a. On July 30, 2024, the DPA Representative posted a PDF copy of the NOI Submittal to the County's MMP webpage
b. The NOI notice was sent July 30, 2024, to the Monroe News and Dundee Independent and subsequently published in the August 4, 2024, and August 6, 2024 editions (respectively).
   - ❖ **Source of Funding:** County Funding $70.30
c. On August 1, 2024, DPA Representative emailed a copy of NOI Submittal to all CVTs and requested the NOI be posted on CVT websites.

☑ TASK 1.8: Contact with Adjacent Municipalities [DPA Representative]

a. Between April 29, 2024 and May 13, 2024, Monroe, Lenawee, Washtenaw, and Wayne Counties exchanged letters concerning their respective intent to submit single-county MMPs, affirming their commitment to regional collaboration, coordination through SEMCOG and EGLE workgroups, and communication between their DPA representatives.

Task 2: Materials Management Planning Committee and Public Participation

☑ TASK 2.1: Identify Candidates for MMPC [DPA Representative]

a. DPA representative identified and contacted potential members of the MMPC according to the required represented stakeholder groups as dictated by EGLE

☑ TASK 2.2: Appoint MMPC Members [CAA]

a. On October 9, 2024, the DPA sent a letter to the CAA formally requesting the appointment of proposed members to the MMPC
b. At a regular meeting on October 15, 2024, the CAA approved the appointments of the proposed individuals to the MMPC

☑ TASK 2.3: MMPC Meetings Begin [DPA Representative]

a. Inaugural meeting of the Monroe County MMPC took place on December 5, 2024

☑ **TASK 2.4: MMPC Bylaws and Officer Appointments** [DPA Representative, MMPC]

a. DPA Representative drafted MMPC Bylaws for MMPC review
b. MMPC reviewed and adopted Bylaws for the conduct of its business at the January 17, 2025 regular meeting.
c. MMPC also appoints Chair and Vice Chair at the January 17, 2025 meeting

☑ **TASK 2.5: MMP Work Program** [DPA Representative, MMPC]

a. DPA Representative prepared a draft MMP work program.
b. DPA Representative will distribute a copy of the draft MMP work program to MMPC in February for review and approval at the March meeting.

◆ **TASK 2.6: CAA Submits Work Program to EGLE** [DPA Representative & CAA]

a. Submittal anticipated by March 29, 2025, per the EGLE extended deadline.

☑ **TASK 2.7: Public Participation** [DPA Representative]

a. Establish regular monthly public MMPC meetings to discuss the MMP development process and gather public input
b. Meetings will include a dedicated public comment period to solicit feedback and address questions.
c. Cities, Villages, and Townships (CVTs) are notified of the monthly public meeting schedule

Task 3: Project Administration

☑ **TASK 3.1: Develop MMP Webpage** [DPA Representative]

a. DPA Representative created new Materials Management Plan webpage on County Recycling and Solid Waste webpage.
b. All MMP project and plan information along with MMPC information will be posted there

Task 4: Materials Management Planning Grant

● **TASK 4.1: Grant Application Submittal** [DPA Representative]

a. On December 4, 2024, DPA requested 90 day extension from EGLE for submission of Monroe County's Materials Management Plan (MMP) Work Program.
b. EGLE granted the requested extension with a new deadline of March 29th, 2025.

● **TASK 4.2: Request BOC permission to apply for Work Program Grant** [DPA Representative]

a. On February 11, 2025, DPA drafted a letter to the BOC/CAA requesting permission to submit a work program and apply for the grant.

b. On February 19, 2025, the DPA representative received confirmation that the permission to apply for work program grant will appear on the March 4, 2025 BOC agenda
c. At Regular Meeting of the Monroe County Board of Commissioners held on Tuesday, March 4, 2025, the Board approved the submission of a one-year Work Program draft to the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

Task 5: Materials Management Plan Request for Proposal

TASK 5.1: Prepare Request for Proposal (RFP) [DPA Representative]

a. This task involves developing and issuing a Request for Proposal (RFP) to solicit qualified consulting firms to assist with the development of the Monroe County Materials Management Plan.

TASK 5.2: Internal and MMPC draft RFP Review and Approval [DPA Representative]

TASK 5.4: Issue Request for Proposal [DPA Representative]

TASK 5.5: Hold Pre-Bid Meeting [DPA Representative]

TASK 5.6: Proponents Submit Questions

TASK 5.7: County Responds to Questions [DPA Representative]

TASK 5.8: Proposals Due by date xx/xx/2025

TASK 5.9: Proposals are evaluated

TASK 5.10: Consulting Firm/Team Final Selection Interviews (As Needed)

TASK 5.11: Notice of Award to Consulting Firm/Team [Purchasing]

Task 6: Plan Project Management

TASK 6.1: Identify Project Manager (PM) [DPA Representative]

TASK 6.2: Hold Project Kick-Off Meeting [Consultant Team]

TASK 6.3: Hold Regular Progress Meetings [Consultant Team]

TASK 6.4: Prepare a Project Management Plan (PMP) [Consultant Team]

TASK 6.5: Prepare a Public Engagement Plan (PEP) [Consultant Team]

Task 7: Data Collection and Discovery Phase

TASK 7.1: Previous Plan/Study Review [Consultant Team]

TASK 7.2: Existing Conditions Analysis [Consultant Team]

TASK 7.3: Summarize Findings [Consultant Team]

Task 8: Stakeholder Engagement

- **TASK 8.1: Prepare Online Survey, Focus Group Meetings, Meetings, etc.** [Consultant Team]
- **TASK 8.2: CVT Staff, Elected Officials, MMPC, BOC, Health Department** [Consultant Team]
- **TASK 8.3: Adjacent Counties & SEMCOG** [Consultant Team]
- **TASK 8.4: Waste Haulers** [Consultant Team]
- **TASK 8.5: Facility Operators, MRF, etc.** [Consultant Team]
- **TASK 8.6: Metal Waste** [Consultant Team]
- **TASK 8.7: Electronic Waste** [Consultant Team]
- **TASK 8.8: Household Hazardous Waste** [Consultant Team]
- **TASK 8.9: Yard Waste** [Consultant Team]
- **TASK 8.10: Food Waste** [Consultant Team]
- **TASK 8.11: Packaging** [Consultant Team]
- **TASK 8.12: Businesses/Brokers** [Consultant Team]
- **TASK 8.13: Residents** [Consultant Team]
- **TASK 8.14: Other Products-Textiles, Wood, Rubber Products, etc.** [Consultant Team]

Task 9: Analysis and Opportunities Phase

- **TASK 9.1: Gap Analysis and System Needs Assessment** [Consultant Team]
- **TASK 9.2: Best Management Practices Evaluation and Recommendations** [Consultant Team]
- **TASK 9.3: Supporting Policy and Funding Mechanisms Evaluation** [Consultant Team]
- **TASK 9.4: Draft Model Ordinances/Policies** [Consultant Team]

Michigan Department of Environment, Great Lakes, and Energy

Sustainability Section

Budget Template

Applicant Name:	Monroe County Health Department
Project Title (Program):	Monroe County Materials Management Program
Vendor Number (VSS):	GEKUTMFMKY77

				Match ($)			
Personnel (Name & Title)	**Hours (#)**	**Rate ($/Hour)**	**Grant ($)**	**Monetary**	**In-Kind**	**Total ($)**	**Personnel Narrative**
Christopher Westover, Environmental Health Director	90	$ 45.72	$ 4,114.80			$ 4,114.80	C.W. - Annual Salary - $98,223, D. R. - Annual Salary - $66,917
Dan Rock, Recycling & Green Community Coord	600	$ 31.15	$ 18,690.00			$ 18,690.00	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
Personnel Subtotal	690		$ 22,804.80	$ -	$ -	$ 22,804.80	

				Match ($)			
Fringe Benefits (Name & Title)		**Rate (%)**	**Grant ($)**	**Monetary**	**In-Kind**	**Total ($)**	**Fringe Benefits Narrative**
Christopher Westover, Environmental Health Director		37.40%	$ 1,538.94			$ 1,538.94	C.W - Annual Fringe Cost - $58,644 D.R Annual Fringe Cost - $41,291
Dan Rock, Recycling & Green Community Coord		38.20%	$ 7,139.58			$ 7,139.58	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
Fringe Benefits Subtotal			$ 8,678.52	$ -	$ -	$ 8,678.52	
Personnel & Fringe Benefits Subtotal			$ 31,483.32	$ -	$ -	$ 31,483.32	

				Match ($)			Contractual Services Narrative
Contractual Services (Name)	**Description of Services**		**Grant ($)**	**Monetary**	**In-Kind**	**Total ($)**	
TBD, cost estimate based on peer counties costs,	Professional Consulting Sercvices		$ 100,952.68			$ 100,952.68	
County RFP process will be used to get	to develop MMP					$ -	
competitive bid						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
Contractual Services Subtotal			$ 100,952.68	$ -	$ -	$ 100,952.68	

				Match ($)			Supplies & Materials Narrative
Supplies & Materials (Itemize)	**Quantity (#)**	**Cost ($/Unit)**	**Grant ($)**	**Monetary**	**In-Kind**	**Total ($)**	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
Supplies & Materials Subtotal			$ -	$ -	$ -	$ -	

				Match ($)			Equipment Narrative
Equipment (Itemize)	**Quantity (#)**	**Cost ($/Unit)**	**Grant ($)**	**Monetary**	**In-Kind**	**Total ($)**	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
Equipment Subtotal			$ -	$ -	$ -	$ -	

				Match ($)		
Other Direct Costs (Description)			**Grant ($)**	**Monetary**	**In-Kind**	**Total ($)**
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
Other Direct Costs Subtotal			$ -	$ -	$ -	$ -
				Match ($)		
Travel	**Quantity (#)**	**Rate ($/Unit)**	**Grant ($)**	**Monetary**	**In-Kind**	**Total ($)**
Mileage	300	$0.70	$ 210.00			$ 210.00
Lodging						$ -
Meals	3	$ 12.00	$ 36.00			$ 36.00
Airfare						$ -
Other Travel (Itemize)						
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
Travel Subtotal			$ 246.00	$ -	$ -	$ 246.00
Direct Cost Subtotal			$ 132,682.00	$ -	$ -	$ 132,682.00
	Rate (%)		**Grant ($)**	**Match ($)**		**Total ($)**
Indirect (15% Max)	15.00%		$ 4,722.50	$ -		$ 4,722.50
				Match ($)		
			Grant ($)	**Monetary**	**In-Kind**	**Total ($)**
Total Cost			$ 137,404.50	$ -	$ -	$ 137,404.50

Other Direct Costs Narrative

Travel Narrative

Monroe County

Monroe County Community Planning & Engagement Department

965 South Raisinville Road, Monroe, Michigan 48161
Telephone: 734-240-7375 • Fax: 734-240-7385 •
www.co.monroe.mi.us/planning

August 13, 2025

Mr. Dave Vensel, Chairman
Monroe County Board of Commissioners
125 E. Second Street
Monroe, MI 48161

RE: 2025 Erie Township Master Plan Draft Review

Dear Chairman Vensel and Members of the Board:

Please find the attached review/recommendation from our County Planner of the proposed Erie Township Master Plan Draft. This is a requirement of the Michigan Planning Enabling Act (Act 33 of 2008). The Act requires municipalities located within a county to submit a proposed master plan update to the board of commissioners for review and comment. We ask that the Board approve the recommendation if it is in agreement.

A complete copy of the proposed Master Plan can be found at: https://erietownshipmi.gov/wp-content/uploads/2025/07/MASTER-PLAN-DRAFT-2025-Word-Final-Pdf-Draft-July.pdf. Additionally, a copy of the proposed Future Land Use Map for Erie Township can be found at: https://erietownshipmi.gov/wp-content/uploads/2025/07/Erie-Master-Land-Use-Map-Final-Draft-July.pdf.

Sincerely,

Jason Berry
Community Planning & Engagement Director

2025
PLAN REVIEW
Monroe County, Michigan

MEMORANDUM
DATE: August 19, 2025
TO: Monroe County Board of Commissioners
FROM: Monroe County Community Planning and Engagement Staff
SUBJECT: Case #200.3-8-25-3

PROJECT:
Erie Township Master Plan Draft

SUBJECT

Erie Township has released a copy of the Erie Township Master Plan Draft for review and comment.

DESCRIPTION

The Erie Township Master Plan consists of an analysis of both the existing land use and the proposed future land use in the Township. There are separate sections regarding the environment, economics, infrastructure and public facilities of the Township. Finally, there is a section regarding the implementation of the Plan, as well as an appendix that details the history, demographics, geology and topography, hydrology and the soil conditions of the Township. The Appendix also features the results of the public survey regarding the Master Plan.

ANALYSIS

The Erie Township Master Plan is an update of the Township's current 2018 Master Plan and includes six goals. These goals include:

- Growth Management
- Preserving the Rural Community Character and the Environment
- Encouraging the Continuation of Local Farming Operations and the Protection of Farmland Resources
- Accommodating New Residential Development while Preserving Overall Rural Character and Farmland Resources
- Providing Opportunities for Limited Expansion of Commercial and Industrial Uses
- Maintaining a Transportation Network Throughout the Township

Staff believes that these goals are appropriate for Erie Township and are not in disagreement with overall Monroe County goals. Population projections from the Southeast Michigan Council of Governments see little population growth in the Township for the next 20 years. On the other hand, there are opportunities for some industrial growth in the Township, due to Erie Township's location along the Interstate 75 corridor. Staff agrees with the Draft Master Plan that it is important to accommodate any potential industrial growth and economic development that occurs in the Township without sacrificing the rural and agricultural character that appeals to residents, and we feel that the Erie Township Master Plan effectively does this by designating industrial growth in areas that can accommodate this growth and that do not infringe upon the important agricultural and residential areas of the Township.

As for the Future Land Use Map in the Draft Master Plan, Staff agrees with most of the designations on this Map. We agree that most of the future single-family residential growth should be concentrated on the Map primarily near the existing unincorporated village of Erie, rather than spread throughout the Township. Allowing too many higher density residential areas in the Township would create a residential sprawl situation that would make it more difficult to preserve farmland within the Township.

However, we feel that the footprint of the residentially designated land near the village of Erie may be a bit large considering the limited amount of residential development that the Township is likely to receive. Staff hopes that any future residential development that occurs in the Township will be located as close to the existing village as possible in order best preserve the current farmland that is adjacent to the village.

We also have no issue with the Map's designation for the continued residential development of the area between Summit Street and Suder Road in the southern portion of the Township, as this area is appropriate for further residential development.

Staff agrees with the Draft Master Plan regarding the suggested areas for industrial development in the Township. We believe that the area between Telegraph Road and Dixie Highway in the southwest portion of the Township is a prime area for industrial land uses, and we agree that the area designated on the Future Land Use Map as Industrial to the west of the former Consumers Energy power plant and east of the I-75 interchange would be another good place for industrial development in the future, as this site is adjacent to a former industrial use. We feel that industrial development in either of these areas, or expansion of the current industrial area located along Lavoy Road, would benefit the economy of Erie Township and Monroe County without harming the existing rural character and agricultural economy of the Township.

As for commercial growth, the Township's Future Land Use Map designates mostly small expansions of the current commercial zones in the Township, with the exception of a new General Commercial area that is designated along Temperance Road between Telegraph Road and South Dixie Highway. Staff does not believe that this large General Commercial zone is necessary, as retail development is likely to be limited in the Township in future years due to the Township's limited population growth, and due to what will likely be a lesser need for brick-and-mortar retail establishments in the future. Staff feels that this area of the Township should be designated as Industrial instead, as we believe that industrial uses between South Dixie Highway and Telegraph Road will be more likely to increase economic development in the Township and in the County as a whole. Instead, any future commercial development should be concentrated in areas of the Township that are already currently developed commercially.

Staff agrees with the Draft Master Plan that the downtown area of the unincorporated village of Erie should continue to be developed into a town center, with walkability between commercial establishments emphasized, and with parking located to the rear of buildings as is suggested in the Plan.

Finally, in terms of agricultural land and open space on the Future Land Use Map, Staff feels that both the Agricultural Conservation and Preservation designation and the Natural Areas designation on the Future Land Use Map are extensive, and that the large sizes of these designations fulfill the Plan's goals of preserving the rural character and the natural environment of the Township.

In regards to the transportation section of the Master Plan, Staff supports the inclusion of a Complete Streets subsection within the Township's Master Plan. We feel that the rural nature of Erie Township makes it ideal for recreational bicycling, and that a complete streets policy within the Township would encourage bicycle-friendly roads and streets that are safe for residents to use. Efforts should be made with neighboring municipalities, including the City of Luna Pier, and with the Monroe County Bicycle and Pedestrian Advisory Panel, to ensure that non-motorized transportation in Erie Township is part of a region-wide bicycle and pedestrian network.

Overall, Staff feels that the goals of the Erie Township Master Plan Draft agree with Monroe County's land use and economic development goals. We believe that the Master Plan Draft will fulfill the needs and desires of Township residents, and that the Plan, if implemented, will help to protect the health, safety and general welfare of the public.

RECOMMENDATION

Staff recommends that the Monroe County Planning Commission submit the above comments regarding the Erie Township Master Plan Draft to Erie Township.

AGREEMENT FOR SALE AND PURCHASE
OF REAL ESTATE

-By and Between-

CITY OF MONROE, MICHIGAN
-and-

COUNTY OF MONROE, MICHIGAN

THIS AGREEMENT FOR SALE AND PURCHASE OF REAL ESTATE (this "*Agreement*") is entered into as of the ___ day of _____________, 2025 ("*Effective Date*"), by and between County of Monroe, Michigan, a Michigan municipal corporation, whose address is 106 E. First St., Monroe, MI 48161 ("*Seller*" or "*County*") and City of Monroe, Michigan, a Michigan municipal corporation, whose address is 120 E. First Street, Monroe, Michigan 48161 ("*Purchaser*" or "*City*").

The parties agree as follows:

1. Purchase and Sale: Subject to and upon the terms and conditions set forth herein, Seller shall sell to Purchaser and Purchaser shall purchase from Seller land and improvements in the City of Monroe, Monroe County, Michigan, and more commonly known as 60 Wadsworth Street, Monroe, Michigan as more particularly described on Exhibit "A" attached hereto and incorporated herein (the "*Property*"). The Property is vacant, but is presently paved and maintained as a parking lot. Any improvements existing on the Property at the time of execution shall remain in substantially the same condition on the date of Closing.

2. Conditions Precedent: As conditions precedent prior to Closing on the sale of the Property, the Purchaser agrees as follows:

A. that this Agreement must be approved by the City Council of the City of Monroe.

B. That this Agreement must be approved by the Board of Commissioners of the County of Monroe.

C. Purchaser's duty to close its purchase of the Property is conditioned on occurrence of each of the following within the time frames set forth below:

i. Purchaser shall be satisfied with its review of the title insurance Commitment. Purchaser shall remove or waive this contingency within 15 business days after receiving the last of (a) the Commitment and all attachments thereto, (b) Seller's response to a title objection submitted by Purchaser to Seller under Section 5.

ii. Purchaser shall be satisfied with its due diligence and inspection of this Property, as provided for in Section 6, by no later than the end of the Inspection Period.

iii. The Seller shall have provided any necessary notice to the holder of a First Right of Refusal on the Property and any items necessary for Seller to convey title free and clear of any such First Right of Refusal.

Notwithstanding any other provision of this Agreement, if any of the conditions to closing stated in this subsection 2.C are not satisfied or waived by Purchaser within the time frames applicable to that condition, Purchaser may terminate this Agreement, effective upon written notice to Seller, whereupon, the parties shall have no further obligation to each other under this Agreement.

3. Purchase Price: The purchase price for the Property shall be Two Hundred Fifty Thousand and 00/100 Dollars ($250,000.00) (the "*Purchase Price*").

4. Payment of Purchase Price: Subject to full and timely performance by Seller, the Purchase Price, adjusted for closing prorations as provided in this Agreement, shall be payable by City executing a parking lot lease agreement (the "Parking Lot Lease") in favor of County in a form substantially similar to that attached as Exhibit B at Closing which shall be conducted by Hassett Title Company of Monroe or another party mutually acceptable to the City and County ("*Title Insurer*").

5. Title Insurance: A. Within 15 days after the effective date of this Agreement, Seller shall provide to Purchaser a commitment for an owner's policy of title insurance for the Property ("Commitment") prepared by Hassett Title Company (the "Title Company") that commits the Title Company to insure fee simple marketable title in the Property in Purchaser or its designee. The Commitments shall have a stated liability equal to the purchase price of the Property. At closing, Seller shall convey to Purchaser fee title to the Property by Warranty Deed subject to: (i) public and utility easements of record; (ii) restrictions of record; (iii) building and zoning laws, rules and regulations; (iv) any easements or other restrictions required by this Agreement and (v) exceptions arising out of the acts or omissions of Purchaser. Purchaser shall have ten (10) days after receipt of the Commitment to review the Commitment and submit to Seller any objections that the Purchaser has to the condition of title to the Property or a stated exception that may affect the use of the Property as shown in the Commitment. Seller shall have ten (10) days after

receipt of a title objection from the other party to resolve any objections to the reasonable satisfaction of the party or to terminate this Agreement.

6. Due Diligence and As-is: Purchaser shall have the right to inspect any and all physical and legal conditions of the Property until August 30, 2025 (the "Inspection Period"). Prior to the conclusion of the Inspection Period, Purchaser shall provide notice to the Seller if Purchaser, as a result of Purchaser's due diligence, elects to terminate the Agreement and the Agreement shall terminate. If Purchaser does not provide written notice prior to the conclusion of the Inspection Period, Purchaser shall be deemed to have waived the condition to Closing stated in Section 2.C.ii (the "Inspection Contingency"). The waiver of the Inspection Contingency by Purchaser shall be deemed to be the agreement by Purchaser to acquire the Property in its current AS-IS, WHERE-IS condition.

7. Representations and Warranties of Seller: Seller represents and warrants to Purchaser, as of the Effective Date and as of the Closing Date, the following: Seller has good and marketable title to the Property and that the Property is not subject to any mortgages, liens or encumbrances except as otherwise set forth herein or as will be discharged as a condition of closing.

To the best of each Seller's knowledge, there are no actions, claims, cause of actions, demands, damages or actions of third parties, actual or threatened, including condemnation affecting the Property that Seller will transfer. To the Seller's knowledge, there are no outstanding contracts, agreements, leases or rental agreements, oral or written, which would prevent possession or occupancy of all or any part of the Property, and, at Closing, the Property shall be delivered to Purchaser party free and clear of any tenancy, and any and all contracts and agreements affecting the Property shall be terminated on, prior to or in connection with Closing. From and after the date of this Agreement, Seller shall not convey, burden or encumber the Property in any manner. From and after the date of this Agreement, Seller shall keep the Property insured in accordance with Seller's normal and customary practices. To the best of Seller's knowledge, the condition of the Property is not in violation of any law, ordinance, rule or regulation applicable thereto and concerning petroleum and/or petroleum derived products, hazardous materials and/or toxic substances (collectively, "Hazardous Materials") as defined and/or identified in applicable federal or state law. The soil, the surface water and the ground water on the Property are free from any Hazardous Materials or other contaminants, and the Property has not been used for the treatment, storage, handling or disposal of any Hazardous Materials in violation of applicable law. Seller is the sole owner of fee title to the property it will transfer in accordance with this Agreement and has the right to execute this Agreement and convey the Property without obtaining the consent or approval of any other party (other than a First Right of Refusal described in Section 2.C.iii. and, there will be no third parties with any interest in the Property at the time of Closing. Neither the execution and delivery of this Agreement nor the consummation by Parties of the transaction contemplated hereby will conflict with or result in a breach of or default under any of the terms, conditions or provisions of any note, bond, mortgage, indenture, license, agreement or other instrument or obligation to which Seller is a party or by which it or the Property is bound, or violate any order, injunction decree, statute, rule or regulation applicable to Seller or the Property. Each and every warranty, representation and covenant set forth above or otherwise set forth elsewhere in this Agreement shall be true as of the Effective Date and as of the Closing date and shall survive the Closing of the transaction contemplated by this Agreement.

D.Purchaser is a Michigan municipal corporation and has full power, capacity and authority to execute and deliver this Agreement (subject to the requirements of City Council Approval and Board of Commissioners Approval) and to perform its obligations hereunder and it will have satisfactory resources available at the time of Closing to consummate the purchase of the transaction.

E.The execution and delivery of this Agreement is subject to public approval by the Purchaser's City Council and Seller's Board of Commissioners. Thereafter, this Agreement will be binding on the parties. This Agreement is enforceable against Purchaser in accordance with its terms, and the execution of this Agreement and all other agreements contemplated hereby by Purchaser will not violate any restriction, court order or agreement to which Purchaser is subject or to which Purchaser may be a party.

8. Closing: The purchase and sale of the Property contemplated by this Agreement (the "*Closing*") shall close at the office of the Title Company, or at another location mutually agreed upon by the parties (the "*Closing Date*") by no later than September 24, 2025. At Closing, Seller shall be responsible for the real estate transfer taxes, the costs of the owner's title insurance policies, and one-half of the Title Company's escrow and/or closing fees, and Purchaser shall be responsible for the costs of recording the deeds and related documents. There shall be no proration of real estate taxes as the Property is presently exempt and is anticipated to remain exempt following Purchaser's acquisition.

At Closing:

A. Seller shall deliver or cause to be delivered:

1. A recordable Warranty Deed conveying fee simple ownership of the Property to Purchaser, duly executed and acknowledged by Seller.

2. Any other documents required by the Title Company and/or any which are required by this Agreement and to which the

Seller otherwise agrees which are necessary to effectuate this Agreement or required by the Title Company in order to issue an owner's title insurance policy in the form required herein.

3. A policy of title insurance that insures fee simple marketable title to the Property in Purchaser or its designee.

4. The executed Parking Lot Lease.

B. Purchaser shall deliver or cause to be delivered:

1. The Purchase Price as provided in Paragraph 3.

2. All other documents approved by Purchaser and necessary to be executed pursuant to the terms of this Agreement or required by the Title Company.

3. The executed Parking Lot Lease.

C. Possession of the Property shall belong to the Purchaser after Closing. Any tangible personal property remaining in or on the Property after Closing will be treated as abandoned property and Purchaser may dispose of or retain such property in its sole and absolute discretion.

10. Notices: Any notice, demand or document which any party is required to or that any party desires to give or deliver to or make upon any other party shall, in the case of a notice or demand, be in writing and may be given by overnight courier service, or by United States certified mail, return receipt requested, addressed to the recipient at such address first set forth above. Any party may designate a different address for itself by notice similarly given. Delivery may also be made in person. Unless otherwise provided herein, any such notice, demand or document so given, delivered or made, by recognized overnight courier or by certified mail, shall be effective upon delivery of the same to the proper address of the party or parties to whom the same is to be given.

11. Condemnation and Casualty:

A. If, after the date of this Agreement and prior to the Closing Date, all or any material portion (in the judgment of Purchaser) of the Property is taken by exercise of the power of eminent domain, or any proceedings are threatened or instituted to effect such a taking, Seller shall immediately give Purchaser notice of such occurrence, and either party may, within ten (10) days after receipt of such notice, elect either (i) to terminate this Agreement, in which event all obligations of the parties hereunder shall cease and this Agreement shall have no further force and effect, other than as expressly stated herein, or (ii) to close the transaction contemplated hereby as scheduled (except that if the Closing Date is sooner than ten (10) days following Seller's receipt of such notice, Closing shall be delayed until Purchaser has had the right to make such election), in which event Seller shall assign and/or pay to Purchaser at Closing all condemnation awards or other damages collected or claimed with respect to such taking.

B. If, after the date of this Agreement and prior to the Closing Date, all or any material portion (in the judgment of Purchaser) of the Property is affected by an event of casualty, Seller shall immediately give Purchaser notice of such occurrence, and Purchaser may, within ten (10) days after receipt of such notice, elect either (i) to terminate this Agreement, in which event all obligations of the parties hereunder shall cease and this Agreement shall have no further force and effect, except than as expressly stated herein, or (ii) to close the transaction contemplated hereby as scheduled (except that if the Closing Date is sooner than ten (10) days following Purchaser's receipt of such notice, Closing shall be delayed until Purchaser makes such election), in which event Seller shall assign and/or pay to Purchaser at closing all insurance proceeds or other damages collected or claimed with respect to such casualty or, if such proceeds or damages have not yet been collected or awarded, its claims and rights to pursue same.

12. Remedies: In the event that the conditions precedent described herein are not timely fulfilled without the fault of the party whose obligations are contingent upon fulfillment of such conditions, such party may at its written election terminate this Agreement, effective upon written notice to the other party. Upon delivery of such a notice to the other party, this Agreement shall be terminated, and no party shall have any further rights or obligations to the other hereunder. Each party shall have all rights provided for by appliable law, rules, or regulations.

13. General:

A. This Agreement contains the entire agreement between the parties respecting the sale of the Property, and supersedes all prior agreements, whether written or oral, between the parties respecting such sale. Any amendments or modifications hereto in order to be effective shall be in writing and executed by the parties.

B. Time is of the essence in the performance of each and every term, condition and covenant of this Agreement.

C. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and their permitted assigns.

D. The captions appearing at the commencement of the paragraphs are descriptive only and for convenience in reference and shall not be considered in construing this Agreement. Should there be any conflict between any such caption and the paragraph at the head of which it appears, the paragraph and not such caption shall control and govern in the construction of this document.

E. In the event of litigation between the parties, each party shall be responsible for its own attorney fees and costs unless otherwise dictated by Michigan or federal law.

F. Except as expressly provided, no waiver by a party of any breach of this Agreement or of any warranty or representation under this Agreement by another party shall be deemed to be a waiver of any other breach of any kind or nature (whether preceding or succeeding and whether or not the same or similar nature). No failure on the part of a party to exercise any right it may have by the terms of this Agreement or by law upon the default of another party, and no delay in the exercise of any such right by the first party at any time when such other party may be in default, shall operate as a waiver of any default, or as a modification in any respect of the provisions of this Agreement.

G. Whenever the singular or plural number, masculine or feminine or neuter gender is used herein, it shall equally include the other.

H. Unless otherwise provided, in computing a period of days for performance or payment as provided hereunder, the first day shall be excluded and the last day shall be included. If the last day of any such period is a legal holiday in the State of Michigan, the period shall extend to include the next day which is not a legal holiday in the State of Michigan. Any performance or payment which must be taken or made under this Agreement must be taken or made prior to 5:00 P.M. EST on the last day of the applicable period provided hereunder for such action, unless another time is expressly specified.

I. Any and all exhibits attached or to be attached hereto are hereby incorporated and made a part of this Agreement by reference.

J. This Agreement shall be governed and construed in accordance with the laws of the State of Michigan regardless of any principle pertaining to conflicts of laws.

K. In the event that any party hereto commences any suit or other legal or administrative proceeding to enforce any of the terms or conditions of this Agreement, each party hereby consents to venue and subject matter jurisdiction in Monroe County, Michigan. Each party hereby waives any defense based on lack of subject matter jurisdiction, improper venue and forum non conveniens. Each party waives the right to trial by jury.

L. Each party hereto shall from time to time execute and deliver such further documents or instruments as the other party, its counsel or the Title Company may reasonably request to effectuate the intent of this Agreement including, without limitation, documents reasonably necessary for compliance with the laws, ordinances, rules and regulations of any applicable governmental authorities.

M. This Agreement is deemed, and shall be construed, to have been mutually prepared by all the parties and any uncertainty or ambiguity in it shall not be construed more strictly against one party as against any other party

N. Seller represents and warrants that it has not used a broker in connection with this transaction. Purchaser represents and warrants that it has not used a broker in connection with this transaction.

P. The terms of this Agreement shall not merge with the deed at Closing and shall specifically survive the Closing.

14. Electronic and Counterpart Signatures: Seller and Purchaser agree that this Agreement may be executed in counterpart and transmitted by facsimile and/or other electronic means (such as pdf) and that such signatures shall for all purposes be equivalent to original signatures.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

SELLER:	**PURCHASER:**
COUNTY OF MONROE	**CITY OF MONROE, MICHIGAN**
____________________________	____________________________
By: ________________________	By: ________________________
Its: ________________________	Its: ________________________

EXHIBIT A

Land Situated in the City of Monroe, Monroe County, Michigan, described as:

WADSWORTH AND NAVARRE PLAT LOTS 203 AND 204

Tax ID No: 55 39 00525 000

EXHIBIT B

Parking Lot Lease

CITY COUNCIL
AGENDA FACT SHEET

RELATING TO: Consideration of Purchase Agreement with Monroe County of 60 Wadsworth Street and Lease Agreement

DISCUSSION:

In 2021 following the completion of the construction of a new fire station, the city demolished the former central fire station at 75 Scott Street. City Administration, with the support of City Council, began to explore options and opportunities for the redevelopment of the vacant site.

In 2023, City Council approved the Planned Unit Development (PUD) zoning of the area surrounding the city's former fire station at 75 Scott Street, including the properties on Scott Street between East First Street and Humphrey Street and Humphrey and East First Streets between Scott Street and Wadsworth Street to facilitate the redevelopment of the vacant former fire station site. The approved PUD Plan envisions a modestly dense multi-story development plan with multi-family housing opportunities and neighborhood scale mixed-use commercial/community uses. The redevelopment vision includes not only the city-owned vacant former fire station site at 75 Scott Street and the adjacent vacant city-owned lot at 317 East First Street, but also the now under-utilized parking lot owned by Monroe County at 60 Wadsworth Street.

In the city's acquisition of the former Monroe Bank & Trust Operations Center at 212 East Front Street in 2021, it was intended that a large portion of the included parking lot would be reserved for public parking, but also the ability for Monroe County employees to exclusively use a certain number of parking spots to facilitate the city's acquisition of their parking lot at 60 Wadsworth Street. This arrangement would facilitate a more cohesive redevelopment plan for the former fire station site by bringing all of the vacant parcels under common ownership, while still ensuring Monroe County's employee parking needs are met. Discussions began at the time with Monroe County administration and the Board of Commissioners to develop the necessary agreements to execute the transaction.

These discussions have culminated in two agreements for the City Council's consideration. The first is a purchase agreement for the parking lot at 60 Wadsworth Street. The second is a lease agreement for the city-owned parking lot at 212 East Front Street for the use by Monroe County employees. The Monroe County Board of Commissioners will be considering the same agreements for approval at their regular board meeting on August 19, 2025. Details of each agreement are as follows:

Purchase Agreement:

- The purchase price is $250,000 which will be fulfilled by the city executing the related parking lot lease agreement *(see below for terms).*
- Monroe County shall provide the city with the owner's policy of title insurance clear of any third-party interest save for utility and other easements.
- The city is entitled to a due diligence period up until August 30, 2025. *Note: the city has completed all environmental due diligence already and will need to file a Baseline Environmental Assessment (BEA) within 45 days after closing.*
- Possession by the city will be immediate upon closing.
- Closing shall occur on or before September 24, 2025.

Lease Agreement:

- The city agrees to lease to Monroe County 32 parking spaces at the city-owned parking lot at 212 E. Front St.
- The term of the lease is 30 years and the rent rate is $1.00 per month and shall be paid annually.
- The parking spaces shall be designated for the exclusive use by Monroe County between the hours of 8:00 a.m. and 6:00 p.m. Monday through Friday. The city shall install the necessary signage and if necessary, marked individually.
- The city will provide routine maintenance of the parking lot, including snow removal, parking lot lighting, and grounds of surrounding property.
- The county shall ensure all vehicles using the parking lot are in safe working order and not leaking any fluids with current license tags. If requested, the county will provide the city with the license plate numbers of assigned parking lot users.

There is an urgency in the consideration of these agreements. Following the release of a Request for Proposals (RFP), the city is in negotiations with a developer for the redevelopment of the properties for the constructions of a 46-unit, three-story multi-use building and associated amenities. The developer has an October 4, 2025 deadline to apply for certain state housing development incentives and the developer must be able to demonstrate site plan and zoning approval, as well as site control. Completing the acquisition will enable the city to negotiate and enter into an option and purchase agreement for the properties with the developer to be included in their application to the State of Michigan. The conveyance will take place following final site plan approval prior to issuance of construction permits.

City Council Goals:

Goal 1: Create an environment to facilitate diversified economic development.

Land Use: plan for and expand relationships for development of future land use.

Property Reactivation: Prepare and market city-owned property for highest and best use.

Accelerate Growth: Remove barriers and create efficiencies that capitalize growth in economic development.

Goal 4: To grow and sustain a thriving community.

Housing: Implement strategies to address housing needs and enhance neighborhoods.

Supplemental-County of Monroe:

The enclosed Parking Rental Agreement negotiated between the City of Monroe and County would provide for vehicular parking for County employees and other visitors to the Courthouse and governmental facilities in the city downtown area. The parking would be provided at the City's parking lot acquired from 1st Merchants Bank located at 212 East Front Street and along Macomb Street. Since the City acquired the parking lot, County employees immediately began utilizing this parking lot and they no longer use the two (2) parking lots at Wadsworth and East First Streets. These lots sit empty except for a rare occurrence when a couple vehicles may park there. Otherwise, we have monitored the parking lots since the City opened the former bank owned parking lot and found County owned lots not being used.

The parking rental agreement would be part of a two-phase agreement between the City and County whereby a second agreement (see real estate purchase agreement) would be for the City's purchase of one of the County owned parking lots (referenced above) at the corner of Wadsworth and East First Street. The 32-car parking lot (North side of East First Street) at 60 Wadsworth Street would be sold to the City but only after the County has offered the Solid Rock Church a right of 1st refusal to match the City's offer. This option is part of the parking lot lease between the church and County. The County would need to facilitate this process to exercise this option with the church. The church may continue to use the parking lot on the South side of East First Street (27 car lot) at 404 East First Street.

Interest from the City after the initial drafts of the agreements has been renewed following their discussions with an investor/developer to proceed and create a successful redevelopment of the former fire station site at 75 Scott Street. The City is attempting to combine 3 parcels along East First Street and then have a large enough land area for a viable development. The County owned lot is key to creating a large enough tract of land.

County legal counsel and County Administrator/CFO have reviewed the agreements, proposed edits to the City, they have been mutually agreed to and we recommend proceeding with these agreements. The development of the property aligns with our overall approach to economic and related development under Link Plan 2.0 to support additional housing needed for employment growth in the County.

Note: See aerial showing the parcels 60 Wadsworth and 404 E. First Streets.

Therefore, it is recommended, City Council approve the agreement for the purchase of 60 Wadsworth Street from Monroe County and the related Lease Agreement to Monroe County for parking spaces at 212 East Front Street and authorize the Mayor and Clerk/Treasurer to execute the agreements on behalf of the city.

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For

REASON AGAINST:

INITIATED BY: Mark Cochran

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

Financial Impact:

COST AND REVENUE PROJECTIONS	**Cost of Total Project**
	Cost of This Project Approval
	Related Annual Operating Cost
	Increased Revenue Expected/Year

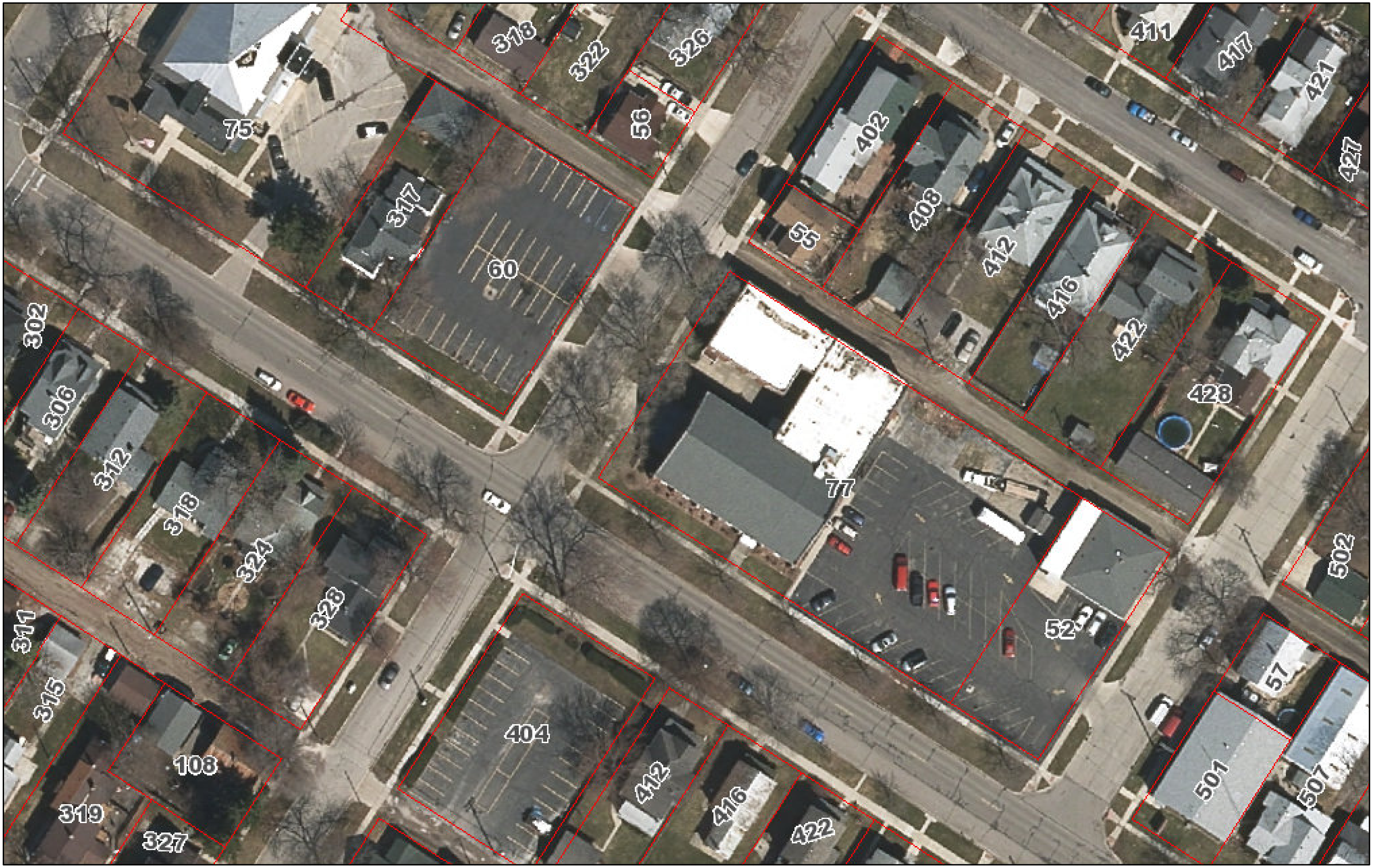
Source of Funds

David Robinson, City Manager 8/14/2025

FACT SHEET PREPARED BY: Economic & Community Development **DATE 08/14/25**

REVIEWED BY: Mark Cochran

MEETING DATE:08/18/25



CITY OF MONROE
MICHIGAN

Geographic Information System (GIS)
Engineering Department

1 inch = 100 feet

March 10, 2017

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REQUEST FOR PROPOSALS

Redevelopment of Former Central Fire Station Site
July 28, 2025

INTRODUCTION & INVITATION

The City of Monroe is inviting interested developers to submit a proposal fulfilling the City's goal of reactivating the site of its former central fire station site at 75 Scott Street. Proposals are being solicited from responsible and established developers known to be experienced and engaged in similar redevelopment efforts. Satisfactory evidence that the bidder has the necessary capital, equipment and personnel to do the work will be required. The City of Monroe reserves the right to reject any and all proposals and to accept any proposal which, in our opinion, is most advantageous to the City. The City reserves the right to reject any and all proposals, to waive irregularities and/or informalities in any bid, and to make an award in any manner, consistent with the law, deemed in the best interest of the City.

Please note, this is an amended proposal of a prior proposal that was issued in 2021 and has been updated to meet the current expectations for the site.

PROJECT DESCRIPTION

Following the completion of a new fire station in 2019, the City of Monroe began working with James S. Jacobs Architects to develop a conceptual site plan for the site of the former fire station site. The site is located in the City's Downtown Development Authority (DDA) District at the eastern entry point to the Downtown Central Business District along the primary route from I-75, through the Orchard East Neighborhood and into the Downtown. The property is comprised of three lots across approximately one acre, including the site of the former fire station and the two adjacent lots at 317 E. 1st St. and 60 Wadsworth St (as depicted on "Exhibit A"). Both 75 Scott St. and 317 E. 1st St. are owned by the City and now vacant of any structures. The Wadsworth Street parcel is an existing parking lot owned by the County of Monroe and presently used for employee parking. The City has been engaged with County Administration regarding its desire to include this property in the former fire station redevelopment efforts.

This conceptual site plan is attached ("Exhibit B") and includes a multi-use, two-story commercial and residential building at the corner of Scott and E. 1st Streets. The proposed site plan also includes two-story townhomes constructed on the easterly portion of the site along the E. 1st St. and Wadsworth Street frontage. Utilization of the existing alley is also planned for site circulation. In addition to this proposed site plan, the City of Monroe rezoned the area to a Planned Unit Development known as the "Scott St. PUD". Along with the PUD, the City worked with planning consultants at MKSK to develop design guidelines and standards. The PUD documents also include some example site layouts.

The City is open to consider a variety of future ownership models for the site which include condominiumization, lease and any combination of such. The City is also open to amending the existing PUD agreement and standards (Exhibit "D") but remains firm in the vision of either residential, commercial or mixed usage for the site.

The purpose of this limited RFP is to receive proposals from parties who have expressed interest in the redevelopment of this prominent location in order to select a qualified developer, negotiate the terms and conditions for a Development Agreement and facilitate this reuse of this site as a commercial and residential center.

The primary redevelopment objective for this location is to create a high quality, well designed commercial and residential center that will:

- Expand the City's tax base and increase Tax Increment Revenue for the City's Downtown Development Authority.
- Create an appealing development at a transitional location from a single family residential neighborhood to a commercial downtown while satisfying a "missing middle" housing shortage identified in a residential housing strategy completed by the City in 2024 ("Exhibit C").
- Preserve the integrity of the architectural character of the neighborhood while at the same time meeting the desires and demands of modern users.
- Have a catalytic impact on the surrounding area thus creating a more dynamic downtown environment.

Potential public incentives include conveyance of the property by the City to the developer below fair market value. The redevelopment teams are urged to suggest other innovative approaches for financial incentive.

CITY'S RIGHT TO MODIFY TERMS

All prospective firms MAY schedule a pre-submission conference with Mr. Matt Vanisacker, Deputy Director of Economic & Community Development and Neighborhood Services Coordinator, via email to matthew.vanisacker@monroemi.gov or phone at (734) 384-9193.

RESPONSE DATE

To be considered, **proposals must be received on the Michigan Intergovernmental Trade Network (MITN) portal by Monday, August 11, 2025 at 10:00 a.m.** In addition to MITN, responses may be emailed or delivered in person to:

Michelle LaVoy
Clerk/Treasurer of the City of Monroe
City of Monroe
120 E. 1st St.
Monroe, MI 48161
michelle.lavoy@monroemi.gov

All information submitted in the proposal, including but not limited to prices, etc., must remain valid and in effect for at least ninety (90) days past the submission deadline.

Responses will be read via Zoom Teleconference on Monday, August 11, 2025 at 11 A.M. A zoom link will be provided to interested parties and will be posted on the "Procurement" page of the City of Monroe's website.

ALTERNATES OR ADDENDUMS

Explanations desired by a prospective bidder shall be requested of the City in writing prior to Friday, August 1st at 4:30 p.m. If explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be forwarded to each bidder. No inquiry or request received after this date will be given consideration. Every request for such explanation shall be in writing and addressed to Mr. Matt Vanisacker, via email to matthew.vanisacker@monroemi.gov.

INCURRING COSTS

The City is not liable for any costs incurred by the bidders prior to entering into a development agreement with the selected bidder.

MATERIALS SUBMITTED

All materials submitted as part of the proposal will become property of the City. The City reserves the right to use any or all of the ideas presented.

DEVELOPMENT AGREEMENT EXECUTION

The successful bidder shall, within sixty (60) calendar days after the notice to award, enter into a written development agreement with the City. Failure to execute such an agreement will be considered cause for an annulment of the award.

BIDDER RESPONSIBILITY

Each bidder shall have the responsibility to fully acquaint themselves with all aspects of the conditions surrounding this redevelopment project and any or all of the other requirements as set forth in this document.

The successful bidder shall provide all of the required labor and materials, supplies, devices or tools needed to perform the required services as mutually agreed upon with the City.

All equipment and work shall conform to the requirements of the U.S. Occupational Safety and Health Act and Michigan Department of Labor Occupational Safety Standards, as amended. The successful bidder shall observe all City Ordinances and shall obey all laws.

DAMAGE TO PROPERTY

The successful bidder accepts sole responsibility for any damage to any public or private property resulting from their performance of the work. The successful bidder will protect, defend, and hold harmless the City from any damage, claim, liability, or expenses whatsoever arises out of or connected to this project.

ASSIGNMENT OR SUBCONTRACTING

The successful bidder shall not assign, subcontract or otherwise transfer its duties and/or obligations that have not been identified in the proposal, without prior written consent of the City. Such consent does not release the successful bidder from any of their obligations and liabilities.

PERSONNEL REQUIREMENTS

The successful bidder shall gainfully employ all individuals according to all applicable City, County, State and Federal Laws.

PAYMENT OF TAXES

Without limitation on the foregoing, the successful bidder shall be solely responsible for:

- Payment of wages to its workforce in compliance with all Federal and State laws, including the Federal Wage and Hour Act.
- Payment of any and all FICA, unemployment contributions and other payroll-related taxes or contributions required to be paid by the contractor under State and Federal law.
- Payment of all applicable Federal, State or Municipal taxes, charges or permit fees, whether now in force or subsequently enacted.

The successful bidder shall indemnify and hold the City of Monroe harmless from all claims arising from the foregoing payment obligations of the successful bidder.

CITY'S RIGHT TO MODIFY TERMS

The City of Monroe reserves the right to negotiate with the successful bidder for a change in terms of the proposal and to make adjustments relative to the implementation of a change that reduces or modifies the need for the services as called for in this document. If the City and successful bidder are unable to agree on a revised proposal, the City may seek new proposals.

RFP EVALUATION AND SELECTION PROCESS

The City of Monroe Selection Committee will evaluate all proposals and provide a recommendation the City Council and reserves the right to reject any and all proposals. The City reserves the right to request clarification or additional information from all individual respondents as well as request that some or all respondents make a presentation to the Committee. Based on both the written submission and the presentations, the Selection Committee will recommend a developer to the City Council.

The City will enter into negotiations with the developer with the objective of developing a Development Agreement between the developer and the City. The Development Agreement, which is a legally binding agreement between the City and the developer and successors, will commit the developer to a minimum level of investment.

The City will review each proposal submitted. The City Council will be the final decision makers regarding the selection of any development team, and it reserves the right to reject any or all submittals, to terminate negotiations at any time, or to redistribute the Request for Proposals with different criteria or different submittal dates.

All submittals will be reviewed and evaluated based on the Evaluation Criteria outlined below.

After review, references will be contacted, previous projects and current commitments investigated, and an interview may be scheduled. The City reserves the right to request clarification or additional information.

Questions regarding this RFP may be made in writing to the address above or directed to Mr. Matt Vanisacker by emailing matthew.vanisacker@monroemi.gov or by calling (734) 384-9193.

EVALUATION CRITERIA

1. Quality of the Plan
    a. Consistency with the design and development objectives
    b. Quality of the proposed development
    c. Demonstrated understanding of the concept
    d. Creativity in design
    e. Overall reasonableness and feasibility of executing the development team's proposed development plan
2. Accomplishment of other projects of similar scope and revitalization objectives:
    a. Economic development: increased tax base.
    b. The degree to which the proposal reinforces the broader downtown revitalization efforts.
3. Capability to implement the development plan:
    a. Technical ability of the team and its members.
    b. Background, qualifications, experience, and expertise of the development team in like ventures.
    c. Human and capital resources pledged to this effort.
4. Financial Considerations:
    a. Reasonableness of the development budget.
    b. Financial return to the City and DDA.
    c. Demonstrated financial capacity of the team and its individuals.
    d. Reasonable certainty of project cash flows incorporated into the team's analysis.

GENERAL SUBMISSION REQUIREMENTS

Qualified developers with an interest in developing this property should submit a proposal according to the guidelines provided in this Request for Proposal (RFP) with the following information:

Accomplishment of the intended development project can only be accomplished by teams that:

1. Demonstrate the financial resources to plan and execute a redevelopment of this nature;
2. Have a history of successfully completing redevelopment projects in other locations;

3. Demonstrate success in designing, renovating and managing high-quality residential/commercial developments;
4. Demonstrate achievements in integrating all of the technical and aesthetic components for this type of development;
5. Demonstrate a realization that this project is critical to the City and DDA's goal to redevelop Downtown Monroe and therefore, the developer is willing to work with the City and others involved on all major phases of design, planning and execution; and
6. Demonstrate a commitment to the City and DDA's goals for Downtown.

OUTLINE FOR SUBMITTED PROPOSALS

A. Development Team
    a. The developer should provide a list of organizations and individuals that make up the proposed development team. These organizations and individuals would include architects, engineers and other prospective contractors.
    b. The developer should describe how the team is to be organized and managed to achieve coordination of the City's and the developer's responsibilities.
B. Developer's Record of Similar Projects
    a. A list and description of similar projects completed, including in a downtown setting.
C. Developer's Concept for Redevelopment
    a. The developer should describe the program it proposes for the subject site. A description of how the project will respond to the redevelopment of downtown, in particular the general area of the site. A draft conceptual site plan may be submitted with the proposal.
    b. The submittal should contain a preliminary schedule, estimating anticipated dates for commencement and completion of design, construction and public approvals.
    c. The developer should list and describe public commitments necessary to complete the proposed project, including a list of other financial contributions required.
    d. The developer should list and describe the commitments it is willing to make to initiate the project, including:
        i. The amount, nature, and status of long-term and interim financing contemplated.
        ii. The institutions expected to provide financing.

PROPOSAL SUBMITTED PURSUANT TO THE
CITY OF MONROE REDEVELOPMENT OF THE
FORMER CENTRAL FIRE STATION SITE

City of Monroe
120 E. 1st St.
Monroe, MI 48161

City Council:

The undersigned, as Bidder, hereby declares that this proposal is made in good faith without any fraud or collusion with any person or persons bidding on the same project; that they have carefully read and examined the Invitation to Submit Proposals, General Requirements, and Program Guidelines for the designated work and understands all of the same; that they and their representatives have made such personal investigation as is necessary to determine the character and difficulties attending the execution of the proposed work. Bidder proposes and agrees that if this Proposal is accepted, Bidder will enter into a development agreement with the City of Monroe, provide all services necessary to do all of the work specified in the manner and time therein prescribed, according to the requirements of the owner as therein set forth, and to furnish the services required in the following proposal.

The successful bidder understands that the City reserves the right to accept or reject any and/or all proposals, to waive any irregularities and/or informalities in the proposals, negotiate with any bidder, or to select the bid(s), or portions thereof, most advantageous to the City.

The successful bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving proposals.

Upon receipt of a written Notice of Award, the successful bidder shall execute a development agreement within sixty (60) days. In the event that the development agreement is not executed within the time set forth above, the Proposal shall become the property of the City as liquidated damage for the delay and additional expense to the City caused thereby.

Pursuant to your request for proposals to redevelop the former central fire station site, I submit my proposal, with the understanding that if my proposal, or section thereof, is accepted, I will execute a development agreement with the City of Monroe, which will embody the terms as outlined in the proposal.

I will meet all of the requirements and provide all of the services for the amounts listed on the attached proposal sheet for the services as called for in this document, or as mutually agreed upon with the City of Monroe.

The undersigned, by execution of this contract, certifies that they are the ______________________ of the firm named as _____________________________, that they sign the proposal on behalf of the firm and that they are authorized to execute the same on behalf of said firm.

Company: ____

Address: ____

Phone: ____

Authorized Agent: ____

Signature: ____

Title: ____

Date: ____

APPENDICES

Appendix A:	Former Central Fire Station Site Redevelopment Site Map and Aerials
Appendix B:	Conceptual Site Plan prepared by James S. Jacobs Architect, *November 5, 2020*
Appendix C:	City of Monroe Residential Housing Strategy, *February, 2024*

Appendix D: Scott St. PUD Guidelines and Design Standards, *2021*

PARKING RENTAL AGREEMENT

THIS RENTAL AGREEMENT ("Agreement") is entered into by and between County of Monroe, a Michigan municipal corporation, as ("Tenant"), whose address is 106 E. First St., Monroe, Michigan 48161 and the City of Monroe, a Michigan municipal corporation, as ("Landlord"), whose address is 120 E. First St., Monroe, Michigan 48161, and establishes the following terms, conditions, performance obligations, and covenants between the parties.

WITNESSETH:

The parties, for and in consideration of the hereinafter stated terms, agree as follows:

1. **DESCRIPTION OF THE PREMISES:** Landlord hereby rents to Tenant thirty-two (32) outdoor parking spaces for use by Tenant and/or its employees for parking ordinary fleet and/or personal motor vehicles. The available parking spaces (The Premises) are located in parking lot located at 212 E. Front Street, Monroe, MI and depicted on Attachment A (the Parking Lot). Landlord shall have the right to perform a land division of the parcel containing the Parking Lot provided that thirty-two (32) parking spaces shall be provided according to the terms of this Agreement. The 32 spaces offered are standard-size, striped parking spaces and each one is designed to accommodate a single average-sized motor vehicle. At commencement of this Lease, the parking spaces will not be marked as reserved as the parking lot has been capable of meeting the needs of the community while having excess spaces available on a regular basis. In the event that the Tenant provides notice that at least thirty-two (32) parking spaces are not available on a regular basis, the Landlord will mark thirty-two (32) spaces with signage as reserved parking, but none of them are required to be marked for handicapped only use or for motorcycle use only. Further, the parking spaces subject to the terms of this Agreement may only be used by Tenant and/or its employees during the hours of 8:00 a.m. through 6:00 p.m. (Eastern Standard Time) Monday through Friday. The Premises are further described and illustrated in Attachment A to this Agreement (one page).
2. **TERM:** The term of this Agreement is 360 months beginning ____________, 2025.
3. **RENT:** Tenant shall pay to Landlord rent at the rate of $1.00 per month. This rental rate is provided in consideration for the Agreement for the Sale of the real estate commonly known as 60 Wadsworth, Monroe, Michigan. Rent shall be paid annually on the anniversary date of this Agreement.
4. **SERVICES BY LANDLORD:** Landlord shall provide to the Tenant, the following services at Landlord's own expense.

   a) Routine maintenance of the Parking Lot, the various fixtures thereof and surrounding grounds belonging to Landlord.
   b) Trash pickup from the Parking Lot and surrounding grounds belonging to Landlord.
   c) Snow removal from the Parking Lot and surrounding walkways and drives belonging to Landlord as needed to comply with applicable snow removal ordinances.
   d) Parking lot lighting from dusk to dawn using existing lighting fixtures.

SERVICES AND RESPONSIBILITIES OF THE TENANT: Tenant shall furnish the following at its own expense:

e) Tenant shall ensure to the best of its ability and with reasonable notice of noncompliance that all motor vehicles parked in subject parking spaces are in reliable and safe working order and not leaking any fluids. After reasonable notice of noncompliance to Tenant non-compliant vehicles may be towed away by Landlord to an impound lot at the vehicle owner's expense.

f) Tenant shall notify its employees authorized to use the parking spaces that all employee owned motor vehicles parked in subject parking spaces are required to be properly plated and insured in compliance with Michigan law. Non-compliant vehicles may be towed away to an impound lot by Landlord at the vehicle owner's expense.

g) Tenant acknowledges and understands that it uses subject parking spaces solely at its own risk.

h) Upon Landlord's request, Tenant shall provide Landlord with the license plate number for each motor vehicle to be parked on the Premises during the term of this Agreement. If requested, this data is to be provided by Tenant in writing and in advance for each vehicle to be parked on the Premises and Tenant shall promptly and similarly notify Landlord of changes or updates to this vehicle data. Tenant hereby acknowledges and understands that the data provided by Tenant for vehicles parking on the Premises under this Agreement may be subject to public disclosure under the Michigan Freedom of Information Act, (Public Act 442 of 1976, as amended).

6. **ASSIGNMENT AND SUBLETTING:** Tenant shall neither assign nor sublet the Premises without the advance written consent of the Landlord, other than in the normal course of allowing Tenant's employees and guests to park motor vehicles at the Premises.
7. **ALTERATIONS:** No alterations, modifications, or improvements shall be made to the Premises without the written consent of the Landlord. At the expiration of the Agreement, all such alterations, modifications, and improvements to the Premises shall become the property of the Landlord, unless otherwise agreed in writing or the Tenant acquires fee title to the Premises. Landlord shall not unreasonably deny a request from Tenant to have certain of the rented parking spaces painted to indicate they are reserved for handicapped parking only.
8. **CODES AND PERMITS:** Tenant shall comply with all applicable codes and obtain any necessary permits in connection with its use of the Premises.
9. **DAMAGE:** Tenant shall be liable for any damage to Premises caused by sole action of the Tenant. Tenant's employees or Tenant's guests shall be liable for any damage caused by said employees and/or guests. Tenant shall not be liable for reasonable wear and tear or damage by the elements.
10. **ENVIRONMENTAL:** The Landlord and Tenant mutually agree that they shall not release on, in, or below the Premises any hazardous substance. The Tenant assumes responsibility only to the extent permitted by law, for a release or threatened release of a hazardous substance by the Tenant. The Landlord shall not indemnify or defend the Tenant if the release or threatened release is caused solely by the Tenant.

11. **INDEMNIFICATION AND LIABILITY INSURANCE:** Tenant hereby expressly agrees only to the extent permitted by law to hold harmless, defend, and indemnify the Landlord, its agents and employees, from and against any and all claims, costs, losses, suits, demands, actions, liabilities, damages, causes of actions or judgments which may in any manner be imposed on or incurred by the Landlord, its agents and employees, for any bodily injury, loss of life, and/or damage to property, including the Landlord's agents, employees, and property, resulting from or arising out of Tenant's use of the Premises. Tenant also hereby expressly agrees only to the extent permitted by law to hold harmless, defend, and indemnify the Landlord, its agents and employees, from and against any and all claims, costs, losses, suits, demands, actions, liabilities, damages, causes of actions or judgments which may in any manner be imposed on or incurred by the Landlord, its agents and employees, as a result of Landlord having any motor vehicle towed away pursuant to this Agreement.

    The Tenant shall, at Tenant's expense, during the term of this Agreement, insure the premises with general liability insurance naming the Landlord, its several departments, boards, agencies, commissions, officers, and employees, as an additional insured and which protects against all claims, demands, actions, suits, or causes of action, and judgments, settlements or recoveries, for bodily injury or property damage arising out of a condition of the Premises. The Tenant agrees to maintain minimum policy limits in the amount of $500,000 per occurrence for property damage and $1,000,000 per occurrence for bodily injury, with a $2,000,000 aggregate. The Tenant shall provide the Landlord with a certificate of insurance, naming the Landlord, its several departments, boards, agencies, commissions, officers, and employees as an additional insured party, within ten (10) calendar days following execution and delivery of this Agreement to Tenant. This provision shall not apply to liability for damages arising out of bodily injury to any person or damage to property of others resulting from the sole negligence of the Landlord, its several departments, boards, agencies, commissions, officers and employees. The policy of insurance shall provide that it may not be modified, cancelled, or allowed to expire without thirty (30) days prior written notice given to the Landlord.

12. **QUIET ENJOYMENT:** Tenant, upon payment of the aforementioned rent and the performance of the conditions outlined herein may peacefully and quietly have, hold, and enjoy the Premises - providing Tenant's use of the Premises shall at no time interfere with the Operations of the Landlord in the same and adjacent facilities belonging to the Landlord. Landlord may access the Premises as needed to perform its responsibilities under this Agreement and to make reasonable inspections of Landlord's property.
13. **NOTICES:** Any notice due the Landlord shall be complete if submitted in writing and transmitted by certified or registered mail return receipt requested. Unless changed by written notification, the notices shall be sent as follows: Notices either issued or received shall be deemed effective as of 12:00 noon Monroe, Michigan time on the third business day following the date of mailing. Business day is defined as any day other than a Saturday, Sunday, legal holiday, or day preceding a legal holiday. A receipt from a U.S. Postal Service, or successor agency, performing such function shall be conclusive evidence of the date of mailing.

14. **GOVERNING LAW:** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan.
15. **MUTUAL DRAFTING:** The Agreement shall be interpreted and construed as drafted mutually by all parties.
16. **ENTIRE AGREEMENT AND ENCLOSURES:** This Agreement, with all Attachments as listed herein, constitutes the entire agreement between the parties with regard to this transaction and may be amended only in writing.
17. **SEVERABILITY:** Should any provision of this Agreement or any addenda thereto be found to be illegal or otherwise unenforceable by a court of law, such provision shall be severed from the remainder of the Agreement, and such action shall not affect the enforceability of the remaining provisions of the Agreement.
18. **WAIVER:** Failure to enforce any term of this Agreement shall not be deemed a waiver of the enforcement of that or any other term of this Agreement.
19. **EFFECTIVE DATE:** The effective date of this Agreement shall be the date of the last signature executing this Agreement.
20. **BINDING EFFECT:** This Agreement shall be binding upon and to the benefit of the heirs, executors, administrators and assigns of the Landlord and Tenant.
21. **REQUIRED APPROVALS:** This Agreement shall not be binding or effective on either party until approved by Monroe City Council (Landlord) and Monroe County Board of Commissioners (Tenant).

TENANT:

COUNTY OF MONROE

____
By: __________________________
Its: __________________________

Date: ________________________

LANDLORD:

CITY OF MONROE, MICHIGAN

____
By: __________________________
Its: __________________________

Date: ________________________