

AGENDA
MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, SEPTEMBER 2, 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 Asper
- IV. OPENING PRAYER
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF MINUTES (08/19/2025 Regular Meeting)
- VII. PUBLIC COMMENT
- VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION
 - 1. Presentation of the Monroe County Veterans Affairs Services Update by Ms. Rachael Blanks and Mr. Alvin Bond, Veterans Affairs Coordinators.
 - 2. Area Agencies on Aging Resolution to support the Medicaid MI Choice Program by urging State Representatives and State Senators to adopt the funding request (2025-4) and fully fund the MI Choice risk pool.
- IX. FINANCE MATTERS
 - 1. Payment of the 09/03/2025 Accounts Payable Current Claims Report in the amount of \$964,494.49
 - 2. Letter dated August 21, 2025 from Mr. Jesse Stanford, Monroe County Treasurer presenting the report on the restricted account in the property foreclosure fund after the 2023 auctions reflecting the addition to the fund of \$605,028.89
- X. CONSENT AGENDA
 - 1. Approval of Non-Claims
 - a. Check Register dated 08/22/2025 in the amount of \$ 418,865.22
 - b. Check Register dated 08/29/2025 in the amount of \$ 694,053.60
- 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 6, 2025 from Honorable Michael Brown, 1st District Court Chief Judge requesting the addition of a full-time attorney magistrate and an additional Recorder/Secretary position with an estimated General Fund allocation of \$30,300 for 2025 and \$187,950 annually with both positions effective October 4, 2025.
 - b) Letter dated August 6, 2025 from Honorable Michael Brown, 1st District Court Chief Judge requesting combination of the part-time Monroe County Veterans Treatment Court (MCVTC) Coordinator, the full-time Monroe County Mental Health and Recovery Court (MCMHRS) Coordinator, and the Driving While Impaired Court (Sobriety Court starting in October 2025) Coordinator positions into one full-time Problem Solving Court Coordinator position, resulting in the reclassification of the grade 11 Monroe County Mental Health and Recovery Court Coordinator to a grade 12 Problem Solving Court Coordinator. This position will be effective on October 1, 2025 and does not require an additional appropriation from Monroe County.
2. Letter dated August 19, 2025 from Mr. Chris Westover, Environmental Health Director, requesting approval of a Materials Management Planning Committee recommendation, Karl Hatopp, for the remainder of an unexpired term.
 3. Letter dated August 27, 2025 from Mr. Jason Berry, Community Planning & Engagement Director submitting a review/recommendation from the County Planner of an application to the Farmland and Open Space Preservation program (part 361 of the Natural Resources and Environmental Protection Act) for property in Ida Township.
 4. Letter dated August 28, 2025 from Mr. David Vensel, Chairman, Board of Commissioners presenting the Board's January 1, 2024 to July 25, 2025 performance evaluation results for Mr. Michael Bosanac, Administrator/Chief Financial Officer.

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. PUBLIC COMMENT

XVI. ANNOUNCEMENTS

1. Copies of any Tributes or Certificates issued since the August 19, 2025 meeting:
None

XVII. MEMBERS TIME

XVIII. ADJOURNMENT

The County of Monroe will provide necessary auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials at the meeting to individuals with disabilities upon one week's notice to the County of Monroe. Individuals with disabilities requiring auxiliary aids or services should contact the County of Monroe by writing or calling the following: Human Resources - 125 East Second Street, Monroe, MI 48161 - Voice (734) 240-7295 or visit our website at www.co.monroe.mi.us.

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 19, 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 Swartout
David Hoffman	David Vensel		
Greg Moore, Jr.	Dawn Asper		

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

III. PLEDGE OF ALLEGIANCE

Commissioner Hoffman led the Pledge of Allegiance.

IV. OPENING PRAYER

Deputy Clerk, Grace Miles led the Opening Prayer.

V. APPROVAL OF AGENDA

Motion by Commissioner Lamour, supported by Commissioner Heinzerling to approve the August 19, 2025 Regular Meeting Agenda as presented.

Discussion was held.

Roll call by Clerk as follows:

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

Motion carried.

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

Motion by Commissioner Lamour, supported by Commissioner Hoffman to approve the minutes as presented for the August 5, 2025 Regular Meeting and waive the reading thereof.

Vice-Chairman Lievens amended the motion to waive the reading thereof. Commissioner Lamour and Commissioner Hoffman both agreed to this.

Roll call by Clerk as follows:

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

Motion carried.

VII. PUBLIC COMMENT—

1. Ned Birkey: Shared agricultural concerns in the County. Explained China owns farmland in Milan and London. Shared his concerns with farm security as well as national security. Mr. Birkey explained farm bankruptcies are projected to be higher this year and farmland values are projected to go up in Michigan. Mr. Birkey also shared his concerns regarding immigration and stated agriculture needs more workers. Mr. Birkey stated the third week in September is National Farm Safety and Health Week and the emphasis is safety first, avoid the worst.
2. Dave Emerick: Stated he saw a request from Preadmore for a FEMA Grant on the agenda Mr. Emerick explained he has been trying to get the final draws from FEMA for three homeowners and stated he is one of the homeowners. Mr. Emerick explained he would like to talk to Mr. Preadmore to discuss stories regarding FEMA.
3. Darcy Piedmonte: Ms. Piedmonte shared her concerns in regards to the support of the Monroe County Community College millage renewal coming up in November. She stated there was a meeting on August 7th to discuss this and none of the Commissioners were in attendance, besides the Chairman. Ms. Piedmonte shared her concerns with the word transparency being used at the last meeting. Explained the confidential legal opinion needs to be heard in closed session so the results can be brought to the people.

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](#)

Jason Berry explained Commission on Aging is currently overseen by Ramona Hall and himself. They oversee thirty-four (34) different programs with nineteen (19) different service providers. Mr. Berry explained some statistics as well as some well received projects within the County.

Discussion was held.

Motion by Commissioner Lamour, supported by Commissioner Asper to accept the 2024 Monroe County Commission on Aging Annual Report and place it on file.

Roll call by Clerk as follows:

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

Motion carried.

IX. FINANCE MATTERS

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

Motion by Commissioner Hoffman, supported by Commissioner Lamour to confirm the 08/20/2025 Accounts Payable Current Claims Report for \$1,855,276.35 and approve the Claims for the date and amount presented.

Discussion was held.

Roll call by Clerk as follows:

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

Motion carried.

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

Motion by Vice-Chairman Lievens, supported by Commissioner Heinzerling to confirm the non-claims payments as presented on the agenda for the dates and amounts listed.

Roll call by Clerk as follows:

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

Motion carried.

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.

Motion by Vice-Chairman Lievens, supported by Commissioner Hoffman to accept the communication, place it on file, and approve the addition of a new Commission on Aging Assistant Position at an estimated cost of \$85,682 effective January 1, 2026.

Roll call by Clerk as follows:

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

Motion carried.

- 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.

Discussion held regarding the budget.

Motion by Commissioner Lamour, supported by Commissioner Heinzerling to approve the application and acceptance of 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.

Roll call by Clerk as follows:

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

Motion carried.

- 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.

Discussion held regarding the budget.

Motion by Commissioner Lamour, supported by Commissioner Hoffman to confirm the 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.

Roll call by Clerk as follows:

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

Motion carried.

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.

Chris Westover explained they have had to cancel multiple Materials Management Planning Committee Meetings since they did not have the work plan approved. This plan is now approved and if they get the Board's approval to accept the money, they can start moving forward.

Discussion was held.

Motion by Commissioner Heinzerling, supported by Commissioner Hoffman to approve accepting the EGLE Materials Management Planning Grant Funds in the amount of \$137,404.50 with no local match required.

Roll call by Clerk as follows:

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

Motion carried.

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.

Motion by Commissioner Asper, supported by Commissioner Lamour to accept the communication, place it on file and approve the recommendations of the County Planner and transmit the recommendations to the Erie Township Council.

Roll call by Clerk as follows:

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

Motion carried.

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

Motion by Commissioner Heinzerling, supported by Commissioner Lamour to accept the communication, place it on file and approve the Agreement for Sale and Purchase of Real Estate by and between the City of Monroe and County of Monroe.

Discussion was held regarding the type of development this would be.

Roll call by Clerk as follows:

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

Motion carried.

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

Discussion was held regarding the timeframe of a renewal as well as the verbiage used in the agreement.

Motion by Commissioner Lamour, supported by Commissioner Heinzerling to accept the communication, place it on file and approve the Parking Rental Agreement between the City of Monroe (Landlord) and County of Monroe (Tenant).

Roll call by Clerk as follows:

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

Motion carried.

XII. CLOSED SESSIONS

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

Chairman Vensel explained it was recommended to him to vote for both closed sessions separately at the beginning so members of the public would not have to come back in, to go back into open, and then back into closed.

Thomas Graham, Legal Counsel, explained this is to make it more convenient for the public. Mr. Graham explained this would be two (2) separate motions.

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

Commissioners Asper asked if Ms. Gabis could share a statement.

Sarah Gabis explained the memorandum the Board received from her is a confidential legal opinion so she cannot discuss the contents in open session.

Commissioner Asper asked if Ms. Gabis's results could be reported in a statement that wouldn't require a closed session.

Ms. Gabis responded no, not until the contents of the memorandum have been contemplated.

Chairman Vensel asked Ms. Gabis if there is a statement she would like to give that would be allowable prior to starting the closed session.

Ms. Gabis first thanked the Board for entrusting her and her firm with this incredibly difficult task. Ms. Gabis stated work has been done and about thirty (30) witnesses have been interviewed. Ms. Gabis further explained her request is threefold: she would like to discuss the contents of her confidential legal opinion, she would like to provide an opportunity for Commissioners to ask questions about said legal opinion, and she would like the board to entertain a motion that would guide her next steps in the investigation. Ms. Gabis explained she feels as if she cannot move forward at this point without the Board's guidance.

Roll Call by Clerk as follows:

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

Motion carried. Closed session began at 7:02 p.m.

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

Jesse Stanford, Treasurer, explained he is waiting for his attorney and discussed the transition between the first closed session and the second closed session.

Motion by Vice-Chairman Lievens, supported by Commissioner Lamour to go into closed session to discuss Class Action Case Settlement in Property Tax Foreclosure Litigation– Arkona, LLC v. Monroe County, et al.

Roll Call by Clerk as follows:

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

Motion carried. Closed Session began at 7:55 p.m.

Motion by Vice-Chairman Lievens, supported by Commissioner Hoffman to go back on the record.

Roll Call by Clerk as follows:

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

Motion carried.

Motion by Vice-Chairman Lievens, supported by Commissioner Lamour to continue the investigation with full support of the County staff and employees with an additional retainer not to exceed \$20,000.

Roll Call by Clerk as follows:

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

Motion carried.

Motion by Vice-Chairman Lievens, supported by Commissioner Hoffman to conditionally approve the settlement agreement in the Arkona litigation if, and only if, outside council continues to believe, after a consultation with the County Treasurer, that adoption of the Settlement remains in the best interest of the County after entry by the Court of an order preliminarily approving the Settlement.

Roll Call by Clerk as follows:

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

Motion carried.

Motion by Vice-Chairman Lievens, supported by Commissioner Lamour to approve the intercounty cost share agreement for the Class Action Case Settlement.

Roll Call by Clerk as follows:

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

Motion carried.

XIII. PUBLIC HEARINGS — None

XIV. OLD BUSINESS—

XV. NEW BUSINESS—

XVI. PUBLIC COMMENT—

XVII. ANNOUNCEMENTS—

1. Copies of any Special Tributes or Certificates issued since the August 5, 2025 meeting:

None.

XVIII. MEMBERS TIME –

Commissioner Moore – Passed.

Commissioner Swartout – Excused.

Commissioner Lamour – Stated it is great to see that the trail is progressing very well. It is looking good and a lot of people are using it and it's not even completed yet.

Commissioner Heinzerling – Passed.

Commissioner Asper – Explained she is so appreciative of the report on how the seniors in this County are taken care of. Stated what they do is very helpful for families.

Commissioner Hoffman – Explained he is working with the representatives in Lansing on a house joint resolution. Stated he has copies if anyone in the public would like one and he will get more into it at the next meeting.

Vice-Chairman Lievens – Echo Commissioner Asper comments and states he looks forward to the seniors in the west part of the County receiving a little more outreach and benefitting from the services, since it has been a historically underserved community.

Chairman Vensel – Passed.

XIX. ADJOURNMENT - Chairman Vensel adjourned the meeting at 8:35 p.m. with no further business to discuss.

Respectfully submitted by:

A handwritten signature in cursive script that reads "Grace Miles".

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

MONROE COUNTY
VETERANS AFFAIRS



SERVING THOSE
WHO SERVED

Monroe County Veterans Services 2024 Annual Report

The Monroe County Veterans Service Office is committed to providing service and assistance to those distinguished Monroe County residents who have served our nation. It is our privilege to ensure veterans are receive any and all benefits to which they and their dependents are entitled.

Introduction

Veterans of the U.S. armed forces are entitled to certain benefits from the nation, state, and local levels of government. The Monroe County Veterans Service Officer is an advocate for the veterans and their dependents. Staff provides assistance to veterans regarding compensation, pension, medical, education, insurance, and death benefits. Veterans and their dependents are also assisted in obtaining important military and medical documentation that they need to apply for benefits.

Monroe County Department of Veterans Affairs has two funding sources, the general fund and the veteran services millage fund. The millage funding may only be used for services that help indigent veterans.

Department Staff

Alvin “Al” Bond
Coordinator, County Veterans Service Officer

Rachael Blanks
County Veterans Service Officer

Jason Berry
Monroe County Community Planning and Engagement Director

Veteran Population

The following FY23 veteran population estimates (**Figure 1**, below) are produced by the United States Department of Veterans Affairs. In the US there are 18.6 million living Veterans, 6.8% of our current population. The State of Michigan is ranked 11th in veteran population with 461,000. Monroe County has a population of 8,860 Veterans ranking 11th out of 83 counties.

Vietnam era veterans make up over 35% of all veterans, with peacetime veterans at 25%. Global War on Terror veterans are estimated to make up 5% of veteran population. 45% of Michigan veterans are 65 or older, well above the state’s non-veteran population, in which just 17% are 65 and older.

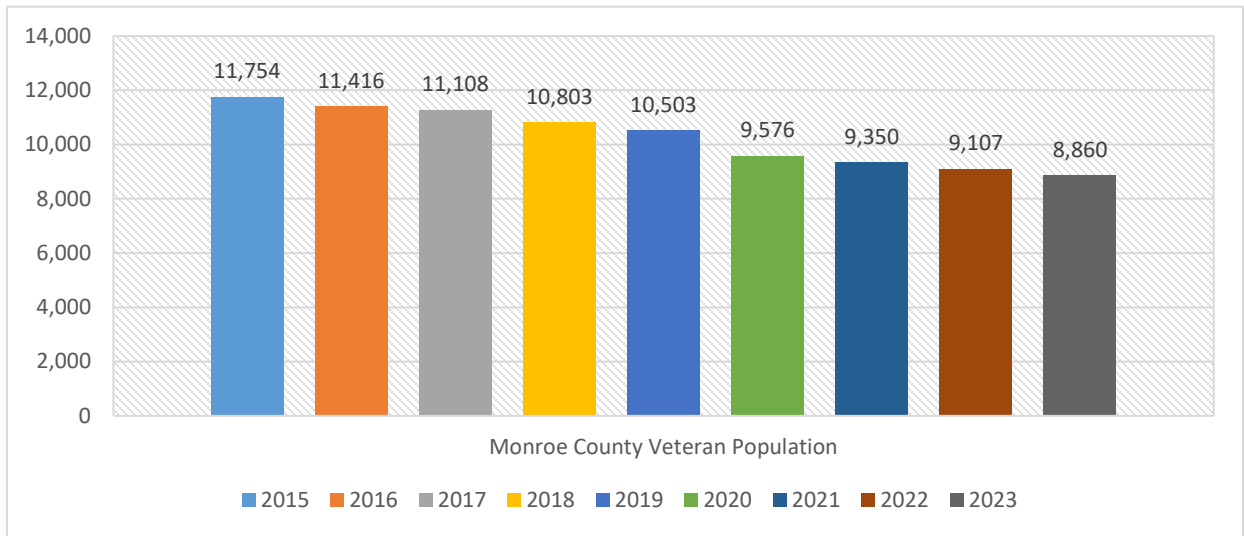


Figure 1. Monroe County veteran population by year

Veterans Compensation in Monroe County

Since 2015, the veteran population has continued to decrease dramatically, while VA compensation, pension and other income from VA benefits has risen. **Figure 2** below shows the amount of income brought in by VA benefits in Monroe County by year from 2015 to 2023 (in USD).

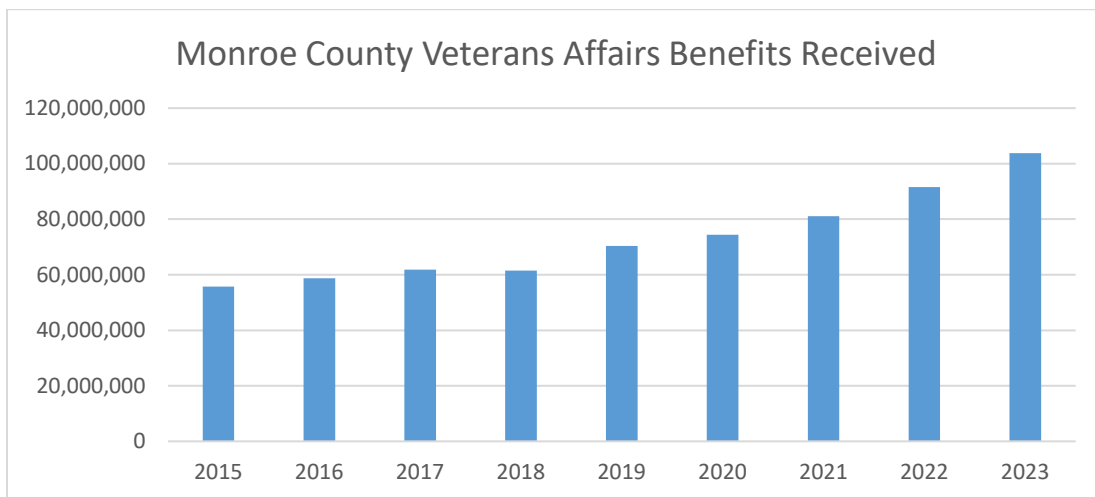


Figure 2. Amount (USD) brought into the local economy in Monroe County from income due to VA benefits

In 2015, income generated from VA benefits paid to eligible veterans and dependents was roughly \$55 million. In 2021, it generated \$80 million in income. In 2023, that number rose to just over \$103.7 million. Projected stats for 2024 are approximately 8,600 veterans in Monroe County with an estimated \$110 million dollars. Despite the decreasing number of veterans in the county, the income from benefits has continued an upward trend, keeping money in the local economy and improving the quality of life for veterans and their families in Monroe County.

Monroe County Veterans Affairs Office

In 2024, the Monroe County Veterans Affairs office handled a total of 4,438 interactions, including calls, emails, walk-ins, and appointments.

Figure 3 (below) represents the veterans who have contacted the Veteran Affairs office by the branch they served in. A little less than half (41%) served in the Army, which isn't surprising as the Army is the biggest military branch, followed by the Navy.

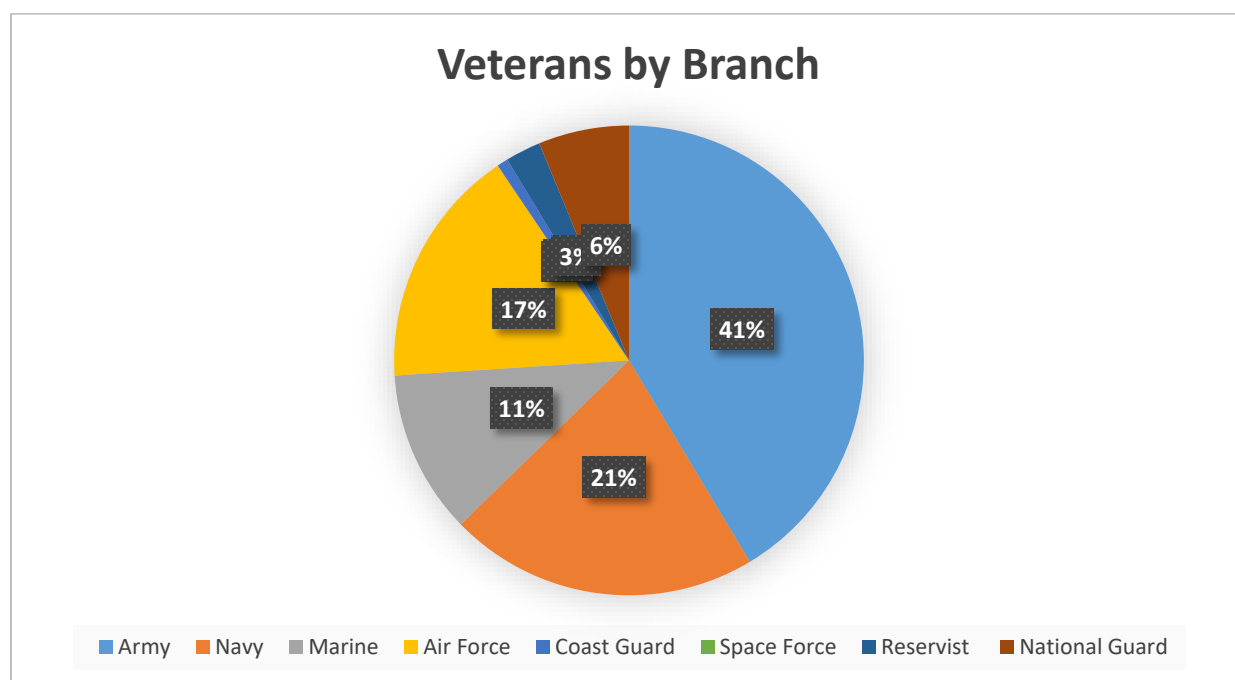


Figure 3. Veteran demographics by branch

Figure 4 below represents the veterans who have contacted the Veteran Affairs office, divided by zip code. 22% of the veterans and dependents live in the 48161-zip code, 48162 is at 19%, 48166 is the third biggest at 12% (48117 is at 11%). This shows the majority of veterans who seek help from the Veterans Affairs office live in the northern portion of Monroe County.

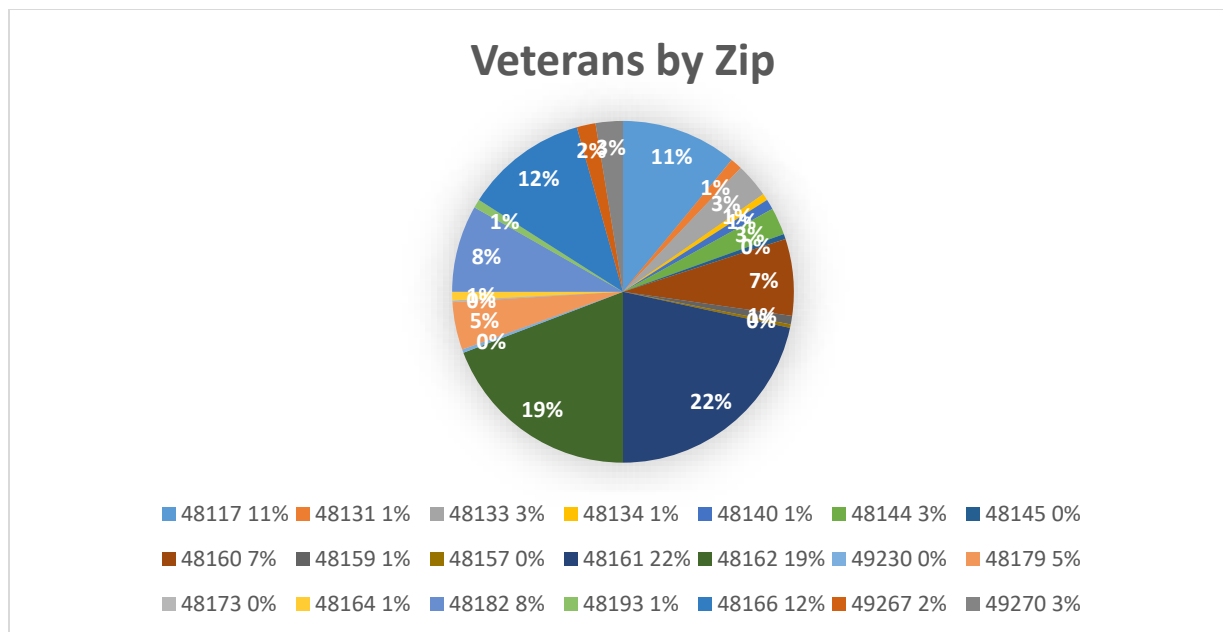


Figure 4. Veteran demographics, divided by zip code

Veterans Affairs Committee

The mission of the Monroe County Veterans Affairs Committee (VAC) is to assist indigent war-time veterans/dependents with financial assistance and to oversee the county burial allowance program for veterans. The VAC was established in 2010 under State Statute MCL 35.21 and operates under Public Act 192 of 1953.

Members:

- Edward Straub, Chair (Marine Corps)
- Larry Cymbola (Army)
- Linda Lefcheck (Marine Corps)
- James Walker (Marine Corps)
- Richard Gagne (Navy)

Emergency Financial Aid:

In 2024, the Veterans Affairs Committee approved the distribution of \$28,574.93 in emergency aid to veterans and their families who were in need of assistance.

County Burial Allowance:

Dependents and next of kin of Monroe County veterans may receive a \$300 burial benefit when the veteran passes away, as mandated by state law. Additionally, there's a \$50 allowance available to those who choose to order a marker from the VA. The Veterans' Affairs Committee (VAC) reviews and votes on each request. This program is funded by the veterans' millage, and in 2024, a total of \$18,900 in county burial benefits was approved.



WHEREAS, Michiganders overwhelmingly prefer to age in place in their own homes, and local communities, and

WHEREAS, the baby boomer generation begins turning 80 years of age in 2026, further increasing the demand for in-home and community-based services, and

WHEREAS, the Medicaid MI Choice program provides essential in-home services and supports to more than 16,000 older adults and persons with disabilities annually, and

WHEREAS, managed by Area Agencies on Aging, MI Choice provides a comprehensive array of in-home services including community living supports, home delivered meals, supports coordination, transportation, adult day, counseling, medical equipment, health care, and others, and

WHEREAS, while MI Choice is not a mandatory Medicaid program, it is not 'optional' -- it is essential, and

WHEREAS, MI Choice capitation rates have not kept up with inflation, and recent increases in minimum wage and earned sick time have not been funded resulting in a financial crisis for MI Choice managers, and

WHEREAS, a fully funded risk pool will assist MI Choice managers in meeting the needs of high acuity, high-cost participants, and

WHEREAS, without full funding of MI Choice there will be fewer providers, care rationing, service delays, compliance challenges, staff turnover, and growing waiting lists. Participants will be challenged to age in place, and hospitalization and nursing home admissions will increase at a cost of more than twice the MI Choice per diem cost, and

WHEREAS, the state legislature can help preserve MI Choice by passing a supplemental appropriation request (2025-4) which would provide funding to meet the new minimum wage costs and release infrastructure funding for MI Choice providers, and fully fund a MI Choice risk pool, therefore be it

RESOLVED, that (Name of local unit of government) urges our State Representatives and State Senators to adopt the supplemental funding request (2025-4) and fully fund the MI Choice risk pool. This funding is essential to preserving and growing MI Choice and be it further

RESOLVED, that Monroe County acknowledges the valuable contribution of MI Choice to the citizens of our county and to the State of Michigan and recognizes that MI Choice is a cornerstone of Michigan's network of long-term care services and supports.

[RAP205]

PAGE 1
OFFICE: 001

OPTIMUM PAYMENTS SUMMARY

RUN: 005726 PAYMENT DATE: 09/03/25 PAY-THROUGH DATE: 08/26/25

Vendor	Name	Amount	Count
000000010295	ASD SPECIALTY HEALTHCARE, LLC	1459.50	1
000000010335	ACCESS & ALARM INC	3200.00	1
000000010502	ACTION WALLPAPERING AND PAINTI	2300.00	2
000000010736	AIMPOINT INC	4180.00	1
000000010849	ALLIE BROS. INC.	4946.60	20
000000011369	AMERICAN ASSOCIATION FOR STATE	237.00	1
000000012950	AVENTIS PASTEUR	5416.99	2
000000020072	BAKER'S GAS & WELDING SUPPLIES	744.82	11
000000020180	BATTERY WHOLESALE	233.99	1
000000020405	BEDFORD TOWNSHIP SEWER O & M	810.00	1
000000020554	BELLE TIRE DISTRIBUTORS, INC.	4413.22	16
000000021010	BOILERS, CONTROLS & EQUIPMENT	440.46	1
000000021422	BUELL EXCAVATION LLC	1375.00	1
000000030009	CDW GOVERNMENT INC.	3259.70	2
000000030310	CAPITAL TIRE INC	1021.68	2
000000030545	CENTER FOR INTERNET SECURITY,	1995.00	1
000000031830	COUNTY AGENCY ADMINISTRATIVE	11917.50	4
000000040280	DES MOINES STAMP, MFG CO.	94.30	1
000000040572	DEWOLF & ASSOCIATES	3380.00	2
000000050587	EVERGREEN SEED SUPPLY LLC	584.00	1
000000060009	FAMILY COUNSELING SERVICE	350.00	1
000000060151	FASTSIGNS OF MONROE, MI	2012.77	2
000000060210	FIFTH THIRD BANK	504.63	1
000000060216	MARK FIJALKOWSKI JR	418.00	1
000000060790	FRAME'S PEST CONTROL, INC.	169.70	2
000000061065	FRIENDLY FORD INC	192.50	1
000000061275	FTR, LTD.	795.00	1
000000070050	GEAL ELECTRIC COMPANY	3199.00	2
000000070200	GENERAL LINEN/UNIFORM SERVICE	15.00	1
000000070326	GLOBAL EQUIPMENT COMPANY	952.55	1
000000070351	GORDON FOOD SERVICE INC	138.28	3
000000080105	WRS GROUP, LTD	341.05	1
000000080350	HERKIMER RADIO SERVICE	205.00	2
000000080536	THE HISTORICAL SOCIETY OF MICH	314.00	1
000000080922	HR STAFFING TEAM, LLC	4456.22	2
000000080980	THE HUNTINGTON NATIONAL BANK	279.70	1
000000090250	ID NETWORKS INC.	495.00	1
000000100013	J L MECHANICAL SERVICES INC	5193.95	1
000000100015	HASSAN DAA	375.00	1
000000100050	JACK'S LAWN SERVICE	1461.02	3
000000100436	JOHN E. REID AND ASSOCIATES, I	3000.00	1
000000110690	KOHLER ARCHITECTURE, INC.	14179.90	2
000000120175	LAKE SIDE TELECOM	360.00	1
000000120600	LECKLER'S, INC.	545.04	2
000000121003	LOWERY CORP	8281.01	6
000000121021	LUCAS COUNTY CORONER'S OFFICE	500.00	1
000000130130	IMPERIAL DADE	2566.77	15
000000130185	MANNIK & SMITH GROUP INC	29997.44	2
000000130450	MCKESSON MEDICAL-SURGICAL GOVE	978.07	4

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OPTIMUM PAYMENTS SUMMARY

RUN: 005726 PAYMENT DATE: 09/03/25 PAY-THROUGH DATE: 08/26/25

Vendor	Name	Amount	Count
000000130851	MERCK HUMAN HEALTH	933.37	1
000000130899	MERCY MEMORIAL HOSPITAL CORPOR	800.00	1
000000130902	MERCY MEMORIAL HOSPITAL CORPOR	875.00	2
000000130980	METROPOLITAN FORMS & SYSTEMS,	505.15	1
000000131041	MICHIGAN ASSISTED LIVING ASSOC	1260.00	1
000000131046	MI COUNTY SOCIAL SERVICES CONS	600.00	1
000000131358	MICHIGAN JUDGES ASSOCIATION	900.00	2
000000131376	MICHIGAN SHERIFFS' ASSOCIATION	419.28	1
000000131490	MICHIGAN STATE INDUSTRIES	79.95	1
000000132235	MONROE COMMUNITY AMBULANCE	885.00	1
000000132249	MONROE COUNTY BUSINESS ALLIANC	24468.41	3
000000132850	GANNETT MICHIGAN LOCALIQ	715.10	1
000000134147	ARBOR PRESS LLC	350.00	1
000000140094	M50 TRUCK & AUTO PARTS MONROE	72.44	2
000000150243	ONCELL SYSTEMS, INC	219.00	1
000000160251	PEERLESS SUPPLY CO.	46.56	1
000000170300	QUILL CORPORATION	334.63	2
000000180000	R & S PHARMACEUTICALS	141.99	1
000000180185	RECOVERY ADVOCACY WARRIORS	4621.60	1
000000180199	RECOVERY MOBILE CLINIC	2755.83	1
000000180313	REDFORD LOCK COMPANY, INC	189.50	1
000000181001	ROSE PEST SOLUTIONS	677.00	2
000000190405	ST. PIERRE ACE HARDWARE	661.58	6
000000190900	SCHINDLER ELEVATOR CORP.	657.57	1
000000191340	SENTRY SECURITY FASTENERS	6234.00	1
000000191500	SHERWIN WILLIAMS	34.69	1
000000192060	SMILES ON WHEELS	3310.66	1
000000192299	SOUTH COUNTY WATER SYSTEM	120.00	1
000000192304	SOUTHEASTERN DISPUTE RESOLUTIO	1200.00	2
000000192359	SPRINGLINE EXCAVATING	268082.76	1
000000192421	STAPLES BUSINESS ADVANTAGE	2276.73	10
000000192731	STATE OF MICHIGAN	20.00	2
000000192892	STEVENS DISPOSAL	1575.00	2
000000192920	STONECO OF MICHIGAN	974.15	1
000000192997	SUMMIT FIRE & SECURITY LLC	435.50	2
000000200046	AXON ENTERPRISE INC	179640.25	2
000000200409	TERRY CREQUE EXCAVATING LLC	40025.00	1
000000200421	THE TICKET DOCTOR	24.87	1
000000200880	PROMEDICA CPR TRAINING	20.00	1
000000201600	TROUTS YACHT BASIN	1186.81	5
000000220166	VESTA COMPANIES INC	118089.61	1
000000220205	VICTORY LANE	121.54	2
000000230110	WASHTENAW COMMUNITY COLLEGE	19222.50	1
000000230401	THOMSON REUTERS	369.00	1
000000230868	WORLDWIDE INTERPRETERS INC	835.00	4
000000400170	CITY OF MONROE	2588.81	2
000000400220	ERIE TOWNSHIP TREASURER	1253.66	4
000000500175	MONROE CO CLERK/REG OF DEEDS	20.00	2
000000501333	MONROE COMM.MENTAL HEALTH AUTH	6584.19	1

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OPTIMUM PAYMENTS SUMMARY

RUN: 005726 PAYMENT DATE: 09/03/25 PAY-THROUGH DATE: 08/26/25

Vendor	Name	Amount	Count
000000509851	LAUREN HANUS	508.75	1
000000509855	TEREY DESLISLE	67.23	1
000000510855	TITLE CHECK, LLC	3721.66	1
000000601306	MICHIGAN DEPARTMENT OF NATURAL	442.90	1
000000700100	GERMAYN GORMAN	615.20	1
000000720125	AVERTEST, LLC	1194.90	1
000000720223	TERRENCE P. BRONSON	1202.37	1
000000720403	TIFFANY GAYLE	99.00	1
000000720406	TONYA CLEAVELAND	3600.00	2
000000720793	JAMES S. JACOBS ARCHITECTS, PL	817.50	1
000000721023	ROSATI, SCHULTZ, JOPPICH & AMT	350.00	1
000000721041	JUSTICE FENCE ACQUISITION LLC	360.00	1
000000721092	KAY ROBISON	710.00	2
000000721126	SANDRA KURTANSKY	1860.00	1
000000721361	ZUBIN J MISTRY & ASSOCIATES	1500.00	1
000000721368	SABRINA M MILLER	350.00	1
000000721418	BRIAN NAREWSKI	2840.00	1
000000721531	STACY OSBORNE	4565.00	2
000000721620	M HANIF PERACHA, MD, PC	290.00	2
000000722231	US SIGNAL COMPANY, LLC	1344.37	1
000000722304	WALLACE PSYCHSERVICES LLC	700.00	1
000000722337	SUSAN WALTERS	425.68	1
000000722355	WM CONSULTING LLC	105.00	1
000000750021	JAMES BARTLETT	4343.75	1
000000750028	RONALD J BENORE, JR	10031.75	6
000000750041	BODMAN PLC	2847.50	1
000000750618	SEAN M. MYERS	7137.91	4
000000750840	WARNER NORCROSS & JUDD LLP	346.50	1
000000821182	MARK S. BRAUNLICH	551.16	1
000000821819	JENNY CLINE	16.80	1
000000822512	VICTORIA DIERKS	44.80	1
000000822673	JEFFREY DUSSEAU	178.50	1
000000823363	DIANA GAMBOA	16.80	1
000000823663	DANNY GREENWOOD	310.20	1
000000824444	NICOLAS JABER	114.59	1
000000824565	JIMMA JOHNSON	16.80	1
000000825638	BROOKE FENDER	16.80	1
000000825984	BRANDON MILLER	70.40	1
000000826046	KAYSI SHOPSHIRE	1941.00	1
000000826203	KRISTEN NABOZNY-WESTOVER	60.20	1
000000827048	AARON RICHARDS	102.43	1
000000827073	SKYLER RIFFLE	143.88	1
000000827075	KATELYNN LAPRAD	249.76	1
000000827115	DANIEL ROCK	19.32	1
000000827456	RYAN D SIMMONS	58.80	1
000000828531	DAVID WESOLOSKI	122.79	1
000000902116	THE BANK OF NEW YORK MELLON	2400.00	3
000000902208	CHEVRETTE GRADALL SERVICE	20000.00	1
000000902213	CARTER LUMBER	593.70	1

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OPTIMUM PAYMENTS SUMMARY

RUN: 005726 PAYMENT DATE: 09/03/25 PAY-THROUGH DATE: 08/26/25

Vendor	Name	Amount	Count
000000903181	MENARDS	401.62	1
000000903239	MONROE COUNTY ENTERPRISE FUND	17937.12	8
000000903819	SCHUMAKER BROTHERS	35000.00	1
CTY HEALTH	Aimmee Mullendore, Treasurer	50.00	1
**** TOTALS:		964494.49	297

Jesse Stanford
County Treasurer

Denine Kamprath
Chief Deputy Treasurer



Telephone (734) 240-7365
Fax (734) 240-7374

www.co.monroe.mi.us

Monroe County Treasurer

51 South Macomb Street · Monroe, MI 48161-2168

August 21, 2025

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

Re: Form 5840- 2023 Foreclosure Report in 2025

Dear Chairman Vensel and Members of the Board:

Attached you will find the Foreclosing Governmental Unit Report of Real Property Foreclosure Sales. This document is also known as Form 5840.

The report is required to be given to the State Treasury and the Board of Commissioners by September 30th, two (2) years after foreclosure. This report shows sales data for the 2023 foreclosures as required by Public Act 225 of 1976; MCL 211.78m(8)(i).

This year, The County of Monroe, through the Monroe County Treasurer's Office foreclosed on properties on April 1st. On August 5, 2025 we held our yearly first round auction online. Several properties did not sell and will be auctioned again at a later date.

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

Respectfully,

Jesse Stanford
Monroe County Treasurer

Foreclosing Governmental Unit Report of Real Property Foreclosure Sales

Issued under authority of Public Act 225 of 1976; MCL 211.78m(8)(i)

The foreclosing governmental unit shall submit a written report to its board of commissioners and the state treasurer identifying any remaining balance and any contingent costs of title, environmental remediation, or other legal claims relating to foreclosed property as determined by the foreclosing governmental unit, not later than September 30 of the second calendar year after foreclosure.

Foreclosure Year 2023	i	ii	iii	iiii	v	vi	vii	viii	viii	x	xi	xii
REPORT DUE SEPT 30 TO BOARD OF COMMISSIONERS AND TREASURY 211.78m(8)(i)	Number of Parcels Ordered Foreclosed and Not Canceled or Redeemed	Sum of Minimum Bids for All Foreclosures Not Canceled or Redeemed	Number of Properties Sold to Govern- mental Agencies Under Right of First Refusal	Sum of Minimum Bids for all Govern- mental Agencies Under Right of First Refusal	Total amount paid for the govern- mental Agencies properties under Right of First Refusal	Total Number of Parcels Sold at Public Foreclosure Auctions	Sum of the Minimum Bids for Properties Sold at Public Foreclosure Auctions	Sum of Amounts Paid for Properties Sold at Public Foreclosure Auctions	Total Amount of All Taxes, Penalties and Interest, Fees and Costs on Properties Foreclosed and not Redeemed	Total Amount Paid for All Properties, Including Governmental Agencies and Public Foreclosure Auctions	Total Amount of Proceeds Paid to Claimants for All Properties (note 5% of Sale Amount Payable to FGU is Deducted Before Proceeds are Calculated)	Remaining Net Amount After Subtracting the Paid Claimant Proceeds Total (xi) From the Difference of Amounts Described in (x) and (ix)
County Name Monroe	29	\$ 158,055.98	0	\$ 0.00	\$ 0.00	28	\$ 152,576.63	\$ 868,281.21	\$ 263,252.32	\$ 868,281.21	\$ 0.00	\$ 605,028.89

I attest that I have completed the above information and any attachment data and have determined that the information reported is correct for the designated foreclosure sale year.

County Treasurer's Name Jesse Stanford	Telephone Number (734) 240-7371
County Treasurer Signature <i>Jesse Stanford</i>	Date 8-21-2025

Send the Treasury copy to **BowermanA@michigan.gov**

NON CLAIM RUN 08/22/25

[RAP215]

PAYMENT REGISTER -

08/21/25

PAGE 1

Company 01 County of Monroe

PARAMETERS FOR PAYMENT RUN NUMBER 005724

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 08/22/25

[RAP215]											
PAYMENT REGISTER - Checks											
08/21/25											
PAGE 2											
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005724	Payment Date	08/22/25	Pay-thru Date	08/20/25	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date		Gross Amount	Deduction Amounts		Net Amount	Payment Number	
AT & T	000000010000	AUG102025	5256782	08/19/25		189.16	0.00		189.16		
		AUGUST1025	5256783	08/19/25		94.58	0.00		94.58		
		08102025	5256784	08/19/25		86.94	0.00		86.94		
		AUG10 2025	5256785	08/19/25		1984.43	0.00		1984.43		
						2355.11	0.00		2355.11		000000590754
AT&T MOBILITY	000000010026	08142025	5256786	08/19/25		355.03	0.00		355.03		
		08142025	5256787	08/19/25		1293.56	0.00		1293.56		
		28728330440	5256795	08/20/25		4685.19	0.00		4685.19		
						6333.78	0.00		6333.78		000000590755
AT&T MOBILITY	000000010043	UTV072025	5256794	08/20/25		1763.46	0.00		1763.46		
		WPK072025	5256830	08/20/25		217.95	0.00		217.95		
						1981.41	0.00		1981.41		000000590756
ALLSTAR ALARM LLC	000000010825	429920	5256741	08/15/25		25.00	0.00		25.00		
						25.00	0.00		25.00		000000590757
AT & T	000000012805	2475394018	5256766	08/19/25		339.13	0.00		339.13		
						339.13	0.00		339.13		000000590758
B & L OFFICE MACHINE	000000020004	20875	5256829	08/20/25		73.50	0.00		73.50		
		20876	5256831	08/20/25		86.95	0.00		86.95		
						160.45	0.00		160.45		000000590759
REPUBLIC SERVICE OF	000000020010	003962092	5256781	08/19/25		10565.43	0.00		10565.43		
						10565.43	0.00		10565.43		000000590760
BEDFORD SENIOR CITIZ	000000020400	50819110528	5256762	08/19/25		33001.51	0.00		33001.51		
						33001.51	0.00		33001.51		000000590761
BEDFORD TOWNSHIP VET	000000020406	50729032422	5256763	08/19/25		421.08	0.00		421.08		
						421.08	0.00		421.08		000000590762
CHARTER COMMUNICATIO	000000030566	54394010825	5256767	08/19/25		253.88	0.00		253.88		
		15637520108	5256769	08/19/25		158.87	0.00		158.87		
						412.75	0.00		412.75		000000590763
COMCAST	000000031086	248917952	5256770	08/19/25		1500.00	0.00		1500.00		
						1500.00	0.00		1500.00		000000590764
CONSUMERS ENERGY	000000031502	20688192575	5256771	08/19/25		33.02	0.00		33.02		
		20705959682	5256796	08/20/25		10984.26	0.00		10984.26		
						11017.28	0.00		11017.28		000000590765
CONTINENTAL SERVICES	000000031545	RC13674	5256792	08/20/25		18749.14	0.00		18749.14		
		RC13680	5256793	08/20/25		19678.69	0.00		19678.69		

NON CLAIM RUN 08/22/25

[RAP215]				PAYMENT REGISTER - Checks				08/21/25		PAGE	3
Office 001	Main	Company 01	County of	Monroe	National City Bank	Run	005724	Payment Date	08/22/25	Pay-thru Date	08/20/25
Vendor		Vendor	Bank	BNK001	Voucher	Invoice	Gross	Deduction			Payment
Name		Number		Invoice	Number	Date	Amount	Amounts		Net	Number
							38427.83	0.00		38427.83	000000590766
DELTA DENTAL PLAN OF		000000040250		CNS01935700	5256772	08/19/25	11721.20	0.00		11721.20	000000590767
							11721.20	0.00		11721.20	
DTE ENERGY		000000040603		AUG082025	5256773	08/19/25	604.04	0.00		604.04	000000590768
							604.04	0.00		604.04	
FIFTH THIRD BANK		000000060211		072325-1207	5256742	08/15/25	32.00	0.00		32.00	000000590769
				072425-1207	5256743	08/15/25	34.48	0.00		34.48	
				072425 1207	5256744	08/15/25	64.94	0.00		64.94	
				072925-1207	5256745	08/15/25	1000.00	0.00		1000.00	
				071125-0366	5256746	08/15/25	56.94	0.00		56.94	
				071125 0366	5256747	08/15/25	87.84	0.00		87.84	
				071525-0366	5256748	08/15/25	175.00	0.00		175.00	
				071825-0366	5256749	08/15/25	40.00	0.00		40.00	
				071825 0366	5256750	08/15/25	74.96	0.00		74.96	
				072425-0366	5256751	08/15/25	16.99	0.00		16.99	
				072925-0366	5256752	08/15/25	94.87	0.00		94.87	
				0729250366	5256753	08/15/25	100.42	0.00		100.42	
				072925 0366	5256754	08/15/25	175.00	0.00		175.00	
				0366-072925	5256755	08/15/25	175.00	0.00		175.00	
				0366 072925	5256756	08/15/25	44.25	0.00		44.25	
				073125-0366	5256757	08/15/25	40.00	0.00		40.00	
							2212.69	0.00		2212.69	
AARON JOHN ADAMS		000000120490		2827	5256759	08/18/25	220.00	0.00		220.00	000000590770
							220.00	0.00		220.00	
SYSCO DETROIT LLC		000000131804		658889290	5256774	08/19/25	56.91	0.00		56.91	000000590771
				658931139	5256775	08/19/25	1385.51	0.00		1385.51	
				658931140	5256776	08/19/25	41.45	0.00		41.45	
				658931141	5256777	08/19/25	570.65	0.00		570.65	
							2054.52	0.00		2054.52	
MONROE CO.HEALTH INS		000000132450		AUG2025-VAR	5256778	08/19/25	143228.10	0.00		143228.10	000000590772
							143228.10	0.00		143228.10	
MONROE CO. OPPORTUNI		000000132600		50819100926	5256764	08/19/25	21855.90	0.00		21855.90	000000590773
				50819102027	5256765	08/19/25	9148.50	0.00		9148.50	
							31004.40	0.00		31004.40	
PRAIRIE FARMS DAIRY,		000000161170		9098196	5256779	08/19/25	113.19	0.00		113.19	000000590774
							113.19	0.00		113.19	
STEALTH PARTNER GROU		000000192812		SEPTEMBER25	5256780	08/19/25	67666.04	0.00		67666.04	000000590775
							67666.04	0.00		67666.04	
AUTO OWNERS INSURANC		000000300196		09-37450-FH	5256799	08/20/25	102.01	0.00		102.01	

NON CLAIM RUN 08/22/25

[RAP215]		PAYMENT REGISTER - Checks					08/21/25		PAGE 4
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run 005724	Payment Date	08/22/25	Pay-thru Date	08/20/25
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number	
					102.01	0.00	102.01	000000590776	
DAVE & MARGARET BURT	000000300462	17-243774FH	5256800	08/20/25	162.50 162.50	0.00 0.00	162.50 162.50	000000590777	
CJ & PATRICIA DIXON	000000300469	17-243774FH	5256801	08/20/25	162.50 162.50	0.00 0.00	162.50 162.50	000000590778	
THOMAS BILAN	000000300531	22-246736FH	5256803	08/20/25	500.00 500.00	0.00 0.00	500.00 500.00	000000590779	
BEST BUY	000000300533	18-244704FH	5256804	08/20/25	300.00 300.00	0.00 0.00	300.00 300.00	000000590780	
JOHN GERWECK	000000300713	13-40525-FH	5256805	08/20/25	16.05 16.05	0.00 0.00	16.05 16.05	000000590781	
TONEY JONES	000000301002	18-244321FH	5256806	08/20/25	100.00 100.00	0.00 0.00	100.00 100.00	000000590782	
TAMARA KAMPRATH	000000301022	21-246248FC	5256807	08/20/25	110.57 110.57	0.00 0.00	110.57 110.57	000000590783	
PROMEDICA MONROE REG	000000301245	14-41416-FH	5256808	08/20/25	20.00 20.00	0.00 0.00	20.00 20.00	000000590784	
MONROE COUNTY COMM.	000000301278	12-39657-FH	5256809	08/20/25	12.93 12.93	0.00 0.00	12.93 12.93	000000590785	
MONROE CO SHERIFF	000000301290	21-246105FH	5256810	08/20/25	20.00 20.00	0.00 0.00	20.00 20.00	000000590786	
TERRY & ELAINE MILLE	000000301296	17-243774FH	5256811	08/20/25	162.50 162.50	0.00 0.00	162.50 162.50	000000590787	
PHILIP MASON	000000301309	22-246796FH	5256812	08/20/25	15.00 15.00	0.00 0.00	15.00 15.00	000000590788	
ROBERT & HEIDI NOLAN	000000301437	24-248059FH	5256813	08/20/25	125.00 125.00	0.00 0.00	125.00 125.00	000000590789	
MANTIS	000000301500	22-247205FH	5256814	08/20/25	200.00 200.00	0.00 0.00	200.00 200.00	000000590790	
LANIS PILON	000000301641	17-243774FH	5256815	08/20/25	162.50 162.50	0.00 0.00	162.50 162.50	000000590791	
PAUL REED	000000301729	17-243876FH	5256816	08/20/25	200.00	0.00	200.00		

NON CLAIM RUN 08/22/25

[RAP215]		PAYMENT REGISTER - Checks					08/21/25		PAGE	5
Office 001 Main	Company 01	County of Monroe	BNK001	National City Bank	Run	005724	Payment Date	08/22/25	Pay-thru Date	08/20/25
Vendor Name	Vendor Number	Bank	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number	
						200.00	0.00	200.00	000000590792	
STATE FARM INSURANCE	000000301869		04-33532FH	5256817	08/20/25	101.32	0.00	101.32		
						101.32	0.00	101.32	000000590793	
SUSAN SMITH	000000301962		19-245535FH	5256818	08/20/25	100.00	0.00	100.00		
						100.00	0.00	100.00	000000590794	
STATE FARM FIRE CLAI	000000301963		21-246477FH	5256819	08/20/25	50.00	0.00	50.00		
						50.00	0.00	50.00	000000590795	
WILLIAM SPACKEY	000000301965		24-247999FH	5256820	08/20/25	35.00	0.00	35.00		
						35.00	0.00	35.00	000000590796	
SAVE MONROE STRAYS	000000301966		24-248118FH	5256821	08/20/25	200.00	0.00	200.00		
						200.00	0.00	200.00	000000590797	
THE LIQUOR CABINET	000000302122		23-247411FH	5256822	08/20/25	311.22	0.00	311.22		
						311.22	0.00	311.22	000000590798	
JOYCE & RANDALL TURN	000000302192		19-245157FH	5256823	08/20/25	400.00	0.00	400.00		
						400.00	0.00	400.00	000000590799	
WILLOW GREEN MOBILE	000000302379		22-246945FH	5256825	08/20/25	300.00	0.00	300.00		
						300.00	0.00	300.00	000000590800	
VILLANOVA CONSTRUCTI	000000302382		22-246938FH	5256824	08/20/25	25.00	0.00	25.00		
						25.00	0.00	25.00	000000590801	
ASH TOWNSHIP TREASUR	000000400201		JULY 2025	5256790	08/19/25	57.50	0.00	57.50		
						57.50	0.00	57.50	000000590802	
FRENCHTOWN TOWNSHIP	000000400231		JULY 2025	5256791	08/19/25	547.57	0.00	547.57		
						547.57	0.00	547.57	000000590803	
AIRPORT SCHOOL DISTR	000000510505		JULY 2025	5256789	08/19/25	102.06	0.00	102.06		
						102.06	0.00	102.06	000000590804	
MONROE SCHOOL DISTRI	000000510512		JULY 2025	5256788	08/19/25	172.53	0.00	172.53		
						172.53	0.00	172.53	000000590805	
UNITED WAY OF MONROE	000000550215		081325	5256758	08/15/25	40.00	0.00	40.00		
						40.00	0.00	40.00	000000590806	
BODMAN PLC	000000750041		RETAINER 3	5256797	08/20/25	10000.00	0.00	10000.00		
						10000.00	0.00	10000.00	000000590807	
FISHBECK, THOMPSON,	000000902501		453702	5256760	08/19/25	5486.25	0.00	5486.25		

NON CLAIM RUN 08/22/25

[RAP215]		PAYMENT REGISTER - Checks					08/21/25		PAGE 6
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run 005724	Payment Date 08/22/25	Pay-thru Date 08/20/25		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number	
FISHBECK, THOMPSON,	000000902501	453777	5256761	08/19/25	27899.98 33386.23	0.00 0.00	27899.98 33386.23	000000590808	
LAMBERTVILLE HARDWAR	CLERK/REGIST	21-246468FH	5256827	08/20/25	14.23 14.23	0.00 0.00	14.23 14.23	000000590809	
FAMILY FARM & HOME	CLERK/REGIST	21-246469FH	5256826	08/20/25	14.20 14.20	0.00 0.00	14.20 14.20	000000590810	
JACK'S LAWN SERVICE	CLERK/REGIST	24-247965FH	5256828	08/20/25	200.00 200.00	0.00 0.00	200.00 200.00	000000590811	
MATTHEW & CRYSTAL DE	TREASURER	AUG 2025	5256739	08/15/25	34.24 34.24	0.00 0.00	34.24 34.24	000000590812	
SPEEDY TITLE AGENCY	TREASURER	AUGUST 2025	5256740	08/15/25	1412.17 1412.17	0.00 0.00	1412.17 1412.17	000000590813	
JOHN H PASHAIAN	TREASURER	PRE 22-2024	5256798	08/20/25	3625.45 3625.45	0.00 0.00	3625.45 3625.45	000000590814	
BANK BNK001 - TOTAL					418865.22	0.00	418865.22	*	
OFFICE 001 - TOTAL					418865.22	0.00	418865.22	**	

NON CLAIM RUN 08/29/25

[RAP215]

PAYMENT REGISTER -

08/28/25

PAGE 1

Company 01 County of Monroe

PARAMETERS FOR PAYMENT RUN NUMBER 005728

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 08/29/25

[RAP215] PAYMENT REGISTER - Checks										
08/28/25										
PAGE 2										
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005728	Payment Date	08/29/25	Pay-thru Date	08/27/25
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number		
AT&T MOBILITY	000000010026	X08142025	5256833	08/22/25	183.04	0.00	183.04			
		X08192025	5256891	08/27/25	958.95	0.00	958.95			
					1141.99	0.00	1141.99			000000590815
ALZHEIMER'S & DEMENT	000000011076	50821011734	5256843	08/26/25	5800.00	0.00	5800.00			
					5800.00	0.00	5800.00			000000590816
ASH SENIOR CITIZEN C	000000012750	50826014122	5256851	08/26/25	2982.89	0.00	2982.89			
					2982.89	0.00	2982.89			000000590817
COMCAST CABLEVISION	000000031085	08182025	5256873	08/27/25	373.77	0.00	373.77			
					373.77	0.00	373.77			000000590818
CONSUMERS ENERGY	000000031502	20252202477	5256832	08/21/25	70.20	0.00	70.20			
					70.20	0.00	70.20			000000590819
DELTA DENTAL PLAN OF	000000040250	CNS01937751	5256854	08/26/25	8756.03	0.00	8756.03			
					8756.03	0.00	8756.03			000000590820
DTE ENERGY	000000040603	AUG152025	5256855	08/26/25	119.08	0.00	119.08			
		AUG202025	5256856	08/26/25	128.12	0.00	128.12			
					247.20	0.00	247.20			000000590821
DUNDEE SENIOR CITIZE	000000042250	50821013035	5256844	08/26/25	24402.00	0.00	24402.00			
					24402.00	0.00	24402.00			000000590822
FRENCHTOWN SENIOR CI	000000061050	50825021216	5256845	08/26/25	52071.61	0.00	52071.61			
					52071.61	0.00	52071.61			000000590823
LA INSURANCE AGENCY	000000120005	081825	5256834	08/22/25	857.50	0.00	857.50			
					857.50	0.00	857.50			000000590824
LAKE ERIE TRANSIT CO	000000120125	50825042917	5256846	08/26/25	20869.20	0.00	20869.20			
					20869.20	0.00	20869.20			000000590825
LIVING INDEPENDENCE	000000120967	50826084020	5256847	08/26/25	4059.60	0.00	4059.60			
		50821020836	5256848	08/26/25	43867.56	0.00	43867.56			
					47927.16	0.00	47927.16			000000590826
MICHIGAN GAS UTILITI	000000131350	5597185154	5256857	08/26/25	2900.08	0.00	2900.08			
		5599832766	5256858	08/26/25	44.99	0.00	44.99			
		5600056404	5256859	08/26/25	190.31	0.00	190.31			
		5600170126	5256860	08/26/25	16.63	0.00	16.63			
		5600176661	5256861	08/26/25	38.58	0.00	38.58			
		5600446599	5256862	08/26/25	40.71	0.00	40.71			
					3231.30	0.00	3231.30			000000590827
MICH MUNICIPAL RISK	000000131392	MMRMA-D2507	5256863	08/26/25	136270.34	0.00	136270.34			

NON CLAIM RUN 08/29/25

[RAP215] PAYMENT REGISTER - Checks										
Office 001 Main		Company 01	County of Monroe	Bank	National City Bank	Run	005728	Payment Date	08/29/25	PAGE 3
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Pay-thru Date	08/27/25	Payment Number
					136270.34	0.00	136270.34			000000590828
SYSKO DETROIT LLC	000000131804	658945080	5256864	08/26/25	922.46	0.00	922.46			
					922.46	0.00	922.46			000000590829
MONROE COUNTY DENTAL	000000132420	082925 554	5256876	08/27/25	46.39	0.00	46.39			
		082925 565	5256877	08/27/25	754.06	0.00	754.06			
					800.45	0.00	800.45			000000590830
MONROE FAMILY YMCA	000000132435	082925 YMC	5256897	08/27/25	1063.60	0.00	1063.60			
					1063.60	0.00	1063.60			000000590831
MONROE CO.HEALTH INS	000000132450	AUGUST2025	5256865	08/26/25	17285.06	0.00	17285.06			
		082925 554M	5256878	08/27/25	809.61	0.00	809.61			
		082925 554V	5256879	08/27/25	7.12	0.00	7.12			
		082925 565M	5256880	08/27/25	13122.32	0.00	13122.32			
		082925 565V	5256881	08/27/25	123.28	0.00	123.28			
					31347.39	0.00	31347.39			000000590832
MONROE SENIOR CITIZE	000000133450	50821022437	5256849	08/26/25	7179.19	0.00	7179.19			
					7179.19	0.00	7179.19			000000590833
CITY OF MONROE	000000133650	0822254254	5256866	08/26/25	1666.63	0.00	1666.63			
		08/22/2025	5256874	08/27/25	7510.03	0.00	7510.03			
		082225	5256875	08/27/25	927.57	0.00	927.57			
					10104.23	0.00	10104.23			000000590834
POSTMASTER	000000161100	20252330925	5256867	08/26/25	307.14	0.00	307.14			
					307.14	0.00	307.14			000000590835
RMD HOLDINGS, LTD	000000180859	2040111	5256870	08/26/25	73247.79	0.00	73247.79			
					73247.79	0.00	73247.79			000000590836
SOUTH COUNTY WATER S	000000192299	08152025	5256868	08/26/25	26.99	0.00	26.99			
					26.99	0.00	26.99			000000590837
THOMPSON PLUMBING &	000000200449	79978	5256915	08/27/25	245.00	0.00	245.00			
		80135	5256916	08/27/25	380.00	0.00	380.00			
		80140	5256917	08/27/25	245.00	0.00	245.00			
					870.00	0.00	870.00			000000590838
MONROE COUNTY	000000500002	082925 DPR	5256898	08/27/25	1060.58	0.00	1060.58			
		082925 MPR	5256899	08/27/25	40635.18	0.00	40635.18			
		082925 VPR	5256900	08/27/25	138.89	0.00	138.89			
					41834.65	0.00	41834.65			000000590839
MONROE COUNTY	000000500003	082025	5256869	08/26/25	323.35	0.00	323.35			

NON CLAIM RUN 08/29/25

[RAP215] PAYMENT REGISTER - Checks										
Office 001 Main		Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005728	Payment Date	08/29/25	PAGE 4
Vendor Name	Vendor Number	Bank	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Pay-thru Date	08/27/25	Payment Number
MONROE COUNTY	000000500003		082925 554	5256882	08/27/25	3.18	0.00	3.18		
			082925 565	5256883	08/27/25	82.68	0.00	82.68		
						409.21	0.00	409.21	000000590840	
MONROE COUNTY GENERA	000000501100		082925 554	5256884	08/27/25	39.23	0.00	39.23		
						39.23	0.00	39.23	000000590841	
MONROE COUNTY	000000510725		082925 554	5256885	08/27/25	861.41	0.00	861.41		
						861.41	0.00	861.41	000000590842	
MONROE CO. EMP. RETI	000000550200		082925 PST	5256901	08/27/25	276.39	0.00	276.39		
			082925 RET	5256902	08/27/25	18007.88	0.00	18007.88		
			082925 RTC	5256903	08/27/25	2488.89	0.00	2488.89		
			082925 RTD	5256904	08/27/25	978.81	0.00	978.81		
			082925 RTS	5256905	08/27/25	12562.21	0.00	12562.21		
						34314.18	0.00	34314.18	000000590843	
UNITED WAY OF MONROE	000000550215		082925 UW	5256906	08/27/25	30.00	0.00	30.00		
						30.00	0.00	30.00	000000590844	
GREAT-WEST LIFE & AN	000000550280		082925 GWE	5256907	08/27/25	5762.00	0.00	5762.00		
						5762.00	0.00	5762.00	000000590845	
AXA EQUITABLE	000000550285		082925 EQU	5256908	08/27/25	925.00	0.00	925.00		
						925.00	0.00	925.00	000000590846	
MICHIGAN DEPARTMENT	000000550291		082925 LEV	5256909	08/27/25	747.53	0.00	747.53		
						747.53	0.00	747.53	000000590847	
MONROE CO.UNEMPLOYME	000000550310		082925 554	5256886	08/27/25	2.31	0.00	2.31		
			082925 565	5256887	08/27/25	78.21	0.00	78.21		
						80.52	0.00	80.52	000000590848	
MONROE COUNTY WORKER	000000550315		082925 554	5256888	08/27/25	1.62	0.00	1.62		
						1.62	0.00	1.62	000000590849	
MONROE CO.LONG TERM	000000550320		082925 554	5256889	08/27/25	15.56	0.00	15.56		
			082925 565	5256890	08/27/25	475.76	0.00	475.76		
						491.32	0.00	491.32	000000590850	
MONROE CO.RETIREE HE	000000550325		082925 CRH	5256910	08/27/25	592.24	0.00	592.24		
			082925 DRH	5256911	08/27/25	306.06	0.00	306.06		
			082925 RHC	5256912	08/27/25	4331.67	0.00	4331.67		
			082925 SRH	5256913	08/27/25	3228.64	0.00	3228.64		
						8458.61	0.00	8458.61	000000590851	
HOBBY NELS	000000710207		05/20/2025	5256893	08/27/25	0.84	0.00	0.84		

NON CLAIM RUN 08/29/25

[RAP215] PAYMENT REGISTER - Checks										
Office 001 Main		Company 01	County of Monroe	National City Bank		Run 005728	Payment Date 08/29/25		08/28/25	PAGE 5
Vendor Name	Vendor Number	Bank	BNK001 Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Pay-thru Date 08/27/25	Net Amount	Payment Number
HOBBY NELS	000000710207		01/15/2025	5256894	08/27/25	0.84 1.68	0.00 0.00		0.84 1.68	000000590852
LLOYD W CONNER	000000711369		05/20/25	5256892	08/27/25	8.12 8.12	0.00 0.00		8.12 8.12	000000590853
NICHOLAS STEVEN GUTH	000000713242		01/15/2025	5256896	08/27/25	28.84 28.84	0.00 0.00		28.84 28.84	000000590854
MICHAEL ROBERT HUMPH	000000713390		05/20/2025	5256895	08/27/25	8.54 8.54	0.00 0.00		8.54 8.54	000000590855
CARL J. SCHMIDT	000000721904		8/10-23/25	5256853	08/26/25	3044.15 3044.15	0.00 0.00		3044.15 3044.15	000000590856
AUDREY SCHROEDER	000000721906		50826085821	5256850	08/26/25	6489.00 6489.00	0.00 0.00		6489.00 6489.00	000000590857
TEYLOR ISOME	000000730580		6166RST	5256838	08/25/25	500.00 500.00	0.00 0.00		500.00 500.00	000000590858
MJ ELECTRIC	000000731348		6165RST	5256839	08/25/25	40.00 40.00	0.00 0.00		40.00 40.00	000000590859
STATE FARM INSURANCE	000000731965		6164RST	5256840	08/25/25	50.00 50.00	0.00 0.00		50.00 50.00	000000590860
SELECT PORTFOLIO SER	TREASURER		AUG 2025	5256837	08/22/25	141194.71 141194.71	0.00 0.00		141194.71 141194.71	000000590861
JACK & MELISSA CARLS	TREASURER		2025-0090	5256842	08/25/25	671.79 671.79	0.00 0.00		671.79 671.79	000000590862
CORELOGIC	TREASURER		AUG 2025	5256841	08/25/25	100.00 100.00	0.00 0.00		100.00 100.00	000000590863
HPT TA PROPERTIES TR	TREASURER		REISSUE	5256914	08/27/25	17091.06 17091.06	0.00 0.00		17091.06 17091.06	000000590864
BANK BNK001 - TOTAL						694053.60	0.00		694053.60	*
OFFICE 001 - TOTAL						694053.60	0.00		694053.60	**

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



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

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

August 6, 2025

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

RE: 1st District Court Attorney Magistrate Position

Dear Chairman Lievens:

The 1st District Court would appreciate the consideration of the Operations Committee in regards to our request for a full-time attorney magistrate and an additional Recorder/Secretary position to record for the attorney magistrate and assist with the additional workload in the District Court clerks' office.

The 1st District Court had previously met with the County Finance Department and Human Resources Department, requesting this position in December of 2023. In the fall of 2024, the Michigan State Court Administrative Office (SCAO) conducted a weighted caseload time study. The Court received the results of that study in June of 2025, stating the District Court has a judicial need of .78. The results of this study confirmed the Court's stance of needing additional judicial resources.

The need for additional judicial resources is due to numerous changes in court procedures and state mandates, court proceedings simply take longer than they did in previous years. An example is the Ability to Pay mandate which equates to additional court dates as judges take each individual's financial resources into consideration. A Court can no longer sentence a person to jail if they fail to comply with their financial obligations and instead have continuous hearings to monitor payments. Another example is the Michigan Indigent Defense which has resulted in each criminally charged defendant now being represented by an attorney at arraignment, which takes more time.

The Clean Slate initiative is another example as it has added additional restitution hearings to our judges' dockets as they balance granting second chances with making victims whole. The Michigan Supreme Court imposed major changes in the Michigan Court Rules for Landlord-Tenant cases that have had a major impact on the number of hearings and time spent on these

cases. These are just a handful of examples which have all had a significant impact on the amount of time the judges spend on cases.

The 1st District Court also has three Problem Solving Courts to assist those with the greatest need. The Monroe County Mental Health Court, The Monroe County Veterans' Treatment Court, and our newest Problem Solving Court, The Driving While Impaired Treatment Court which starts this October. Although these courts have proven to be a great success for our community it has increased the judges' workloads tremendously. These specialty dockets require additional meetings, court dates, administration, and follow up.

The Court feels the upgrade of the attorney magistrate position with the addition of a Recorder/Secretary position is the more economical option for Monroe County. Adding a Judge with staffing would cost an estimated \$79,957 more per year than a magistrate with staff. Also, there is not an empty courtroom and office suite to house an additional judge. The cost to renovate an area of the building would be significantly higher than the Court's current proposal. The full time attorney magistrate can use the current magistrate office which will be suitable for their hearings with a few technological improvements.

The Court does feel the upgrade of our current part time attorney magistrate to a full-time attorney magistrate and the addition of a full time Recorder/Secretary position will suffice in alleviating the heavy workload on our District Court judges. This proposal will also allow the Court to process cases in a quicker manner and avoids delays in hearing criminal and civil cases.

The new Recorder/Secretary position and the upgrade to the Attorney Magistrate position will require an additional appropriation to the 1st District Court budget. Please see the attached financial analysis.

Sincerely,



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

HIRING REVIEW FORM

Department: District Court

Vacancy Job Title: Full Time Attorney Magistrate

Brief Job Description:

Serves in a quasi-judicial capacity as prescribed by statute and local administrative order including, issuance of misdemeanor and felony arrest warrants, search warrants, conducting arraignments, setting bonds, accepting guilty pleas, sentencing misdemeanors, holding small claims and informal hearings, and adjudicating civil infraction and misdemeanor pretrials.

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.)

Please see the attached letter to Operations outlining the need for additional judicial resources.

Completed By: Jessica Chaffin

DATE: 08/05/2025

Human Resources/ Finance Use:

Conclusion:

Finance: The addition of this position will require an estimated additional General Fund allocation of \$11,545 for 2025 and \$114,131 annually.

Human Resources: The position is classified as a grade 15. 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

ATTORNEY MAGISTRATE-DISTRICT COURT

Department: 1st District Court

Wage Grade: 15

FLSA Status: Exempt

Affiliation: Non-Union

GENERAL SUMMARY:

Upon appointment by the 1st District Court Chief Judge, and under the direction of the 1st District Court Administrator, serves in a quasi-judicial capacity as prescribed by statute and local administrative order; including, issuance of misdemeanor and felony arrest warrants, search warrants, conducting misdemeanor and felony arraignments, setting and collecting bonds, accepting guilty pleas and sentencing misdemeanors as enumerated by statute. Will conduct small claims hearings, informal hearings and adjudicating civil infraction and misdemeanor pre-trials as directed by the Chief Judge.

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).*

- Presides over informal hearings for all types of civil infractions. Explains the law and procedures to parties, swears in witnesses, hears and takes testimony, examines witnesses, makes findings of fact, makes conclusion of law and adjudicates the case.
- Presides over small claim hearings. Explains the law and procedures to parties, hears testimony, swears in witnesses, hears and takes testimony, examines witnesses, makes findings of fact, makes conclusion of law and adjudicates the case.
- Presides over criminal arraignments in both misdemeanor and felony cases, advises defendants of charges and legal rights, determines and sets appropriate bonds based on the seriousness of the offense and other relevant factors, determines eligibility and appoints attorney where appropriate, schedules next court date, accepts waiver of preliminary exam where appropriate.
- Presides over criminal misdemeanor guilty pleas as authorized by statute, advises defendants of charges and legal rights, accepts pleas, determines and imposes sentence as authorized by law.
- Presides over probable cause hearings for the issuance of misdemeanor and felony arrest warrants, advises defendants of rights and consequences of a plea, takes testimony under oath, reviews documents, makes determination regarding authorization and schedules future court action.

- Presides over requests from law enforcement under oath for the issuance of search warrants. Examines the completeness of affidavits for search and makes a determination regarding authorization. Search warrants are issued after probable cause is determined.
- Provides advice and assistance to court staff regarding matters related to traffic and other violations, small claims and other judicial matters. Adheres to the collection practices set forth by the Chief Judge and in MCR 1.110.
- Reviews and responds to civil infraction and misdemeanor citations where violator pleads guilty with an explanation and accepts admission of responsibility.
- Performs civil ceremony weddings at the 1st District Court locations. May perform marriages away from the Court upon the approval of the Chief Judge.
- Perform civil mediations as directed by the District Court Judges.
- As part of the judicial availability plan with the 1st District Judges, may serve as needed in on call after court hours, weekends and holidays for issuance of search warrants, arrest warrants and arraignments.

EMPLOYMENT QUALIFICATIONS:

Education: Graduation from an accredited law school.

Experience: Minimum of three years of experience in a general practice including criminal law experience.

Other Requirements:

Must be a registered voter in Monroe County and must be licensed as an Attorney in the State of Michigan

Member of the State Bar of Michigan

Will take an oath of office.

Complete an approved 40-hour general civil mediation training program within one year of hiring

Must sign a Monroe County Court Employee model code of conduct.

Must take the L.E.I.N. certification test and be fingerprinted.

Must complete the required Michigan Judicial Institute New Magistrate training.

Must possess a valid driver's license.

Knowledge of:

- Applicable laws, court rules, and adopted SCAO standards.
- The State of Michigan Manual for District Court Magistrates.
- The structure and content of the English language, along with data analysis and report preparation techniques.
- The Judicial Information System (JIS).
- The Law Enforcement Information Network (LEIN) and the Secretary of State (SOS) system.
- Relevant equipment, court/county policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions.

Skill in:

- Accurate data collection and active listening with court users, law enforcement or others.
- Communicating the order of the Court and conveying the importance of compliance to statutes, ordinances and court rules.

Ability to:

- Recognize the needs and concerns of the Court when dealing with court users, law enforcement or others.
- Communicate effectively both orally and in writing.
- Attend work regularly and work under stressful conditions.

The qualifications listed above 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.

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 access information from a computer.

Ability to access all areas of the court.

Ability to access office files.

Hearing and speech sufficient to communicate in person or over the telephone.

May need to drive a County or personal vehicle in the course of the work.

Working Conditions:

Works in office setting and have the ability to take evening/weekend calls from law enforcement.

May be in regular contact with persons charged and/or convicted of criminal offenses.

May have occupational exposure to persons with various communicable diseases.

Will be required to train annually and certify in the MIOSHA Bloodborne Pathogens provided by the County of Monroe.

HIRING REVIEW FORM

Department: District Court

Vacancy Job Title: Full Time Recorder/Secretary to Attorney Magistrate

Brief Job Description:

Records court proceedings and prepares transcripts, performs clerical and support services to the Attorney Magistrate and District Court Clerks Office. Performs the duties of the attorney magistrate secretary and court recorder, schedules and maintains the attorney magistrate's docket, organizes files, prepares notices, produces correspondence, opinions, and performs other clerical tasks.

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.)

Please see the attached letter to Operations outlining the need for additional judicial resources.

Completed By: Jessica Chaffin

DATE: 08/05/2025

Human Resources/ Finance Use:

Conclusion:

Finance: The addition of this position will require an estimated additional General Fund allocation of \$18,756 for 2025 and \$73,819 annually.

Human Resources: The position has been point factored as a grade 8. 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

COURT RECORDER & SECRETARY TO DISTRICT COURT ATTORNEY-MAGISTRATE'S OFFICE

Department: 1st District Court

Wage Grade: Rye-8

FLSA Status: Non-Exempt

Affiliation: Non-Union

General Summary:

Under the supervision of a 1st District Court Administrator (DCA) records court proceedings and prepares transcripts as required performs clerical and support services to the Attorney magistrate and District Court Clerks offices. Performs the duties of the attorney magistrate secretary and court recorder, schedules and maintains the attorney magistrate's docket, organizes files for court and ensures all parties have been properly noticed. Produces correspondence, opinions, speeches, answers daily telephone calls and manages personal files for the magistrate. Serves as back-up Judicial Secretary/Court Recorder to District Court Judges.

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).*

- Tests digital recording equipment daily and video conferencing equipment, as needed, to ensure the system is working properly.
- Monitors and electronically records all court proceedings, including trials, preliminary examinations, sentencings, arraignments, hearings, motions, opinions, rulings and decisions, etc.
- Monitors speaking levels and actions of witnesses, litigants, attorneys and other parties and advises them, as needed, to speak up or verbally respond to a question so that a clear, audible record is made.
- Maintains a daily log of recorded court proceedings. Assists in current court technology such as video proceedings utilizing Polycom and similar applications.
- Marks physical items introduced into evidence with exhibit stickers. Prepares and distributes legal documents, correspondence, reports, notices and other forms as needed; provides other assistance to the Magistrate in the courtroom.
- Types requested transcripts from court records (standard and appellate) and follows established court rules for proper preparation format and filing procedures as set forth by the State Court Administrative Office (SCAO) standards.
- Maintains files, transcripts, electronic back-up discs of court proceedings and log notes in compliance with SCAO Trial Court Services procedures, best practices and Michigan Court Rules.
- Answers and screen calls and visitors for the Magistrate and the Magistrate office, responds to inquiries regarding court procedures, scheduling and specific case information and determines whether the attention of the Magistrate is needed. Checks in all parties before court begins.

- Prepares and manages the court docket and schedules hearings via electronic calendaring and the Judicial Information System (JIS), the court's case management system. Receives and evaluates requests for adjournment, makes recommendations to the Magistrate and calendars trial dates.
- Reviews files to ensure readiness of cases to be called in court. Contacts attorneys and/or prosecutors, if not present, and assigns next court action date when necessary.
- Processes incoming mail. Responds to inquiries at the direction of the Magistrate or re-routes mail to appropriate offices as needed. Produces correspondence, opinions, judgments and orders to pleadings as required by the-Magistrate.
- Secures the Magistrate's signature on all orders and documents. Maintains office files and performs other secretarial/clerical functions for the Magistrate as needed.
- Monitors the progress of Magistrate's cases for compliance of time guidelines and performance measures as set forth by the State Court Administrative Office (SCAO).
- Performs other clerical duties as assigned by the DCA.
- Serves as a back-up Judicial Secretary/Court Recorder to District Court Judges as directed by the Chief Judge

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:

Education: High school graduation or equivalent with some advanced college level coursework in legal secretarial training, including coursework in legal terminology preferred.

Experience: Two years of secretarial experience in a court or law office or related setting providing knowledge in the processing of district court cases with prior experience working with FTR Gold digital recording software preferred.

Other Requirements:

Must sign a Monroe County Court Employee model code of conduct.

Must attain State of Michigan certification as a Certified Electronic Recorder (CER) within the first (1) year of employment and recertify as applicable.

Knowledge of:

- Relevant equipment, court/county policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions.
- District court case processing including the updating and maintenance of physical and electronic case files.
- The Judicial Information System (JIS) case management system and the appropriate civil, criminal or traffic modules.

- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Administrative procedures and systems such as word processing, use of computers and computer software (MS Word/MS Excel), managing files and records.

Skill in:

- Using logic and reasoning to identify the solutions, conclusion or approaches to problems.
- Complex Problem Solving-Identifying complex problems and reviewing related information from LEIN, SOS, MSP or SCAO.
- Communicating effectively in a clear manner to attorneys, parties, litigants and the public.
- Using technology appropriate to the position held.
- Using sound, independent judgment within established policy and procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- 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.

Ability to:

- Carry out court and county procedures within the court location.
- Work well under pressure, prioritizing critical needs to routine ones.
- Recognize issues that interfere with the ability to meet and maintain performance expectations and address them.

The qualifications listed above 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.

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 access information from a computer.

Ability to access court files.

Ability to lift and carry files to work area.

Vision to read printed materials and a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone.

Working Conditions:

Works in office conditions.

Exposure to persons charged with and/or convicted of criminal offenses

Possible exposure to persons with various communicable diseases.

Point Factor Analysis

New Grade Structure	Job Title Description	Education and Experience	Ed/ Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services and Operations	Document Concentration	Work Environment	Total Points	Grade Point Parameters
8	Magistrate Recorder/ Secretary	243	b3	280	220	-	-	280	70	90	250	60	5	1498	1451-1600

[illegible]

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



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

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

August 6, 2025

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

RE: 1st District Court Problem Solving Court Coordinator

Dear Chairman Lievens:

The 1st District Court would appreciate the consideration of the Operations Committee in regards to our request for staffing updates for our Problem Solving Courts. The Court proposes to combine the part time Monroe County Veterans' Treatment Court (MCVTC) Coordinator and the full time Monroe County Mental Health and Recovery Court (MCMHRC) Coordinator positions into one full time position. This position would also have additional duties of overseeing the new Driving While Impaired Court (Sobriety Court), which begins in October of 2025, that would otherwise need its own coordinator.

The 1st District Court feels the combination of these three positions to one full time position is the best use of our staffing resources. The Problem Solving Court Coordinator will be intimately familiar with all three Problem Solving Courts, which all use the same grant software, with similar reporting requirements. The Court believes a dedicated, full time employee, will best be able to serve the Court's needs as well as best assist the participants in these programs.

Although the 1st District Courts Problem Solving Courts all address different portions of the population, the Court feels a combined Problem Solving Court Coordinator will be able to handle all three courts' participants. A single coordinator, will be able to better access and share resources between the three programs, such as our weekend drug testing program, substance abuse treatment, counseling, and electronic monitoring. The coordinator will also have improved insight and ideas on different ways to assist the participants as they become familiar with a wider variety of community agencies and partners.

The Court is requesting one new full time position, the Problem Solving Court Coordinator (Grade 12), and discontinuing the full time Monroe County Mental Health and Recovery Court Coordinator and the part time Monroe County Veterans' Treatment Court Coordinator positions. With the approval of this position the Court will not be requesting additional staffing resources for a part time or full time Driving While Impaired Court Coordinator at this time.

The Court believes a single coordinator will not only save financial resources but will be able to better assist the community as a whole. This position will not require an additional appropriation from Monroe County for employment purposes. Please see the attached financial analysis.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Brown". The signature is fluid and cursive, with the first name "Michael" and last name "Brown" clearly distinguishable.

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

HIRING REVIEW FORM

Department: District Court

Vacancy Job Title: Problem Solving Court (PSC) Coordinator

Brief Job Description:

Interacts extensively with treatment providers, county agencies, and other courts. Provides administrative and overall coordination of interdisciplinary action for PSC's. Formulates and administers policies, procedures, and programs for the PSC's. Responsible for extensive data requirements.

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.)

Please see the attached letter to Operations outlining the benefit of combining three grant coordinator positions into one.

Completed By: Jessica Chaffin

DATE: 08/05/2025

Human Resources/ Finance Use:

Conclusion:

Finance: No budget adjustment necessary as the cost is included in the total grant allocation, assuming the grant will approve this change.

Human Resources: As a result of the reorganization, the current grade 11 Mental Health and Recovery Court Coordinator will be reclassified as a grade 12 Problem Solving Court Coordinator.

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

1st DISTRICT COURT- MONROE COUNTY

1st District Court Problem Solving Court Coordinator

Department: 1st District Court

Wage Grade:

FLSA Status: Non-Exempt

Affiliation: Non-Union

Overview:

Under the administration and direction of the Chief Judge and under the immediate supervision of the Presiding Judges of the 1st District Court Problem Solving Courts, will interact extensively with all treatment providers, county agencies, non-profit agencies, and other courts. Provides administration and overall coordination of interdisciplinary action for the District Court Problem Solving Courts, specifically the Monroe County Mental Health Recovery Court (MCMHRC), Monroe County Veterans Treatment Court (MCVTC), and the Monroe County Sobriety Court (MCSC). Requires independent judgment and decision-making. Acts independently in the formulation and administration of policies, procedure, and programs for the treatment courts and will be responsible for extensive data collection in compliance with the Court and all SCAO minimum data requirements and entry of the same into the Drug Court Case Management Information System (DCCMIS).

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]*

- Facilitate and coordinate efficient and effective court operations and case processing in District Court Problem Solving Courts cases
- For the Monroe County Mental Health Recovery Court serves as primary point of contact for all participants and treatment team members comprised of the presiding judge, a District Court Probation Officer, representatives from the Monroe Community Mental Health Authority (MCMHA), Monroe County Jail Administrator, an Assistant Prosecutor from the Monroe County Prosecutor's Office, and a defense attorney.
- For the Monroe County Veterans Treatment Court serves as primary point of contact for all participants and treatment team members comprised of the presiding judge, a District Court Probation Officer, a Veterans Justice Outreach Specialist from the Department of Veterans Affairs, Monroe County Veterans Bureau Coordinator, Attorney from Legal Services of South Central Michigan, a representative from Monroe County Sheriff's Office, Veterans Court Mentors, an Assistant Prosecutor from the Monroe County Prosecutor's Office, and a defense attorney.

- For the Monroe County Sobriety Court serves as primary point of contact for all participants and treatment team members comprised of the presiding judge, a District Court Probation Officer, Sobriety Peer Recovery Coaches, a representative from Monroe County Sheriff's Office, an Assistant Prosecutor from the Monroe County Prosecutor's Office, and a defense attorney.
- Manages the Veterans Court Mentors and the Sobriety Peer Recovery Coaches. Establishes and maintains Veterans Mentor Program and the Sobriety Peer Recovery Coaches Program.
- Acts as the liaison between District Court Problem Solving Courts, the other Monroe County courts, and Monroe County treatment agencies.
- Acts as the liaison between the Problem Solving Courts and State Court Administrator's Office (SCAO).
- Coordinates the transfers of participants between the District Court Problem Solving Courts and Problem Solving Courts in other jurisdictions.
- Serve as the initial point of contact for all new referrals to the Problem Solving Courts. Including coordinating the completion of the application process for prospective participants including executing: the District Court Problem Solving Courts' referral forms, the participation agreements, criminal justice consent to release information forms, District Court Problem Solving Courts overview forms, and confidentiality forms. Also screens and interviews the prospective participants.
- Required to go to Monroe County Jail to interview participants and prospective participants.
- Meet with new referrals face-to-face on a weekly basis to monitor compliance with pretrial release conditions.
- Assists participants in all phases of the programs.
- Ensures maintenance of accurate court records and timely preparation of court cases including notices of hearings, transport orders, docket entries, and conditions of release, interpreters, and accommodations for physically challenged participants, and addressing other needs as they arise. Secures and maintains confidential records.
- Identify participants that are eligible for the Ignition Interlock Program and submit necessary forms to Secretary of State.
- Monitor and report on participant compliance with the Drug Testing Notification Line.

- Develop and maintain policy and procedure handbooks for both participants and team members in compliance with any statewide guidelines, generally accepted best practices, and the special needs and resource of the local jurisdiction.
- Act as the administrator for the Drug Court Case Management Information System (DCCMIS).
- Collect and submit data in compliance with SCAO tracking requirements, including the Drug Court Case Management Information System (DCCMIS).
- Ensure the accreditation of the Problem Solving Courts including the comprehensive overview of the certification process and compliance with SCAO site visits. Meet with State officials as necessary.
- Develop statistical reports using the Drug Court Analysis System (DCAS) and submit mid-year progress reports with SCAO.
- Monitors, coordinates, and evaluates the effectiveness of the treatment court programs through process and outcome studies to determine requirements for program modification and personnel training.
- Facilitate understanding and resolution of conflicts that may arise in operations of the Problem Solving Courts.
- Organize and attend all treatment court team meetings and necessary court review sessions.
- Develop agendas, prepare materials, takes minutes, and facilitates staff review meetings and improvement meetings.
- Compile information on participant compliance with conditions of the Problem Solving Court participation and ensure it is accurately communicated to and considered in the treatment team meetings, including preparation of case compliance and progress summaries for the treatment court hearings.
- Execute decisions within limits of standard policy and procedures.
- Researches, identifies, drafts, applies for, and maintains all grant applications. Prepares regular reports in the management of the grant system (WebGrants) and providing accurate record keeping.
- Works as the Project Director in the budget preparation for the District Court Problem Solving Courts, including all contracts with treatment providers and vendors. Consults with the local finding unit as needed. Maintains the annual grant budget, including quarterly reimbursements requests.

- Responsible for understanding and operating the County's financial system (FASBE), to maintain requisitions, pay invoices, and maintain budgets.
- Budget Oversight: Oversee event budgets, vendor negotiations, and sponsorship agreements to ensure financially successful events.
- Prepares, administers and monitors contracts for services relating to the Problem Solving Courts.
- Handle billing and invoicing, processing payments, maintaining financial records, and work with the Monroe County Finance Department.
- Maintain and purchase supplies for the operation of the Problem Solving Courts, including, supplies, incentives, and bus passes.
- Periodically market the programs by organizing meetings of community stakeholders and to identify new resources for the participants.
- Work closely with the Problem Solving Courts probation officer to ensure participant compliance and progress.
- Acts as a liaison and engage in outreach with Veterans Service Organizations including the Veterans of Foreign Wars, American Legion, Vietnam Veterans of America, and Disabled Veterans of America.
- Directs participants in the MCVTC to resources for housing, employment, and disability compensation within the Department of Veterans Affairs, Monroe County Veterans Bureau and Veteran Service Organizations.
- Build and maintain relationships with community resources and organizations to help participants access necessary services and support. Maintain regular contact with service providers to ensure access is being provided.
- Probationer compliance and report updates to the court.
- Organize graduation ceremony for participants that have successfully completed the treatment court program including preparing certificates, cards, or gifts.
- Promote the Problem Solving Courts by educating public officials, relevant professional organizations, the media and the community at large.
- Coordinating meetings and events, including making reservations, room preparation, sending out invitations, catering, and preparing materials as needed.
- Attend MATCP annual conference and other relevant trainings.

- Identify training resources and educational events for all members of the Problem Solving Courts' teams. Assists team members in registering for trainings.
- Ensure compliance with all Federal confidentiality policies and procedures (e.g. HIPAA).
- Responsible for all duties defined and other duties as assigned such as training other employees.
- Provides support and backup to other employees as needed or requested.
- May be required to assist with court docketing.
- All other duties as directed by the Presiding Problem Solving Courts' Judges or by the Chief Judge.

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 & Experience:

A minimum requirement of a bachelor's degree in criminal justice, social work, psychology, public administration or related human services field with four (4) years of relevant experience. Alternatively, an associate's degree in criminal justice, social work, psychology, public administration or related human services field with ten (10) years of relevant experience.

Other Requirements:

- Must sign a Monroe County Court Employee model code of conduct.
- Must possess a valid driver's license
- Certified in grant writing or obtain certification within two years of hiring.
- Must attend regular trainings provided by State Court Administrative Office (SCAO), other continuing education opportunities and/or maintain the specific standards and best practices for treatment courts.
- Must take the L.E.I.N certification test & be fingerprinted
- Must become a member of the Michigan Association of Treatment Court Professionals and maintain membership.
- Complete SCAO training in Drug Court Case Management Information System (DCCMIS) within 1 year of hiring.

Knowledge of:

- Structure of the Michigan Trial Court System and criminal justice system
- Michigan Court Rules and local, state and federal laws
- Best practices in Problem Solving Courts

- Monroe County resources available and necessary to the specific needs or persons in a Problem Solving Court
- Human behavior and performance, individual differences in ability, personality and interests; learning and motivation abilities, basic assessment of behavioral and affective disorders
- Relevant equipment, court/county policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Accounting and financial systems, grant management, and modern automated systems

Preference for knowledge of:

- Judicial Information System (JIS)
- Drug Court Case Management System (DCCMIS)
- State grant coordination and management (WebGrants)
- Drug Court Analysis System (DCAS)
- Internet Criminal History Access Tool (ICHAT)
- ONECOURT or MiCOURT
- County of Monroe financial solutions (FASBE)

Skill in:

- Accurate data collection and active listening with court users and/or employees.
- Communicating the order of the Court and conveying the importance of compliance to established procedures.
- Attention to detail and persistence in follow-up matters with court users and/or employees.
- Establishing and maintaining effective working-relations with those contacted in the course of the position
- Training others in established workflows.

Ability to:

- Apply and combine pieces of information to form general rules or conclusions to produce answers that makes sense.
- Maintain sensitive or confidential information
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Ability to organize, direct and coordinate meetings, trainings, and public forums in an effective manner
- Recognize issues that interfere with the ability to meet and maintain performance expectations and address them.
- Recognize the needs and concerns of the Court when dealing with court users, employees or others.
- Communicate information and recommendations effectively both orally and in writing.
- Work independently and set priorities to meet deadlines and to also work well in a team environment
- Understand and follow oral and written instructions

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 access departmental files.
- Ability to enter and retrieve information from a computer.
- Ability to access all areas of the Courthouse.
- Vision to read printed materials and a computer screen.
- Hearing and speech sufficient to communicate in person or over the telephone.
- Ability to climb, bend, stoop, lift 20 lbs., carry, push a cart, work in a normal office setting, and use standard office equipment including a computer.
- Ability to operate a motor vehicle.

Working Conditions:

- Works in office conditions.
- May be in regular contact with persons charged and/or convicted of criminal offenses.
- May have occupational exposure to persons with various communicable diseases during the performance of job duties.
- May have regular visits to MCSO jail facilities and/or off-site locations, including area treatment agencies.

The qualifications listed above 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 a general guideline that should be considered along with other job-related selections or promotional criteria

Apply online at <http://www.co.monroe.mi.us> Monroe County Human Resources Dept.

New Grade Structure	Job Title Description	Education and Experience	Ed/ Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services and Operations	Document Concentration	Work Environment	Total Points	Grade Point Parameters
12	Problem Solving Court Coordinator	360	d3	400	320	-	-	400	100	80	350	40	10	2060	2051-2200

ITEM	DATE	Department	Union	Grade	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2025	13660	union_00	RYE11	MENTAL HEALTH COURT COORDINATOR	\$66,690	\$ 57,398	\$124,088
GRANT BUDGET	10/1-12/31 GRANT	10/1/25-12/31/25		RYE11	PART TIME VETERAN COURT COORDINATOR	\$ 4,011	\$ 379	\$ 4,390
					TOTAL BUDGET	\$70,701	\$ 57,777	\$128,478
ACTUAL COST	THROUGH 9/30/25	13660	union_00	RYE11	MENTAL HEALTH COURT COORDINATOR	\$51,066	\$ 44,301	\$ 95,367
					TOTAL ACTUAL	\$51,066	\$ 44,301	\$ 95,367
					AVAILABLE BUDGET	\$19,635	\$ 13,476	\$ 33,111
PROPOSED	PROMO EFFECTIVE 10/1/25	13660	union_00	RYE12	PROBLEM SOLVING COURT COORDINATOR	\$17,455	\$ 14,882	\$ 32,337
					TOTAL PROPOSED	\$17,455	\$ 14,882	\$ 32,337
					TOTAL COST/(SAVINGS)	\$ (2,181)	\$ 1,407	\$ (774)
FINANCE CONCLUSION:								
NO BUDGET ADJUSTMENT IS NECESSARY; COST OF PROMOTION IS INCLUDED IN TOTAL GRANT ALLOCATION. ASSUMES GRANT WILL APPROVE THIS CHANGE.								
ANNUAL PROPOSED	2025	13660	union_00	RYE12	PROBLEM SOLVING COURT COORDINATOR	\$70,602	\$ 60,300	\$130,902

August 19, 2025

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

Subject: Recommendation for Materials Management Planning Committee Vacancy

Dear Chairman Vensel and Commissioners:

This letter follows up on previous communications regarding the state-mandated Materials Management Planning (MMP) process and the required Materials Management Planning Committee (MMPC). As you know, this appointment is a statutory requirement outlined in Part 115 of the Natural Resources and Environmental Protection Act.

We're writing today to address a vacancy on the MMPC. The representative from Stellantis, who served as a managed material representative, has resigned from the committee due to leaving the company. We'd like to recommend Karl Hatopp, an employee of Clean Tech/TABB Packaging Solutions, to fill this vacancy. Mr. Hatopp is an excellent candidate and has confirmed his availability and willingness to serve for the remainder of the unexpired term.

As the County Approval Agency (CAA) for the MMP, the Board of Commissioners is responsible for filling vacancies on the MMPC. We respectfully request that the Board approve this appointment at its earliest convenience so the MMPC can continue its important work without interruption.

Please let me know if you or the Board have any questions or require further information.

Sincerely,



Chris Westover, R.E.H.S.
Environmental Health Director
Monroe County Health Department



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 27, 2025

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

RE: Farmland and Open Space Preservation Application Review

Dear Chairman Vensel and Members of the Board:

Please find the attached review/recommendation from our County Planner for properties in Ida Township to the Farmland and Open Space Preservation program (Part 361 of the Natural Resources and Environmental Protection Act). The Act calls for allowing local governing bodies receiving notice of these applications the opportunity to "review, comment, and make recommendations." Any comments or recommendations by the Board of Commissioners will be forwarded to the Township Board prior to their final approval.

Sincerely,

Jason Berry
Community Planning & Engagement Department Director

2025

FARMLAND / OPEN SPACE REVIEW

Monroe County, Michigan

MEMORANDUM**DATE:** September 2, 2025**TO:** Monroe County Board of Commissioners**FROM:** Staff**SUBJECT:** Case #200.4-9-25-3**TOWNSHIP:** Ida**OWNERS:** Kamprath, B. & T.**SECTION/P.C.:** 15**TOWN/RANGE:** T7S R7E**AERIAL PHOTO:** #2024

LOCATION OF PROPERTY

The property consists of a parcel totaling approximately 37.16 acres in size. It is located on the south side of Lulu Road west of Lewis Avenue.

RELATIONSHIP TO PUBLIC PLANS

The property does not have access to public water service or public sewer service. The Monroe County Comprehensive Plan designates the property mostly as Agricultural Preservation. The Ida Township Master Plan designates the property as Agriculture / Residential. The property is not located in the 100-year flood zone.

EXISTING CHARACTERISTICS

Of the 37.16 acres being applied for, 36 of the acres are cultivated. As the property is between 5 and 40 acres in size, it is eligible for the farmland preservation program if it produces a minimum average income of at least \$200 per acre. As the property produces an average income of \$580 per acre, it is eligible for the program.

PLANNING ANALYSIS

The primary soils on the property are Pewamo and Selfridge soils that are capable of producing approximately 90 to 107 bushels of corn per acre. The applicant is requesting a 13-year agreement for the property.

Staff believes that this property should be included in the Farmland Preservation Program because the property is designated as Agricultural in both the Monroe County Comprehensive Plan and the Ida Township Master Plan.

RECOMMENDATION

Staff recommends that this application should be approved for inclusion in the Farmland and Open Space Preservation Program because it is consistent with the intentions of Part 361 of Public Act 451 of 1994 (more commonly known as PA 116), and for the other reasons stated above.

RS



Farmland & Open Space Agreement

Monroe County Community Planning & Engagement

CASE#: 200.4-9-25-3
TOWNSHIP: Ida

DATE: 09/02/2025
OWNER: Kamprath, B. & T.



David Vensel, Chairman

Monroe County Board of Commissioners
Representing District 6
125 East Second Street — Monroe, MI 48161
Telephone: 734.240.7003
E-Mail: dvensel_dist6@monroemi.org

August 28, 2025

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

Re: County Administrator/Chief Financial Officer Performance Evaluation

Dear Commissioners:

Please accept this communication in response to the completion of the performance evaluation of County Administrator/Chief Financial Officer, Michael Bosanac. To this end, please find the results of the evaluation covering the January 1, 2024 through July 25, 2025.

Overall, in cumulative scoring, the Board rated Mr. Bosanac's performance at 3.8 out of 7.

The present matter before the Board is to act on the results of this performance evaluation of the County Administrator/CFO. Our action therefore will be to accept this communication along with the evaluation documents and place them on file to document completing this task.

Thank you to the Board of Commissioners for your timely attention to this evaluation process and for your constructive contributions to a professional working relationship with our chief administrative and financial officer. If you have any questions, please let me know.

Sincerely,

A handwritten signature in black ink that reads 'David Vensel'.

David Vensel, Chairman
Monroe County Board of Commissioners

MONROE COUNTY ADMINISTRATOR/CFO **JANUARY 1, 2024 - JULY 25, 2025 EVALUATION RESULTS**

Performance Area / Commissioner	Leadership	Strategic Planning	Organization	Communications	Knowledge, Skills, Abilities	Working Relationships	Dependability	Overall Evaluation
District #1 David Hoffman	1	1	2	1	3	1	1	2
District #3 Dawn Asper	7	7	7	7	7	7	7	7
District #4 Jay Heinzerling	3	6	5	2	5	4	5	4
District #5 Brian Lamour	1	1	1	1	3	1	1	1
District #6 David Vensel	1	1	1	1	1	1	1	1
District #7 David Swartout	7	7	7	7	7	7	7	7
District #8 Greg Moore	7	7	7	7	7	7	7	7
District #9 Henry Lievens	1	1	1	1	1	1	1	1
AVERAGE	3.5	3.9	3.9	3.4	4.3	3.6	3.8	3.8
7 Point Evaluation Scale: 1=Poor 7=Outstanding								

MONROE COUNTY ADMINISTRATOR/CFO
JANUARY 1, 2024 - JULY 25, 2025 EVALUATION
COMMISSIONER COMMENTS

District #1: David Hoffman	Very sad that he led us into tis terrible situation by not informing us. Administrator that's supposed to work for the Board and County. I feel he really lead us astray. No remorse. Seeing it first hand the orders he gave the Deputy Clerk to prior to our last meeting to put Brant's name tag back up and to start his computer when he well knew the intentions of the total Board. Broke the camels back! I've been on the Commission for 15 years. Not any of our Department Heads communicate with us. The fear of Mike was in them which was very sad! I feel it's a has been and the County needs new blood to move forward!
District #3: Dawn Asper	I would reiterate my accolades in prior evaluations and touch on some further observations... Mr. Bosanac has built an extraordinary team of highly-competent, highly-respected accounting professionals—"the Second Floor"—who consistently receive awards fortheir excellence. I continue to appreciate his ability to convey this complex financial information to our Board in multiple formats that are easily understood for the purpose of strategic planning by the Board. One of the most admirable measures of Mr. Bosanac’s administrative leadership is his uncanny ability to stay the course, despite adversarial challenges. Through a difficult year, Mr. Bosanac’s performance has been inspiring, particularly his ability to bring people to the table in order to reinforce the Board’s primary goal: wise decision-making on behalf of those to whom we are ultimately accountable—our Community. Mr. Bosanac remains a consummate professional and an invaluable asset to our Board and the County at large, having been central in establishing Monroe County as the enviable standard for fiscal responsibility, innovative solutions, and a superior level of service to its residents.
District #4: Jay Heinzerling	No comments provided.

District #5: Brian Lamour	My overall evaluation of the County CFO was a very poor grade because of the lack of trust and the lack of communication that was displayed to the Commissioners and other Municipality leaders. I found that other municipality leaders were not always cordial or trustworthy of any County personnel due to their past experiences with the County CFO. I also am not pleased with the lack of concern of the JDC funding issue. It seemed that the County CFO has been more concerned over small funding amounts being miscalculated or guided vs. the large amounts of money that was being paid to the IDC lawyers...simply because the funding was not directly from the County of Monroe. -The lack of trust is multi layered. -Examples are as follows: When other municipality leaders solicit the County for help or consideration for help with projects, the Commissioners were not always notified and in some cases the project was turned down immediately, without being presented to the Commissioners. Other municipal leaders were leveraged to get what they needed. This can be excused in some cases where proof is needed to insure the project success but in other project requests this was not the case. There were requests by the County CFO, that had nothing to do with the project, at the municipalities cost, that were required in order to get funding from the County or funding was given at a very late moment where the municipality had no choice to take it or leave it. Employee retribution. Many employees that I have interviewed, past and present, have mentioned their fear of "rocking the boat" if they were treated unfairly or didn't accept what they were given. All of the current employees wish to remain anonymous because of this. I understand the need for a strong leader...not a tyrant. Another concern is that the County CFO seems to be more concerned over his own well being vs. that of County, its employees and the municipalities which we serve.
District #6: David Vensel	In previous evaluations, I have noted Mr. Bosanac's high level of competence in carrying out his duties as Administrator/CFO. I also noted his dedication to the overall success of the organization. I can no longer attest to these positive attributes. Although he possesses a wealth of knowledge, his inability and indifference to sharing this knowledge in a genuine and collegial manner with the elected commissioners he reports to minimizes the value of his knowledge. He is extremely reluctant to share leadership with the board and oftentimes carries out his interactions with commissioners in a condescending manner. If he is in opposition to an idea or even a directive, he will either ignore it, totally disregard it or slow walk it until confronted. A couple of recent examples include multiple requests to examine our model for indigent defense and the format used to interview labor counsel. Mr. Bosanac's desire to be in total control and his unwillingness to share leadership adversely affects the county's ability to foster productive relationships and partnerships with other government entities throughout the county and also internally with co-employers and departments.
District #7: David Swartout	Always keeps us all well informed and updated.
District #8: Greg Moore	Mr. Bosanac served the County with distinction and professionalism. For the eight years I have worked with Mr. Bosanac, he has been nothing but an asset to me, and his assistance and leadership has helped me better serve my constituents. He will not easily be replaced.

District #9: Henry Lievens	As Vice Chairman of the Monroe County Board of Commissioners and past Chairman, I have reached the conclusion that Chief Financial Officer Michael Bosanac has, in both substance and perception, lost my confidence, respect, and trust. This determination is not reached lightly but arises from a sustained pattern of conduct that reflects an absence of transparency, repeated acts of insubordination, and a failure to uphold the fundamental responsibilities of fiscal management and stewardship of taxpayer resources. The cumulative effect of these deficiencies undermines the integrity and credibility of the County's financial operations. A hallmark concern has been a persistent lack of transparency in the administration of significant public funds, including—but not limited to—American Rescue Plan Act (ARPA) allocations. Repeated requests for clear, complete, and timely disclosure of fund usage and allocations had/have been met with delay, obfuscation, or outright resistance; oftentimes undermining our partnerships with local municipalities and fellow community leaders. This approach is antithetical to the fiduciary duty owed to both the Board and the public, and it has eroded trust in the CFO's ability or willingness to conduct the County's fiscal affairs in an open, collegial and accountable manner. Equally troubling is the pattern of insubordination, exemplified most recently by the decision to permit disgraced former Chairman Brant to take the dais and instruct staff to provide him access to County computer systems—despite the Board's explicit position, judicially confirmed in pending litigation, that Brant is not permitted to participate in Board meetings. This action was not a mere procedural misstep but a direct affront to the Board's authority, further demonstrating the CFO's disregard for lawful directives and governance processes. One particularly illustrative example of fiscal mismanagement is the Michigan Indigent Defense Commission (MIDC) indigent assigned counsel program debacle. Over the course of more than a year, numerous commissioners, myself included, raised repeated and well-substantiated concerns regarding potential misuse of taxpayer dollars in this program. These warnings were ignored, dismissed, and stonewalled, allowing problems to compound and jeopardizing the County's credibility and compliance obligations. After hundreds of thousands of dollars, this matter is now regrettably in a forensic audit at taxpayer expense. In light of these repeated breaches of trust, failures of transparency, and acts of insubordination, I am compelled to conclude that the County requires new financial leadership. The role of CFO demands unimpeachable integrity, rigorous fiscal discipline, and unwavering accountability to the public and its elected representatives. For the continued protection of taxpayer resources and the restoration of public confidence, Monroe County must begin the process of identifying and appointing a new Chief Financial Officer without delay.
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