

AGENDA
MONROE COUNTY BOARD OF COMMISSIONERS
ORGANIZATIONAL MEETING
TUESDAY, JANUARY 6, 2026 – 6:00 P.M.
125 EAST SECOND STREET
MONROE, MI 48161
(734) 240-7003

- I. CALL TO ORDER- Annamarie Osment, Monroe County Clerk/Register of Deeds
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE - Annamarie Osment, Monroe County Clerk/Register of Deeds
- IV. OPENING PRAYER – Grace Miles, Deputy Clerk
- V. ELECTION OF BOARD OF COMMISSIONERS CHAIRPERSON
 - A. Election of Chairperson (Chairperson presides over meeting after being elected)
ROLL CALL
- VI. VICE-CHAIRPERSON
 - B. Election of Vice-Chairperson **ROLL CALL**
- VII. APPROVAL OF AGENDA
- VIII. APPROVAL OF MINUTES (12/16/2025 Meeting)
- IX. PUBLIC COMMENT
- X. CLOSED SESSION
 - 1. Closed Session to discuss Investigation Findings
- XI. NEW BUSINESS
 - A. Payment of Accounts Payable Current Claims Report
 - 1. Payment of the 01/07/2026 Accounts Payable Current Claims Report in the amount of \$1,308,886.03

Suggested Action: Motion to approve/not approve the 01/07/2026 Accounts Payable Current Claims Report for \$1,308,886.03 and approve the Claims for the date and amount presented. **ROLL CALL**

- 2. Payment of Non-Claims
 - a. Check Register dated 12/26/2025 in the amount of \$ 94,041.77
 - b. Check Register dated 01/02/2026 in the amount of \$ 667,854.33

Suggested Action: Move to confirm/not confirm the non-claims payments as presented on the agenda for the dates and amounts listed. **ROLL CALL**

B. Board Action:

1. Presentation on 2025 Farm Bureau Policy & Updates by Mr. Doug Darling, Monroe County Farm Bureau.

Suggested Action: No action required.

2. Letter dated December 17, 2025 from Ms. Jamie Dean, Health Director requesting approval to apply for a Public Health Capacity Building Mini-Grant from the Michigan Department of Health & Human Services in the amount of \$10,000.00 with no matching funds required.

Suggested Action: Move to approve/not approve the application for a Public Health Capacity Building Mini-Grant from the Michigan Department of Health & Human Services in the amount of \$10,000.00 with no matching funds required. ROLL CALL

3. Letter dated December 30, 2025 from Ms. Crystal Comer, Fiscal Manager requesting the Board accept and acknowledge the Monroe County Opportunity Program Community Development Block Grant Program Income Funding in the amount of \$72,784.00 with no matching funds required.

Suggested Action: Move to accept/not accept and acknowledge the Monroe County Opportunity Program Community Development Block Grant Program Income Funding in the amount of \$72,784.00 with no matching funds required. ROLL CALL

4. Letter dated December 29, 2025 from Ms. Annamarie Osment, County Clerk requesting approval to submit the Rediscovering Our Revolutionary Tradition Records Preservation grant application to the National Endowment for the Humanities for up to \$750,000.00 with no requirement to match funds.

Suggested Action: Move to approve/not approve the submission of the Rediscovering Our Revolutionary Tradition Records Preservation grant application to the National Endowment for the Humanities for up to \$750,000.00 with no requirement to match funds. ROLL CALL

5. Letter dated December 16, 2025 from Mr. Jesse Stanford, County Treasurer, submitting the County Treasurer bond for 2026.

Suggested Action: Move to accept/not accept the communication and place on file, along with the blanket fidelity bond from County Treasurer for 2026. ROLL CALL

6. Letter dated December 17, 2025 from Mr. Michael Woolford, Equalization Director submitting the 2025 Monroe County Equalization Study.

Click [HERE](#) for the completed 2025 Equalization Study

Suggested Action: Move to accept/not accept the communication and place the study on file. ROLL CALL

7. Establish Date to submit proposed changes to the Board of Commissioner's Bylaws

Suggested Action: Move to establish 02/13/26 as the date to provide any suggested amendments to the Board's Bylaws to Legal Counsel. ROLL CALL

XII. PUBLIC COMMENT

XIII. ANNOUNCEMENTS

1. Listing of Board and Commission Meetings publicly posted and on County Website.
2. Copies of any Tributes or Certificates issued since the December 16, 2025 meeting
 - a. Special Tribute recognizing Jefferson Bears Varsity Football Team for an outstanding season.
 - b. Special Tribute recognizing Monroe County Opportunity Program for a 5-star rating on the STAR Assessment Report.

XIV. MEMBERS TIME

XV. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 16, 2025

I. CALL TO ORDER

The Monroe County Board of Commissioners held a Regular Meeting in the City of Monroe, on Tuesday, December 16, 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
David Swartout	Brian Lamour	Greg Moore, Jr.	
David Hoffman	David Vensel	Jay Heinzerling	
Dawn Asper	J. Henry Lievens	Dale Biniecki	

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

Chairman Vensel stated he would like to take off the closed session as well as the first item under old business due to Ms. Gabis being unavailable tonight. Explained he would like to have it rescheduled for one of the two meetings in January.

Motion by Commissioner Lamour, supported by Commissioner Swartout to approve the December 16, 2025 Regular Meeting Agenda with the above amendment.

Roll call by Clerk as follows:

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

Motion carried.

VI. APPROVAL OF MINUTES (12/09/2025 Rescheduled Meeting Minutes)

Motion by Commissioner Lamour, supported by Commissioner Swartout to approve the minutes as presented for the December 9, 2025 Rescheduled Meeting and waive the reading thereof.

Roll call by Clerk as follows:

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

Motion carried.

VII. PUBLIC COMMENT—

1. Ned Birkey: Provided agricultural updates. Mr. Birkey stated the president signed a bill authorizing money for agriculture and explained how this could help the farming economy. Mr. Birkey also explained how ethanol (also known as renewable aviation fuel) could solve a lot of problems for the environment.

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION —

IX. CLOSED SESSION

1. Closed Session to discuss the Ethics Investigation with Ms. Sarah Gabis

This agenda item was taken off.

X. FINANCE MATTERS

1. Approval of the 12/17/2025 Accounts Payable Current Claims Report in the amount of \$909,372.14.

Motion by Commissioner Swartout, supported by Commissioner Hoffman to approve the 12/17/2025 Accounts Payable Current Claims Report for \$909,372.14 and approve the Claims for the date and amount presented.

Roll call by Clerk as follows:

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

Motion carried.

XI. CONSENT AGENDA

1. Approval of Non-Claims
 - a. Check Register dated 12/12/2025 in the amount of \$491,793.66

Motion by Commissioner Lamour, supported by Vice-Chairman Lievens to confirm the non-claims payment as presented on the agenda for the date and amount listed.

Roll call by Clerk as follows:

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

David Vensel	J. Henry Lievens	Dale Biniecki			
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Motion carried.

XII. COMMUNICATIONS

1. Letter dated December 11, 2025 from Sergeant Marjorie Martin, Sheriff's Office requesting approval to submit a FY2025 Patrick Leahy Bulletproof Vest Grant Application in the amount of \$21,450.00 covering 50% of the total cost of the vests at \$42,900.00. If awarded, the County's portion of the total purchase will be funded within the FY2026 Sheriff's Office budget.

Motion by Commissioner Heinzerling, supported by Commissioner Asper to accept the communication, place it on file and approve the submission of a FY2025 Patrick Leahy Bulletproof Vest Grant Application in the amount of \$21,450.00. The total cost of the vests is \$42,900.00 and the County's portion will be funded within the FY2026 Sheriff's Office budget.

Roll call by Clerk as follows:

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

Motion carried.

2. Letter dated December 11, 2025 from Mr. Jeff McBee, Director of Human Resources requesting approval of the Assistant Prosecutors Collective Bargaining Agreement for a period of two (2) years, effective January 1, 2026 and expiring December 31, 2027.

Motion by Vice-Chairman Lievens, supported by Commissioner Heinzerling to approve the new Assistant Prosecutors Collective Bargaining Agreement for a period of two (2) years, effective January 1, 2026 and expiring December 31, 2027.

Roll call by Clerk as follows:

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

Motion carried.

3. Letter dated December 12, 2025 from Mr. Jeff McBee, Director of Human Resources requesting approval of the Letter of Agreement amending Article XX regarding defined benefit pension plan of the existing Collective Bargaining Agreement between the County of Monroe, the Monroe County Sheriff, and the Police Officers Association of Michigan (POAM) Deputy Sheriffs.

Motion by Vice-Chairman Lievens, supported by Commissioner Hoffman to approve the Letter of Agreement amending Article XX regarding defined benefit pension plan of the

existing Collective Bargaining Agreement between the County of Monroe, the Monroe County Sheriff, and the Police Officers Association of Michigan (POAM) Deputy Sheriffs.

Roll call by Clerk as follows:

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

Motion carried.

4. Resolution to Amend the Monroe County 2025 General Fund Budget

Motion by Commissioner Swartout, supported by Commissioner Lamour to accept the communication, place it on file and approve the Resolution to Amend the Monroe County 2025 General Fund Budget.

Roll call by Clerk as follows:

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

Motion carried.

XIII. PUBLIC HEARINGS —

XIV. OLD BUSINESS—

1. Investigation Funding Discussion

Chairman Vensel stated this will be discussed at a different meeting.

2. Michigan Indigent Defense Commission Update

Vice-Chairman Lievens stated there is nothing to report at this time and he does not anticipate anything until January.

XV. NEW BUSINESS—

XVI. PUBLIC COMMENT—

XVII. ANNOUNCEMENTS—

XVIII. MEMBERS TIME –

Commissioner Biniecki – Wished everyone a Merry Christmas and stated we live in wonderful County where there are a lot of things to do like the tree lighting and Christmas in Ida. Reminded the public to volunteer this season.

Commissioner Moore – Merry Christmas to everyone.

Commissioner Swartout – Merry Christmas everybody.

Commissioner Lamour – Merry Christmas and Happy New Year.

Commissioner Heinzerling – Merry Christmas.

Commissioner Asper – Merry Christmas and she is hoping everyone will learn more about our Savior which will make this season much more meaningful. Echoed Commissioner Biniecki in regards to volunteering because we are blessed to have everything we need so reaching out to help during this season is always helpful.

Commissioner Hoffman – Merry Christmas and have safe holidays. Remember the real reason of the season is Jesus. Amen.

Vice-Chairman Lievens – Merry Christmas and Happy New Year.

Chairman Vensel – Merry Christmas and Happy New Year. Stated he looks forward to making tremendous progress in the next year with this County board and the County in general.

- XIX. ADJOURNMENT - Chairman Vensel adjourned the meeting at 6:16 p.m. with no further business to discuss.

Respectfully submitted by:

A handwritten signature in cursive script that reads "Grace Miles". The ink is dark and the signature is fluid.

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

PAYMENT SUMMARY
PAYMENT DATE: 01/07/2026

Vendor Code	Vendor Name	Total Amount	# Invoices
10502	ACTION WALLPAPERING AND PAINTING	3,700.00	2
11040	ALTURA COMMUNICATION SOLUTIONS, LLC	91,898.05	3
12398	ARBOR INSPECTION SERVICES, LLC	350.00	1
20001	B & H PHOTO	2,918.68	2
20004	B & L OFFICE MACHINES	192.95	1
20070	BOB BARKER COMPANY, INC.	612.98	2
20072	BAKER'S GAS & WELDING SUPPLIES INC	910.66	21
20405	BEDFORD TOWNSHIP SEWER O & M	330.00	1
20554	BELLE TIRE DISTRIBUTORS, INC.	1,850.88	10
21010	BOILERS, CONTROLS & EQUIPMENT	505.22	2
30009	CDW GOVERNMENT INC.	1,983.32	3
30310	CAPITAL TIRE INC	1,092.60	2
30451	CATHOLIC CHARITIES OF SOUTHEAST MICHIGAN	969.98	2
30568	CHARLES E RAINES COMPANY	7,600.00	1
31830	COUNTY AGENCY ADMINISTRATIVE	12,687.28	15
31863	CREATIVE PRODUCT SOURCING, INC.	380.00	1
31950	CRH OHIO LTD	40.00	1
31955	CUMMINS BRIDGEWAY, LLC	1,295.95	1
42350	DUROCHERS	810.42	1
50005	ESRI INC	29,062.00	2
50006	EASTERN ENGINEERING SUPPLY	90.18	1
50429	GENERATORS PLUS COMPANY	659.99	1
50565	ERIE WELDING & MECHANICAL CONTRACTORS	4,269.00	1
60210	FIFTH THIRD BANK	484.81	1
60695	FORESTRY SUPPLIERS, INC.	226.31	1
60790	FRAME'S PEST CONTROL, INC.	195.57	2
70044	GARCIA CLINICAL LABORATORY, INC.	31.40	1
70050	GEAL ELECTRIC COMPANY	648.00	1
70200	GENERAL LINEN/UNIFORM SERVICE	30.00	2
70351	GORDON FOOD SERVICE INC	1,931.16	10

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PAYMENT DATE: 01/07/2026

Vendor Code	Vendor Name	Total Amount	# Invoices
70501	GRAINGER	401.84	4
70776	GREENWOOD PRINTING & GRAPHICSINC.	195.00	1
70928	GT ENVIRONMENTAL, INC.	1,393.50	1
80122	HEDGEROW SOFTWARE US, INC.	5,500.00	1
80904	HOUSE ARREST SERVICES, INC.	23,572.40	6
80922	HR STAFFING TEAM, LLC	6,944.51	3
80980	THE HUNTINGTON NATIONAL BANK	328.35	1
90320	CMPASS	125.00	2
100013	J L MECHANICAL SERVICES INC	4,331.98	3
100451	JOHNSON CONTROLS, INC.	4,312.00	1
100535	JONES FOR MEN	700.00	1
110690	KOHLER ARCHITECTURE, INC.	50,752.13	2
120004	L-TRON CORPORATION	2,310.00	1
120175	LAKESIDE TELECOM	150.00	1
120395	LANSWEEPER INC	4,788.00	1
120600	LECKLER'S, INC.	731.20	2
121003	LOWERY CORP	8,000.91	6
121021	LUCAS COUNTY CORONER'S OFFICE	2,200.00	6
130001	M A L P H	50.00	1
130130	IMPERIAL DADE	4,874.63	7
130307	MASSERANT'S FEED & GRAIN INC	1,625.44	3
130450	MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS	4,265.68	3
130899	MERCY MEMORIAL HOSPITAL CORPORATION	800.00	1
131046	MI COUNTY SOCIAL SERVICES CONSORTIUM FOR EDUCATION & TRAINING	5,010.00	1
131064	MICH.ASSN.OF REGISTER OF DEEDS	515.00	1
131507	MICHIGAN STATE UNIVERSITY	63,136.75	1
132235	MONROE COMMUNITY AMBULANCE	540.00	1
132619	MONROE COUNTY SALVATION ARMY	5,610.00	1
132850	GANNETT MICHIGAN LOCALIQ	1,002.80	1
133450	MONROE SENIOR CITIZENS	35.00	1

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PAYMENT DATE: 01/07/2026

Vendor Code	Vendor Name	Total Amount	# Invoices
133890	MOTOROLA SOLUTIONS, INC.	15,788.55	3
134147	ARBOR PRESS LLC	202.00	1
134252	MULTI-HEALTH SYSTEMS INC.	1,545.00	1
140094	M50 TRUCK & AUTO PARTS MONROELLC	47.33	2
140390	NOEL LAWN SERVICE	7,400.00	7
140405	NORDMANN ROOFING CO., INC.	7,377.00	1
140507	NORTH SKYE LLC	120.00	1
140901	OAKS VILLAGE	17,366.28	3
150311	OPTUM 360 LLC	108.95	1
160001	PAAM	14,813.00	1
160012	PSYBUS P.C.	5,000.00	1
160075	PADNOS	1,883.68	1
160143	PANCON'S SERVICE CENTER	144.34	2
160196	PATAGONIA HEALTH INC.	60,297.51	1
160251	PEERLESS SUPPLY CO.	458.46	2
160380	PERRY PROTECH, INC	313.05	1
160948	PITNEY BOWES INC	82.99	1
170300	QUILL CORPORATION	762.24	6
180000	R & S PHARMACEUTICALS	64.65	1
180199	RECOVERY MOBILE CLINIC	2,755.83	1
180707	RELIANT FIRE APPARATUS OF MICHIGAN, INC	1,283.76	1
180900	ROBOTRONICS, INC.	3,035.56	1
181100	RUNYONS FURNITURE & FLOOR COVERING, LLC	900.00	1
190405	ST. PIERRE ACE HARDWARE	129.90	2
190900	SCHINDLER ELEVATOR CORP.	15,434.96	3
191500	SHERWIN WILLIAMS	467.51	4
191900	SIRCHIE FINGER PRINT LABORATORIES	104.58	2
192304	SOUTHEASTERN DISPUTE RESOLUTION SERVICES	1,200.00	2
192336	SPECTRUM PRINTERS, INC.	265.61	1
192421	STAPLES BUSINESS ADVANTAGE	1,197.92	5

PAYMENT SUMMARY
PAYMENT DATE: 01/07/2026

Vendor Code	Vendor Name	Total Amount	# Invoices
192708	STATE OF MICHIGAN	242.00	1
192799	STATE OF MICHIGAN	360.00	1
192848	STERICYCLE	115.89	1
192892	STEVENS DISPOSAL	3,736.60	2
192920	STONECO OF MICHIGAN	159.05	2
193037	SUPER PHOTO GEAR LLC	748.50	1
200036	TANNER SUPPLY COMPANY INC	225.00	1
200050	TMACOG	3,428.00	1
200051	TM&G SERVICE & MAINTENANCE	809.00	1
200409	TERRY CREQUE EXCAVATING LLC	8,541.52	1
200426	THE 53RD GROUP LLC	19,844.54	2
200427	THE SIXTH AMENDMENT CENTER, INC.	25,038.00	1
200455	THOMSON REUTERS	539.25	1
200880	PROMEDICA CPR TRAINING	40.00	1
201600	TROUTS YACHT BASIN	1,779.82	1
210090	UNDERGROUND CONTRACTORS, INC.	7,050.00	1
210575	UTILITIES INSTRUMENTATION SERVICE, INC.	6,763.00	1
220006	VIRTRU CORPORATION	298.62	1
220206	VICTORY SUPPLY, LLC	125.00	1
230035	G B WARNKE & ASSOCIATES	11,275.25	1
230036	SCOTT A. WARNKE	2,160.00	1
230110	WASHTENAW COMMUNITY COLLEGE	11,902.50	1
230401	THOMSON REUTERS	837.55	1
230410	WEST SHORE SERVICE, INC	5,945.00	1
230651	WILLIAMS BROTHERS DUNDEE DODGE	55.54	1
230856	WOMEN EMPOWERING WOMEN	2,700.00	2
230868	WORLDWIDE INTERPRETERS INC	415.00	2
230869	VALSOFT CORPORATION INC.	55,750.00	1
230891	WYANDOTTE ELECTRIC SUPPLY CO.	309.40	2
230901	PFIZER INC.	4,085.02	1

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PAYMENT DATE: 01/07/2026

Vendor Code	Vendor Name	Total Amount	# Invoices
260040	TRITECH SOFTWARE SYSTEMS	526.02	2
400170	CITY OF MONROE	2,650.00	1
400235	IDA TOWNSHIP	861.60	2
400246	MACOMB COUNTY TREASURER	20,000.00	1
400261	RAISINVILLE TOWNSHIP	9,763.92	1
400349	VILLAGE OF BLISSFIELD	25.00	1
501851	MONROE COUNTY ROAD COMMISSION	140,943.80	2
509851	LAUREN HANUS	147.26	2
510855	TITLE CHECK, LLC	3,721.66	1
720107	DR. ELDIB MONROE PLLC	567.00	1
720125	AVERTEST, LLC	2,434.30	4
720303	JEREMY COLLINGSWORTH	525.00	1
720309	JOSEPH A COSTELLO, JR	4,378.00	2
720406	TONYA CLEAVELAND	1,600.00	1
720737	HERB L. GILBERT	787.50	2
720766	KRISTEN D. HENRY	6,235.00	3
720793	JAMES S. JACOBS ARCHITECTS, PLLC	3,539.50	1
721023	ROSATI, SCHULTZ, JOPPICH & AMTSBUECHLER	775.00	1
721108	KEVIN'S CAR SERVICE	35.00	1
721267	MILTON L. MACK JR.	1,200.00	2
721272	KENNETH R. LABERDEE	10,000.00	1
721274	TERRICKA LEWIS	500.00	1
721361	ZUBIN J MISTRY & ASSOCIATES	1,500.00	1
721372	VIVIAN MONTERO	75.00	1
721374	YOLANDA MORALES	150.00	1
721620	M HANIF PERACHA, MD, PC	580.00	4
721646	RADAR SECURITY ALARM	3,840.00	4
721903	MARGARET ANN SCHILLING	138.00	1
721956	SMB PROBATION CENTER INC.	265.00	1
721983	ZENNIE SULLIVAN	1,788.20	5

PAYMENT SUMMARY
PAYMENT DATE: 01/07/2026

Vendor Code	Vendor Name	Total Amount	# Invoices
722253	VITALCORE HEALTH STRATEGIES, LLC	124,187.70	1
750021	JAMES BARTLETT	12,593.75	4
750028	RONALD J BENOIRE, JR	7,093.75	2
750212	JEFFREY A. DULANY	1,310.00	5
750283	FOSTER SWIFT COLLINS AND SMITHPC	6,965.50	1
750328	GORANSON, PARKER & BELLA, CO, LPA	1,700.00	1
750507	LENNARD, GRAHAM & GOLDSMITH	17,620.00	1
750618	SEAN M. MYERS	10,837.49	2
750714	THOMAS RICHARD RUDDY	2,812.50	1
750840	WARNER NORCROSS & JUDD LLP	1,905.75	1
821148	JENNIFER BOWLER	158.00	1
821819	JENNY CLINE	114.80	1
823309	STACEY FRYE	105.00	2
823320	ANTHONY GABRIEL	23.09	1
823475	ALEXIS HATCH	425.38	1
823595	TROY C. GOODNOUGH	153.67	1
824243	MADISON HOPPERT	29.51	1
824565	JIMMA JOHNSON	84.00	1
825380	LIEBERMAN, MICHAEL	415.00	1
825638	BROOKE FENDER	175.70	1
825791	JAMES MCGARRY	74.20	1
825796	MITCHELL A. MCFADDEN	75.60	1
826067	DAVID MOORE	79.04	1
826125	JENNA MORSE	334.39	2
826146	JUNAID MUMTAZ	61.00	1
827049	PATRICIA ANN RIDDELL	100.00	1
827461	JESSICA SISK	4,415.84	1
827640	BRIAN C SROKA	78.03	1
828031	MELISSA TROUTEN	67.90	1
828400	STELLA WALLS	84.42	1

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Vendor Code	Vendor Name	Total Amount	# Invoices
828716	MICHAEL WOOLFORD	525.32	2
828749	TRECA ZDYBEK	385.70	1
902121	BUCK & KNOBBY EQUIP CO INC	3,073.86	2
902703	HENNESSEY ENGINEERS, INC.	12,160.00	1
903181	MENARDS	87.01	1
903239	MONROE COUNTY ENTERPRISE FUND	8,702.89	7
903817	SALENBIEN TRUCKING & EXCAVATING	63,322.76	1
903819	SCHUMAKER BROTHERS	99,206.50	2
		1,308,886.03	366

NON CLAIM RUN 122625

AP CHECK REGISTER FOR MONROE COUNTY
POST DATES 12/18/2025 - 12/22/2025POSTED
PAID

Invoice Number	Vendor Name	Reference Number	Invoice Date	Inv Amt	Paid By Check Number
Vendor Code: 0000010000 ACCT# 734 241-2727 924 6					
734241272712	AT & T	0000003804		195.12	593559
734241330012	AT & T	0000003805		97.56	593559
734241582012	AT & T	0000003806		1,985.82	593559
734241713612	AT & T	0000003807		89.92	593559
Total Vendor Code 0000010000:				2,368.42	
Vendor Code: 0000010026					
x11192025.	AT&T MOBILITY	0000003658		287.08	593560
287275440972x1214202	AT&T MOBILITY	0000003815		183.61	593560
Total Vendor Code 0000010026:				470.69	
Vendor Code: 0000011521					
110036	AMERICAN HEATING, COOLING AND REFRIGERATION, INC.	0000003816		278.00	593561
110048	AMERICAN HEATING, COOLING AND REFRIGERATION, INC.	0000003817		862.42	593561
Total Vendor Code 0000011521:				1,140.42	
Vendor Code: 0000020010					
0259-004021844	REPUBLIC SERVICE OF TOLEDO	0000003656		9,970.92	593562
Total Vendor Code 0000020010:				9,970.92	
Vendor Code: 0000030539 ACCT# 408882453					
405000623130	BRIGHTSPEED	0000003808		328.35	593563
Total Vendor Code 0000030539:				328.35	
Vendor Code: 0000031085 8529101890071567					
12192025	COMCAST CABLEVISION	0000003784		375.50	593564
Total Vendor Code 0000031085:				375.50	
Vendor Code: 0000031502 ACCT# 1000 4637 1967					
203768054048	CONSUMERS ENERGY	0000003765	12/19/2025	49.93	593565
201543286355	CONSUMERS ENERGY	0000003785		7,803.67	593565
Total Vendor Code 0000031502:				7,853.60	
Vendor Code: 0000060211					
0366-110325	FIFTH THIRD BANK	0000003818		99.40	593566
0366-110425	FIFTH THIRD BANK	0000003819		48.94	593566
0366-110525	FIFTH THIRD BANK	0000003820		40.96	593566
0366_110525	FIFTH THIRD BANK	0000003821		55.84	593566
0366-111225	FIFTH THIRD BANK	0000003823		74.90	593566
0366-111325	FIFTH THIRD BANK	0000003824		64.47	593566
0366_111325	FIFTH THIRD BANK	0000003826		139.40	593566
0366_111225	FIFTH THIRD BANK	0000003830		508.06	593566
0366-111825	FIFTH THIRD BANK	0000003832		138.39	593566
0366-111925	FIFTH THIRD BANK	0000003833		74.42	593566
0366-112025	FIFTH THIRD BANK	0000003837		145.00	593566
0366-120125	FIFTH THIRD BANK	0000003840		97.84	593566
0366_120125	FIFTH THIRD BANK	0000003844		76.42	593566
0366 120125	FIFTH THIRD BANK	0000003857		50.00	593566
Total Vendor Code 0000060211:				1,614.04	
Vendor Code: 0000120967 LIFE - HOME DELIVERED MEALS - NOVEMBER 2025					
51218034824	LIVING INDEPENDENCE FOR EVERYONE	0000003733	12/18/2025	37,021.96	593567
51218022423	LIVING INDEPENDENCE FOR EVERYONE	0000003734	12/18/2025	3,490.46	593567
Total Vendor Code 0000120967:				40,512.42	
Vendor Code: 0000131004					
121625	MG DRIVING ACADEMY	0000003858		80.00	593568
Total Vendor Code 0000131004:				80.00	
Vendor Code: 0000131804					
758189027	SYSCO DETROIT LLC	0000003809		913.07	593569
Total Vendor Code 0000131804:				913.07	
Vendor Code: 0000210260					
2748182	U.S. FOODSERVICE INC	0000003810		74.80	593570
2748183	U.S. FOODSERVICE INC	0000003811		84.61	593570
Total Vendor Code 0000210260:				159.41	
Vendor Code: 0000300462 RESTITUTION BY ROBERT GERACZ					
17-243774-FH	DAVE BURTON	0000003822		162.50	593571

NON CLAIM RUN 122625

AP CHECK REGISTER FOR MONROE COUNTY

POST DATES 12/18/2025 - 12/22/2025

POSTED
PAID

Invoice Number	Vendor Name	Reference Number	Invoice Date	Inv Amt	Paid By Check Number
Vendor Code: 0000300462	RESTITUTION BY ROBERT GERACZ				
Total Vendor Code 0000300462:				162.50	
Vendor Code: 0000300469	RESTITUTION BY ROBERT GERACZ				
17-243774-FH	CJ & PATRICIA DIXON	0000003825		162.50	593572
Total Vendor Code 0000300469:				162.50	
Vendor Code: 0000300549	RESTITUTION BY DEMETRIUS BATES				
22-246762-FH	MICHAEL EHMANN	0000003827		200.00	593573
Total Vendor Code 0000300549:				200.00	
Vendor Code: 0000300649	RESTITUTION BY MICHAEL CISLO				
19-245003-FH	FIRST MERCHANT'S BANK	0000003828		52.46	593574
Total Vendor Code 0000300649:				52.46	
Vendor Code: 0000300657	RESTITUTION BY JAMES PATTENAUDE				
23-247483-FC	JEREMY FRAGASSI	0000003829		134.01	593575
Total Vendor Code 0000300657:				134.01	
Vendor Code: 0000300734	CL#HP687246 RESTITUTION BY RICKY WARTHEN				
08-36683-FH	GRANGE INSURANCE	0000003831		111.66	593576
Total Vendor Code 0000300734:				111.66	
Vendor Code: 0000300750	CL#2BZ003372678 RESTITUTION BY MATTHEW RANSBURG				
23-247411-FH	GRANGE & INTEGRITY INSURANCE	0000003834		237.31	593577
Total Vendor Code 0000300750:				237.31	
Vendor Code: 0000300877	RESTITUTION BY MARISSA NIEZGODA				
22-247236-FH	TIM HENES	0000003835		25.00	593578
Total Vendor Code 0000300877:				25.00	
Vendor Code: 0000300956	RESTITUTION BY HERBERT RHOADES				
24-247965-FH	JACK'S LAWN SERVICE	0000003836		51.18	593579
Total Vendor Code 0000300956:				51.18	
Vendor Code: 0000301248	RESTITUTION BY RICKY WARTHEN				
13-40758-FC	SUZETTE MATTISON	0000003838		111.65	593580
Total Vendor Code 0000301248:				111.65	
Vendor Code: 0000301290	RESTITUTION BY JAMES SMITH				
25-248283-FH	MONROE CO SHERIFF	0000003839		5,000.00	593581
Total Vendor Code 0000301290:				5,000.00	
Vendor Code: 0000301296	RESTITUTION BY ROBERT GERACZ				
17-243774-FH	TERRY & ELAINE MILLER	0000003841		162.50	593582
Total Vendor Code 0000301296:				162.50	
Vendor Code: 0000301327	RESTITUTION BY LAUREN JENKINS				
24-247987-FH	KRISTIN MCMANN	0000003842		108.33	593583
Total Vendor Code 0000301327:				108.33	
Vendor Code: 0000301437	RESTITUTION BY TRICIA GEAL				
24-248059-FH	ROBERT & HEIDI NOLAN	0000003843		125.00	593584
Total Vendor Code 0000301437:				125.00	
Vendor Code: 0000301514	RESTITUTION BY KAYCIE GORETSKI				
23-247384-FH	BRIAN OWENS	0000003845		15.00	593585
Total Vendor Code 0000301514:				15.00	
Vendor Code: 0000301640	RESTITUTION BY DANIEL WORRELL				
10-38367-FH	DENNIS POLCZYNSKI	0000003846		1,000.00	593586
Total Vendor Code 0000301640:				1,000.00	
Vendor Code: 0000301641	RESTITUTION BY ROBERT GERACZ				
17-243774-FH	LANIS PILON	0000003847		162.50	593587
Total Vendor Code 0000301641:				162.50	
Vendor Code: 0000301958	RESTITUTION BY ANDREW HIBBARD				
23-247673-FH	DOUGLAS SPAULDING	0000003848		50.00	593588
Total Vendor Code 0000301958:				50.00	
Vendor Code: 0000301967	RESTITUTION BY MICHAEL MCDONALD				
12-40068-FH	BILLI JO SMITH	0000003849		102.25	593589
Total Vendor Code 0000301967:				102.25	
Vendor Code: 0000302192	RESTITUTION BY KIMBERLY HAACK				

NON CLAIM RUN 122625

AP CHECK REGISTER FOR MONROE COUNTY
POST DATES 12/18/2025 - 12/22/2025POSTED
PAID

Invoice Number	Vendor Name	Reference Number	Invoice Date	Inv Amt	Paid By Check Number
Vendor Code: 0000302192 RESTITUTION BY KIMBERLY HAACK 19-245157-FH	JOYCE & RANDALL TURNER	0000003850		400.00	593590
Total Vendor Code 0000302192:				400.00	
Vendor Code: 0000302379 RESTITUTION BY JENNIFER AUCH 22-246945-FH	WILLOW GREEN MOBILE HOME	0000003851		250.00	593591
Total Vendor Code 0000302379:				250.00	
Vendor Code: 0000302382 RESTITUTION BY RONALD ROSS 22-246938-FH	VILLANOVA CONSTRUCTION CO	0000003852		25.00	593592
Total Vendor Code 0000302382:				25.00	
Vendor Code: 0000302394 RESTITUTION BY JEREMY ROSE 25-248382-FH	WOHLGEMUTH, CHELSEY	0000003853		100.00	593593
Total Vendor Code 0000302394:				100.00	
Vendor Code: 0000400151 PILTS SWAMPLAND PAYMENT 2025 2025 SWAMPLAND PYMT	CITY OF LUNA PIER TREASURER	0000003801		25.62	593594
Total Vendor Code 0000400151:				25.62	
Vendor Code: 0000400211 PILTS-SWAMPLAND PAYMENT-2025 2025 SWAMPLAND PYMT	BERLIN CHARTER TOWNSHIP	0000003798		17.10	593595
Total Vendor Code 0000400211:				17.10	
Vendor Code: 0000400220 2025 SWAMPLAND PYMT	ERIE TOWNSHIP TREASURER	0000003802		3,166.91	593596
Total Vendor Code 0000400220:				3,166.91	
Vendor Code: 0000400241 PILTS SWAMPLAND PAYMENT-2025 2025 SWAMPLAND PYMT	LASALLE TOWNSHIP TREASURER	0000003800		7.10	593597
Total Vendor Code 0000400241:				7.10	
Vendor Code: 0000400265 PILTS SWAMPLAND PAYMENT-2025 2025 SWAMPLAND PYMT	SUMMERFIELD TOWNSHIP	0000003799		10.78	593598
Total Vendor Code 0000400265:				10.78	
Vendor Code: 0000500003 AGENCY RETIREE LIFE 12/25 1225RETLIFE	MONROE COUNTY	0000003812		323.35	593599
Total Vendor Code 0000500003:				323.35	
Vendor Code: 0000500010 CASH BOND REMANDED TO DC 25-248597-FH	MONROE COUNTY DISTRICT COURT	0000003803		10,000.00	593600
Total Vendor Code 0000500010:				10,000.00	
Vendor Code: 0000708070 REISSUE CHECK #593403 25-13	STEPHANIE MARIE ROSINSKI	0000003868		464.10	593601
Total Vendor Code 0000708070:				464.10	
Vendor Code: 0000721608 RUBI MIRRELES LOPEZ 121525	THEA PARKER	0000003862		1,175.00	593602
Total Vendor Code 0000721608:				1,175.00	
Vendor Code: 0000750018 CC03 OLIVER; REISSUE CHECK 593447 24-2553DEC	BELCHER LAW PLLC	0000003781		900.00	593603
Total Vendor Code 0000750018:				900.00	
Vendor Code: CLERK/REG RESTITUTION BY JAY KOTHARI 25-248323-FH	LISA BABCOCK	0000003855		100.00	593606
24-247965-FH	MONROE MOTORSPORTS	0000003854		148.82	593605
23-247384-FH	WILLIAM OWENS	0000003856		25.00	593604
Total Vendor Code CLERK/REG:				273.82	
Vendor Code: TREASURER 2025 DBOR GRANTED A TX VAL CHANGE FOR THE 2024 TX YR-PROP#02-542-031-00 2025 DBOR	MARY BROOKER TRUST	0000003813		171.41	593607
2025 DBOR	TIMOTHY D & KATHARINE J MOORE	0000003814		2,970.89	593608
Total Vendor Code TREASURER:				3,142.30	
Report Total:				94,041.77	

NON CLAIM RUN 010226

AP CHECK REGISTER FOR MONROE COUNTY
POST DATES 12/23/2025 - 01/02/2026
POSTED
PAID

Invoice Number	Vendor Name	Reference Number	Invoice Date	Inv Amt	Paid By Check Number
Vendor Code: 0000010026					
287313993881X1219202	AT&T MOBILITY	0000003946		292.93	593609
287294892299X121925	AT&T MOBILITY	0000003988		873.32	593609
X12142025	AT&T MOBILITY	0000004013		4,287.82	593609
Total Vendor Code 0000010026:				5,454.07	
Vendor Code: 0000010043					
UTV112025	AT&T MOBILITY	0000004012		1,844.58	593610
Total Vendor Code 0000010043:				1,844.58	
Vendor Code: 0000011076 MEMORY LANE - OCTOBER 2025					
51229035744	ALZHEIMER'S & DEMENTIA CARE SERVICES OF NORTHWESTERN OHIO	0000004014	12/29/2025	6,080.00	593611
51229040045	ALZHEIMER'S & DEMENTIA CARE SERVICES OF NORTHWESTERN OHIO	0000004015	12/29/2025	1,640.00	593611
Total Vendor Code 0000011076:				7,720.00	
Vendor Code: 0000012750 ASH SENIORS - NOVEMBER 2025					
51223041329	ASH SENIOR CITIZEN CENTER	0000003997	12/23/2025	2,963.83	593612
Total Vendor Code 0000012750:				2,963.83	
Vendor Code: 0000020406 BEDFORD VETERAN CENTER - FOOD PANTRY : NOVEMBER 2025					
51223103628	BEDFORD TOWNSHIP VETERANS CENTER	0000004000	12/23/2025	543.94	593613
Total Vendor Code 0000020406:				543.94	
Vendor Code: 0000030539 ACCT# 408882453					
430000592754	BRIGHTSPEED	0000003989		82.09	593614
Total Vendor Code 0000030539:				82.09	
Vendor Code: 0000031502 ACCT# 1030 5002 3557					
203234165096	CONSUMERS ENERGY	0000004011	12/22/2025	472.36	593615
Total Vendor Code 0000031502:				472.36	
Vendor Code: 0000040250					
CNS0002040498	DELTA DENTAL PLAN OF MICHIGAN	0000003948		11,413.65	593616
Total Vendor Code 0000040250:				11,413.65	
Vendor Code: 0000040603					
DECEMBER162025	DTE ENERGY	0000003949		183.35	593617
DECEMBER182025	DTE ENERGY	0000003950		255.73	593617
DECEMBER192025	DTE ENERGY	0000003990		18.93	593617
DECEMBER1925	DTE ENERGY	0000003991		19.09	593617
DECEMBER222025	DTE ENERGY	0000003992		245.57	593617
DECEMBER232025	DTE ENERGY	0000003993		34.10	593617
DECEMBER2325	DTE ENERGY	0000003994		27.98	593617
DEC232025	DTE ENERGY	0000003995		20.18	593617
DEC2325	DTE ENERGY	0000003996		40.04	593617
Total Vendor Code 0000040603:				844.97	
Vendor Code: 0000042250 DUNDEE SENIORS - NOVEMBER 2025					
51223102227	DUNDEE SENIOR CITIZEN CENTER	0000004002	12/23/2025	20,121.00	593618
Total Vendor Code 0000042250:				20,121.00	
Vendor Code: 0000120125 LAKE ERIE TRANSIT - NOVEMBER 2025					
51223022029	LAKE ERIE TRANSIT COMMISSION	0000004004	12/23/2025	19,971.60	593619
Total Vendor Code 0000120125:				19,971.60	
Vendor Code: 0000131350 ACCT# 0502449387-00001					
5748762096	MICHIGAN GAS UTILITIES	0000003943	12/19/2025	50.26	593620
5748040468	MICHIGAN GAS UTILITIES	0000003951		5,370.20	593620
5750092976	MICHIGAN GAS UTILITIES	0000003998		229.63	593620
5750390452	MICHIGAN GAS UTILITIES	0000003999		947.19	593620
5750418422	MICHIGAN GAS UTILITIES	0000004001		478.96	593620
5751574822	MICHIGAN GAS UTILITIES	0000004003		526.80	593620
5752239779	MICHIGAN GAS UTILITIES	0000004006		265.78	593620
Total Vendor Code 0000131350:				7,868.82	
Vendor Code: 0000131496					
551-667297	MICHIGAN STATE POLICE - CASHIERS OFFICE	0000003970		30.00	593621
Total Vendor Code 0000131496:				30.00	
Vendor Code: 0000131804					
758189025	SYSCO DETROIT LLC	0000003952		1,620.97	593622

AP CHECK REGISTER FOR MONROE COUNTY

POST DATES 12/23/2025 - 01/02/2026

POSTED
PAID

Invoice Number	Vendor Name	Reference Number	Invoice Date	Inv Amt	Paid By Check Number
Vendor Code: 0000131804					
758189026	SYSCO DETROIT LLC	0000003953		300.99	593622
Total Vendor Code 0000131804:				1,921.96	
Vendor Code: 0000132420					
010226 554	MONROE COUNTY DENTAL INSURANCE	0000004061		27.37	593623
010226 565	MONROE COUNTY DENTAL INSURANCE	0000004062		791.44	593623
Total Vendor Code 0000132420:				818.81	
Vendor Code: 0000132435 MEMBERSHIP PAYROLL 01/02/26					
010226 YMC	MONROE FAMILY YMCA	0000004020		1,245.30	593624
Total Vendor Code 0000132435:				1,245.30	
Vendor Code: 0000132450					
010226 554M	MONROE CO.HEALTH INSURANCE	0000004063		615.16	593625
010226 554V	MONROE CO.HEALTH INSURANCE	0000004064		6.86	593625
010226 565M	MONROE CO.HEALTH INSURANCE	0000004065		13,494.62	593625
010226 565V	MONROE CO.HEALTH INSURANCE	0000004066		149.71	593625
Total Vendor Code 0000132450:				14,266.35	
Vendor Code: 0000132600 MCOP HOME CARE - NOVEMBER 2025					
51229110938	MONROE CO. OPPORTUNITY PROGRAM	0000004005	12/29/2025	10,096.38	593626
51229111140	MONROE CO. OPPORTUNITY PROGRAM	0000004007	12/29/2025	9,938.40	593626
51229114142	MONROE CO. OPPORTUNITY PROGRAM	0000004008	12/29/2025	1,836.00	593626
51229110837	MONROE CO. OPPORTUNITY PROGRAM	0000004009	12/29/2025	20,469.30	593626
512291111039	MONROE CO. OPPORTUNITY PROGRAM	0000004010	12/29/2025	3,648.75	593626
Total Vendor Code 0000132600:				45,988.83	
Vendor Code: 0000133650 ACCT# 3130					
121925-3130	CITY OF MONROE	0000003954		19.68	593627
121925-4221	CITY OF MONROE	0000003955		40.19	593627
121925-4254	CITY OF MONROE	0000003956		967.69	593627
121925-4255	CITY OF MONROE	0000003957		711.32	593627
121925-4697	CITY OF MONROE	0000003958		153.82	593627
121925-4722	CITY OF MONROE	0000003959		45.23	593627
121925-5523	CITY OF MONROE	0000003960		268.72	593627
121925-6840	CITY OF MONROE	0000003961		50.78	593627
121925-7204	CITY OF MONROE	0000003962		742.82	593627
121925-8881	CITY OF MONROE	0000003963		302.76	593627
121925-17485	CITY OF MONROE	0000003964		224.36	593627
121925-24826	CITY OF MONROE	0000003965		17.67	593627
12/19/25 MAIN	CITY OF MONROE	0000003973		8,550.59	593627
12192025 HS	CITY OF MONROE	0000003975		599.28	593627
122925 DORM	CITY OF MONROE	0000003978		4,820.17	593627
Total Vendor Code 0000133650:				17,515.08	
Vendor Code: 0000161170					
9047208	PRAIRIE FARMS DAIRY, INC	0000003966		157.82	593628
Total Vendor Code 0000161170:				157.82	
Vendor Code: 0000180818					
109709493	RICOH USA, INC.	0000004016		146.49	593629
Total Vendor Code 0000180818:				146.49	
Vendor Code: 0000192299					
121525	SOUTH COUNTY WATER SYSTEM	0000003967		26.99	593630
Total Vendor Code 0000192299:				26.99	
Vendor Code: 0000201553					
1141	TRIPLE A MANAGEMENT INC	0000004018		8,588.33	593631
Total Vendor Code 0000201553:				8,588.33	
Vendor Code: 0000220156					
6131756333	VERIZON WIRELESS	0000004017		285.38	593632
Total Vendor Code 0000220156:				285.38	
Vendor Code: 0000500002					
010226 DPR	MONROE COUNTY	0000004022		1,395.59	593633
010226 MPR	MONROE COUNTY	0000004027		45,195.05	593633
010226 VPR	MONROE COUNTY	0000004030		169.15	593633
Total Vendor Code 0000500002:				46,759.79	
Vendor Code: 0000500003					

AP CHECK REGISTER FOR MONROE COUNTY

POST DATES 12/23/2025 - 01/02/2026

POSTED
PAID

Invoice Number	Vendor Name	Reference Number	Invoice Date	Inv Amt	Paid By Check Number
Vendor Code: 0000500003					
010226 554	MONROE COUNTY	0000004067		3.07	593634
010226 565	MONROE COUNTY	0000004068		79.82	593634
Total Vendor Code 0000500003:				82.89	
Vendor Code: 0000501100					
010226 554	MONROE COUNTY GENERAL LIABILITY INS	0000004069		39.23	593635
Total Vendor Code 0000501100:				39.23	
Vendor Code: 0000509820					
CHIT 84-86	JOSHUA DOROW	0000003972		625.44	593636
Total Vendor Code 0000509820:				625.44	
Vendor Code: 0000510725					
010226 554	MONROE COUNTY	0000004070		1,054.20	593637
Total Vendor Code 0000510725:				1,054.20	
Vendor Code: 0000550200 PURCH MIL SERV					
010226 PST	MONROE CO. EMP. RETIRE. SYS.	0000004032		298.88	593638
010226 RET	MONROE CO. EMP. RETIRE. SYS.	0000004034		17,496.96	593638
010226 RTC	MONROE CO. EMP. RETIRE. SYS.	0000004036		2,513.94	593638
010226 RTD	MONROE CO. EMP. RETIRE. SYS.	0000004039		1,136.58	593638
010226 RTS	MONROE CO. EMP. RETIRE. SYS.	0000004041		12,716.62	593638
Total Vendor Code 0000550200:				34,162.98	
Vendor Code: 0000550215					
010226 UW	UNITED WAY OF MONROE COUNTY	0000004043		43.00	593639
Total Vendor Code 0000550215:				43.00	
Vendor Code: 0000550231 DEPUTIES					
010226 U01	POLICE OFFICERS ASSN OF MICH	0000004045		4,152.66	593640
010226 U07	POLICE OFFICERS ASSN OF MICH	0000004047		315.00	593640
010226 U08	POLICE OFFICERS ASSN OF MICH	0000004049		420.92	593640
010226 U09	POLICE OFFICERS ASSN OF MICH	0000004051		847.34	593640
010226 U10	POLICE OFFICERS ASSN OF MICH	0000004054		2,860.02	593640
010226 U12	POLICE OFFICERS ASSN OF MICH	0000004056		550.00	593640
010226 U14	POLICE OFFICERS ASSN OF MICH	0000004057		683.24	593640
010226 U16	POLICE OFFICERS ASSN OF MICH	0000004058		302.33	593640
010226 U17	POLICE OFFICERS ASSN OF MICH	0000004059		500.22	593640
010226 U18	POLICE OFFICERS ASSN OF MICH	0000004060		210.00	593640
Total Vendor Code 0000550231:				10,841.73	
Vendor Code: 0000550241					
010226 9A	MONROE COUNTY COMMAND OFFICERSASSOC	0000004024		65.00	593641
Total Vendor Code 0000550241:				65.00	
Vendor Code: 0000550242					
010226 4A	MONROE COUNTY TPOAM	0000004026		350.00	593642
Total Vendor Code 0000550242:				350.00	
Vendor Code: 0000550243 NURSES					
010226 U03	TPOAM	0000004028		232.00	593643
010226 U04	TPOAM	0000004029		2,450.00	593643
010226 U06	TPOAM	0000004031		525.00	593643
010226 U11	TPOAM	0000004033		245.00	593643
010226 U13	TPOAM	0000004035		105.00	593643
Total Vendor Code 0000550243:				3,557.00	
Vendor Code: 0000550244					
010226 1A	MONROE CO DEPUTY SHERIFF ASSN	0000004037		670.00	593644
Total Vendor Code 0000550244:				670.00	
Vendor Code: 0000550248					
010226 10A	MO CO CORRECTION OFFICERS ASSN	0000004038		335.00	593645
Total Vendor Code 0000550248:				335.00	
Vendor Code: 0000550250					
010226 U02	LOCAL 517, UTILITY WORKERS OF AMERICA A.F.L.-C.I.O.	0000004040		1,064.62	593646
Total Vendor Code 0000550250:				1,064.62	
Vendor Code: 0000550252					
010226 17A	MONROE CO CORRECTIONS SERGEANTASSOC	0000004042		101.25	593647

AP CHECK REGISTER FOR MONROE COUNTY

POST DATES 12/23/2025 - 01/02/2026

POSTED
PAID

Invoice Number	Vendor Name	Reference Number	Invoice Date	Inv Amt	Paid By Check Number
Vendor Code: 0000550252					
Total Vendor Code 0000550252:				101.25	
Vendor Code: 0000550274					
010226 14A	MONROE COUNTY ASSISTANT PROSECUTORS ASSO	0000004044		200.00	593648
Total Vendor Code 0000550274:				200.00	
Vendor Code: 0000550280					
010226 GWE	GREAT-WEST LIFE & ANNUITY	0000004046		5,087.00	593649
Total Vendor Code 0000550280:				5,087.00	
Vendor Code: 0000550285					
010226 EQU	AXA EQUITABLE	0000004048		907.30	593650
Total Vendor Code 0000550285:				907.30	
Vendor Code: 0000550310					
010226 554	MONROE CO.UNEMPLOYMENT CONTRIB	0000004071		2.31	593651
010226 565	MONROE CO.UNEMPLOYMENT CONTRIB	0000004072		76.08	593651
Total Vendor Code 0000550310:				78.39	
Vendor Code: 0000550315					
010226 554	MONROE COUNTY WORKERS COMP.	0000004073		3.23	593652
Total Vendor Code 0000550315:				3.23	
Vendor Code: 0000550320					
010226 554	MONROE CO.LONG TERM DISABILITY	0000004075		16.18	593653
010226 565	MONROE CO.LONG TERM DISABILITY	0000004076		496.57	593653
Total Vendor Code 0000550320:				512.75	
Vendor Code: 0000550325					
010226 CRH	MONROE CO.RETIREE HEALTH CARE	0000004050		592.24	593654
010226 DRH	MONROE CO.RETIREE HEALTH CARE	0000004052		306.06	593654
010226 RHC	MONROE CO.RETIREE HEALTH CARE	0000004053		4,114.83	593654
010226 SRH	MONROE CO.RETIREE HEALTH CARE	0000004055		2,883.31	593654
Total Vendor Code 0000550325:				7,896.44	
Vendor Code: 0000720405					
2300049499	CORRIGAN CONSTRUCTION LLC	0000003968		375,272.02	593655
Total Vendor Code 0000720405:				375,272.02	
Vendor Code: 0000721904					
12/14-12/27/25	CARL J. SCHMIDT	0000003874		3,044.15	593656
Total Vendor Code 0000721904:				3,044.15	
Vendor Code: 0000750459 PARTIAL REISSUE CK 592748 CC05					
JD112516	APEX LEGAL GROUP PLLC	0000003889		216.00	593657
JD112517	APEX LEGAL GROUP PLLC	0000003890		180.00	593657
JD112518	APEX LEGAL GROUP PLLC	0000003891		348.00	593657
JD115219	APEX LEGAL GROUP PLLC	0000003892		348.00	593657
JD112520	APEX LEGAL GROUP PLLC	0000003893		216.00	593657
PR112523	APEX LEGAL GROUP PLLC	0000003894		504.00	593657
PR112524	APEX LEGAL GROUP PLLC	0000003895		444.00	593657
PR112525	APEX LEGAL GROUP PLLC	0000003896		288.00	593657
PR112528	APEX LEGAL GROUP PLLC	0000003897		492.00	593657
Total Vendor Code 0000750459:				3,036.00	
Vendor Code: TREASURER ASSESSOR GRANTED 100% PRE FOR THE 2024 TAX YR-PROP# 03-028-011-40					
2024 PRE	MATTHEW TURNER	0000003910		1,430.53	593658
2025 DBOR	NEWPORT ESTATES LLC	0000003908		102.31	593660
2024 PRE	ROBERTA ROBBINS	0000003909		239.83	593659
Total Vendor Code TREASURER:				1,772.67	
Report Total:				667,854.33	

December 17, 2025

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

Re: Request to Apply for Public Health Capacity-Building Mini Grant

Dear Chairman Vensel:

The Monroe County Public Health Department (MCHD) is requesting approval to apply for a Public Health Capacity Building Mini-Grant of \$10,000 from the Michigan Department of Health & Human Services (MDHHS). There is no matching grant amount for the program. These funds will be received and expended in FY 2026.

MDHHS is awarding funds to local health departments to engage in activities that will strengthen the culture of quality in Michigan's Public Health System. MCHD is requesting the opportunity to apply for these funds to support the update of our agency's strategic plan.

Thank you for your consideration of this request.

Sincerely,

Jamie R. Dean

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

CC: Michael Bosanac, County Administrator
Susan Meier, Director of Fiscal Services
Grace Miles, Administrative Assistant, MC Board of Commissioners

2026 Request for Proposals

Public Health Capacity-Building Mini-Grant Program

for Michigan Local Health Departments and Tribal Public Health Agencies

Summary

The Michigan Department of Health and Human Services is offering a funding opportunity for local and tribal public health agencies to engage in activities that will demonstrate a measurable increase in their ability to work towards national and state standards for public health and strengthen the culture of quality in Michigan's public health system.

Three (3) awards of \$10,000 each will be awarded to public health agencies to build capacity to meet national and state public health standards. Funding may be used to complete activities related to accreditation readiness, performance management, workforce development, quality improvement and/or integrating equity throughout the health department. Examples of past funded activities include:

- Developing community health data dashboards in partnership with community partners to identify greatest health needs in the community.
- Developing an agency strategic plan led by an outside facilitator.
- Conducting a performance management self-assessment and addressing identified areas of need.
- Building a performance management system and developing staff performance management training.
- Conducting a self-study to determine readiness to participate in national accreditation or reaccreditation and beginning implementation of needed activities.
- Developing and providing training on quality improvement to agency staff and members of the local governing entity.
- Conducting a workforce development training needs assessment and develop workforce development plans.

Eligible applicants must demonstrate an area of need for their agency in one of the following listed categories of accreditation readiness activities. Interested agencies should submit a letter of intent via email to Brittney Spitzley (bspitzle@mphi.org) by **January 16, 2026**. Completed applications must be submitted by **5:00 pm EST on January 30, 2026**. The project period will run from March 2, 2026, to August 31, 2026.

NOTE: Please submit questions pertaining to this request for proposals to Brittney Spitzley (bspitzle@mphi.org) by **5:00 pm on January 16, 2026**. A list of questions and answers will be emailed on **January 22, 2026**, to all agencies that submit a letter of intent.

Eligibility

Applicant organizations must:

- Be local or tribal public health agencies within the state of Michigan.
- Seek funding to support their agency's accreditation readiness activities.
- Apply funds to accreditation readiness activities the agency is planning to carry out but has not yet completed. These funds are not intended to replace funds already allocated for this work. Funds are intended to cover prospective costs, not costs already incurred by the applicant
- Have sufficient capacity to complete the planned project activities within the project timeframe.
- Have all project staff participate in the following accreditation readiness activities:
 - Complete the online training: *Embracing Quality in Public Health: A Practitioner's Performance Management Primer*, found online at <https://pmqitraining.miophi.org/>.
 - Participate in the quarterly teleconference meetings of the Michigan Network for Accreditation Coordinators (MI-NAC). The project lead identified in submitted proposals will be added to the distribution list for meeting announcements.
 - Provide a short informal presentation during a MI-NAC quarterly call describing the agency's mini-grant project, sharing the results of mini-grant activities and any lessons learned.

Please note: Agencies do not have to be actively preparing to participate in national accreditation through Public Health Accreditation Board (PHAB) to be eligible for this funding opportunity.

Grant Period

Grants will begin on **March 2, 2026**. Funded activities must be completed by **August 31, 2026**.

Funded Activities

Applicants may apply to work on activities from one of the following categories:

Category 1: Completing Agency Plans

Projects supported under this category will use funds to develop a community health assessment, community health improvement plan, agency strategic plan, workforce development plan, public health emergency operations plan, quality improvement plan, performance management policy/system, or organizational branding strategy, in conformance with national (PHAB) standards. Appendix A in the RFP contains PHAB definitions and a link to the PHAB standards.

Category 2: Readiness Self-Assessments

Projects supported under this category will use funds to complete a self-assessment of the agency's readiness for accreditation activities such as: quality improvement, performance management, workforce development, accreditation readiness, or foundational public health services capacity and

cost assessment for example. Awardees will identify gaps in documentation needed to meet accreditation standards.

Category 3: Other Accreditation Readiness Activities

Projects supported under this category will use funds to complete activities to work towards national or state standards. Applicants may develop and/or implement other PHAB requirements or Michigan Accreditation activities needed for accreditation readiness. This award may also be applied to PHAB **reaccreditation** activities, and/or to addressing opportunities for improvement identified in the PHAB Site Visit Report.

Reminder: Agencies do not have to be actively preparing to participate in national accreditation through PHAB to be eligible for this funding opportunity.

Project Requirements

Each local or tribal public health agency selected will be required to do the following:

Project Management

- I. Identify leadership and staff support;
- II. Develop appropriate business processes to carry out project activities; and
- III. Develop and submit a project workplan by the beginning of the project period.

Project Activities

- Complete the activities indicated in the project workplan.

Deliverables

- Progress Report – due **June 5, 2026**;
- Proof (copy of certificates) that all project staff in the proposal completed the online Performance Management Primer training – due **June 5, 2026**;
- Final report – due **September 11, 2026**; and
- Any other documentation developed through use of grant funds (e.g. community health assessment, community health improvement plan, agency strategic plan, self-assessment results, etc.).

Review Criteria

All proposals will be reviewed by a selection committee. Individual critiques of applications will not be provided. Proposals will be rated based on the following criteria:

- ✓ Degree to which the proposal meets all RFP requirements
- ✓ Degree to which the proposal demonstrates a need for the funding

- ✓ Feasibility of achieving project objectives with the proposed team and within the estimated schedule and budget
- ✓ Demonstrated willingness to complete all project activities within the time allotted
- ✓ Demonstrated willingness to share cross-jurisdictionally, grant deliverables and lessons learned

Program Direction and Contact Information

The Michigan Department of Health and Human Services (MDHHS) is the lead agency for this project. The Michigan Public Health Institute (MPHI) Office of Public Health Improvement (OPHI) will administer and manage this project.

Contact at MDHHS:

Jennifer Schuette, MPH
Accreditation and Performance Improvement
Manager, OPIM
schuettej@michigan.gov

Contact at MPHI:

Brittney Spitzley, MPH
Public Health Improvement Specialist
OPHI
bspitzle@mphi.org

Jeanette Ball, MS
Public Health Improvement Coordinator
OPHI
jbball@mphi.org

Timetable

RFP Activities	Completion Dates
Release of the Request for Proposals (RFP)	Monday, December 15, 2025
Letter of Intent (recommended, but not required) Due by Email	Friday, January 16, 2026
Questions Due by Email	Friday, January 16, 2026
List of Questions and Answers Sent to All Agencies That Submitted a Letter of Intent	Thursday, January 22, 2026
Deadline for Receipt of Proposals. Proposals must be Submitted Electronically, by 5:00 pm, EST.	Friday, January 30, 2026
Announcement of Awards	Monday, February 9, 2026
Project Begins	Monday, March 2, 2026
Progress Report & Copies of Performance Management Primer Certificates Due	Friday June 5, 2026
Project Ends	Monday, August 31, 2026
Final Report and Deliverables Due	Friday, September 11, 2026

Available Funding

On a competitive basis, three (3) local and/or tribal public health agencies will be awarded \$10,000 each to support their efforts to meet national standards for public health. Funding for this project has been made available by the CDC's Preventive Health and Health Services Block Grant program through the Michigan Department of Health and Human Services (MDHHS).

How to Apply

The completed proposal must be submitted via email to Brittney Spitzley (bspitzle@mphi.org) on or before **5:00 pm EST on January 30, 2026**. **Please indicate in the subject line of your email: Proposal for Accreditation Readiness Mini-Grant from [name of health agency].**

The proposal must:

- Not exceed five (5) single spaced pages
 - The *Cover Page* and *Attachment A: Budget* will not be included in the page limit
 - With 12 pt font
 - 1-inch margins on all sides
- Be responsive to this RFP

Incomplete proposals will not be reviewed.

Proposal Sections:

I. Cover Page

On the cover page please indicate:

- Agency Name
- Street Address
- Name of health officer or tribal health director
- Official project contact – name, title, email address, and telephone number
- Category of activity for which the agency is applying
 - Category 1: Completing Agency Plans
 - Category 2: Readiness Self-Assessment
 - Category 3: Other Accreditation Readiness Activities

II. Narrative

Provide a brief description addressing the agency's:

- Current level of readiness to engage in activities that will demonstrate a measurable increase in capacity to work towards national and state standards and strengthen the culture of quality in Michigan's public health system. Specifically indicate how required plans or accreditation readiness activities that will lead to national or state accreditation

- (e.g., completing a Community Health Assessment will drive effort to complete a Community Health Improvement Plan);
- Target date for PHAB application, if applicable;
 - Demonstrated need for funding to start or complete the accreditation readiness activity;
 - Brief project workplan describing the proposed project objectives, activities, and timeline. Include project deliverables and name of the person responsible for assuring the project's completion;
 - Team composition, including staff from multiple levels within the organization (highlighting opportunities for leadership development), if appropriate; and
 - Identify selected contractors and consultants who will assist with grant-related activities, if known.
 - How lessons learned and deliverables will be shared across jurisdictions.

III. Attachment A: Budget

List how funds will be used. Include any in-kind contributions.

Agreement with the Michigan Public Health Institute & Use of Grant Funds

To participate in this grant opportunity, the selected agencies will be required to enter into a contractual agreement with the Michigan Public Health Institute. The selected agencies will receive half their award upon submission of their mid-point progress report. The other half will be released after the final report and deliverables have been submitted to MPH, provided that *all project requirements were met*.

Grant funds may be used for project staff salaries, supplies, project-related travel, and other direct expenses. Grant funds may **not** be used to substitute for or replace funds already allocated or spent for the same activity. All deliverables, including documents resulting from grant activities (e.g. PHAB required plans) must be developed during the grant period. Grant funds may **not** be used for equipment, construction or renovation of facilities, lobbying, travel unrelated to the project, or as a substitute for funds currently being used to support similar activities. Software generally falls under supplies, not equipment. However, it is not recommended that all mini-grant funds be used for just software as this will not meet all grant requirements (for example, demonstrating team composition and other factors which will be scored).

Appendix A: Glossary of Terms

An electronic version of the Public Health Accreditation Board Standards and Measures Version 2022 is at: <https://phaboard.org/wp-content/uploads/Standards-Measures-Initial-Accreditation-Version-2022.pdf>

The definitions below are taken from the *Public Health Accreditation Board Acronyms and Glossary of Terms Version 1.5*. An electronic version of this document is at: <http://www.phaboard.org/wp-content/uploads/FINAL PHAB-Acronyms-and-Glossary-of-Terms-Version-1.5.pdf>

Accreditation

Accreditation for public health departments is defined as:

1. The development and acceptance of a set of national public health department accreditation standards;
2. The development and acceptance of a standardized process to measure health department performance against those standards;
3. The periodic issuance of recognition for health departments that meet a specified set of national accreditation standards; and
4. The periodic review, refining, and updating of the national public health department accreditation standards and the process for measuring and awarding accreditation recognition.

Branding

Branding is the marketing practice of creating a name, symbol or design that identifies and differentiates a product from other products.

(<http://www.entrepreneur.com/encyclopedia/branding>)

Capacity

Capacity consists of the resources and relationships necessary to carry out the core functions and essential services of public health; these include human resources, information resources, fiscal and physical resources, and appropriate relationships among the system components.

Community Health Assessment

A community health assessment is a systematic examination of the health status indicators for a given population that is used to identify key problems and assets in a community. The goal of a community health assessment is to develop strategies to address the community's health needs and identified issues. A variety of tools and processes may be used to conduct a community health assessment; the essential ingredients are community engagement and collaborative participation.

Community Health Improvement Plan

A community health improvement plan is a long-term, systematic effort to address public health problems based on the results of community health assessment activities and the community health improvement process. A plan is typically updated every three to five years.

This plan is used by health and other governmental education and human service agencies, in collaboration with community partners, to set priorities and coordinate and target resources. A community health improvement plan is critical for developing policies and defining actions to target efforts that promote health. It should define the vision for the health of the community through a collaborative process and should address the gamut of strengths, weaknesses, challenges, and opportunities that exist in the community to improve the health status of that community.

This definition of a community health improvement plan also refers to a Tribal, state, or territorial community health improvement plan.

Emergency Operations Plan (EOP)

An emergency operations plan is a document that assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency; sets forth lines of authority and organizational relationships, and shows how all actions will be coordinated; describes how people and property will be protected in emergencies and disasters; identifies personnel, equipment, facilities, supplies, and other resources available within the jurisdiction or by agreement with other jurisdictions for use during response and recovery operations; and identifies steps to address mitigation concerns during response and recovery activities. As a public document, an EOP also cites its legal basis, states its objectives, and acknowledges assumptions. (<http://www.fema.gov/pdf/plan/slg101.pdf>)

Infrastructure

Infrastructure denotes the systems, competencies, relationships, and resources that enable performance of public health's core functions and essential services in every community. Categories include human, organizational, informational, and fiscal resources.

Performance Management System

A fully functioning performance management system that is completely integrated into health department daily practice at all levels includes: 1) setting organizational objectives across all levels of the department, 2) identifying indicators to measure progress toward achieving objectives on a regular basis, 3) identifying responsibility for monitoring progress and reporting, and 4) identifying areas where achieving objectives requires focused quality improvement processes.

Public Health Workforce Development Plan

A public health workforce development plan sets forth objectives and strategies that are aimed at training and educational programs to bring public health employees up to date on the skills necessary to do their jobs better or to train the next generation of public health workers and leaders. (Rowitz, L. Public Health Leadership, 3rd Ed. Jones and Bartlett, 2014)

Quality Improvement (QI)

Quality improvement in public health is the use of a deliberate and defined improvement process, such as Plan-Do-Check-Act, which is focused on activities that are responsive to community needs and improving population health. It refers to a continuous and ongoing effort to achieve measurable improvements in the efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in services or processes which achieve equity and improve the health of the community.

Strategic Plan

A strategic plan results from a deliberate decision-making process and defines where an organization is going. The plan sets the direction for the organization and, through a common understanding of the mission, vision, goals, and objectives, provides a template for all employees and stakeholders to make decisions that move the organization forward.

Workforce Assessment

Workforce assessment in public health is the process of determining the personnel, training, skills, and competencies needed to implement initiatives contributing to the provision of the Ten Essential Public Health Services. This assessment includes the use of performance measures for identified competencies, identification of needed professional personnel, and formulation of plans to address workforce gaps. It also includes the planning, implementation, and evaluation of life-long learning to equip public health workers to develop new skills as needed. (Institute of Medicine. Who Will Keep the Public Healthy? National Academies Press. Washington, DC. 2003)

MI Public Health Capacity-Building Mini-Grant Proposal Checklist

My proposal meets all the requirements outlined in the application:

Cover Page includes:

- ☐ Agency name
- ☐ Street address
- ☐ Name of health officer or tribal health director
- ☐ Official project contact – name, title, email address, and telephone number
- ☐ Project lead (if different from project contact) – name, title, email address and telephone number
- ☐ Category of activity for which your agency is applying (Category 1, 2, or 3)

Document includes:

- ☐ Five (5) single spaced pages or less (the Cover Page and Attachment A: Budget not included in the page limit) with 12 pt font and 1-inch margins on all sides

Proposal includes:

- ☐ The proposal describes potential to build capacity to work towards national and state standards and build a culture of quality in Michigan's public health system
- ☐ Your agency demonstrates a need of funds for accreditation readiness activities
- ☐ A brief description of the public health agency's proposed project is provided
- ☐ Acknowledges the required grant deliverables
 - ☐ Progress report
 - ☐ Proof (copy of certificates) that all project staff in the proposal completed the on-line Performance Management Primer training
 - ☐ Final report
 - ☐ Any other documentation developed through use of grant funds (e.g. community health assessment, community health improvement plan, agency strategic plan, self-assessment results, etc.)
- ☐ A budget is included

Project description includes:

- ☐ Identifies funds will be used for either completing accreditation pre-requisites, completing self-assessments to identify readiness gaps, or to compile documentation for accreditation
- ☐ Demonstrates capacity to complete project activities
- ☐ Includes a descriptive workplan which consists of
 - ☐ Project objectives
 - ☐ Activities
 - ☐ Timeline
 - ☐ Deliverables
 - ☐ Name of the person responsible for assuring project completion
- ☐ Indicates willingness to share cross-jurisdictionally, grant deliverables and lessons learned
- ☐ Can be completed within the estimated schedule and shows the ability to complete project documentation by August 31, 2026
- ☐ A realistic budget
- ☐ Appropriate team composition (includes opportunities for leadership development)



MONROE COUNTY

FINANCE DEPARTMENT

125 East Second Street · Monroe, Michigan 48161-2110

Telephone: (734) 240-7250 · Fax (734) 240-7266

December 30, 2025

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

**Re: Monroe County Opportunity Program Community Development Block Grant
Program Income Funding**

Dear Chairman Vensel and Members of the Board:

Please accept this communication for the agenda of the Monroe County Board of Commissioners on January 6, 2026 regarding the above referenced matter. The County currently acts as the fiduciary for the Community Development Block Grant program administered by Monroe County Opportunity Program (MCOP). MCOP has earned approximately \$72,784.03 in CDBG program income funds which are to be used for emergency repairs for low to moderate income Monroe County residents and the administrative costs associated with managing the program.

In adherence to Michigan State Housing Development Authority's (MSHDA) Program Income Policy; the County, along with MCOP, is seeking the Board's approval for the acceptance of the allocation of this program income as follows: \$59,682.91 emergency repair project costs and \$13,101.13 administrative costs.

If you have additional questions, please feel free to contact MCOP at 734-241-2775.

Sincerely,

Crystal Comer
Fiscal Manager, Monroe County Finance Department

**MONROE COUNTY
NOTICE OF PUBLIC HEARING
FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM INCOME FUNDING**

Monroe County will conduct a public hearing on January 6, 2026 at 6:00 pm at Monroe County Board of Commissioners Chambers, 125 E. Second St. Monroe, MI 48161 for the purpose of affording citizens an opportunity to examine and submit comments on the proposed Monroe County CDBG program income grant.

Monroe County proposes to use \$72,784.03 CDBG program income funds for emergency repairs and benefit at least (100%) low to moderate income persons. Zero persons will be displaced as a result of the proposed activities.

This program is to be administered by Monroe County Opportunity Program as a Third Party Administrator.

Further information, including a copy of Monroe County's CDBG program income certification and prior CDBG program performance documentation is available for review. The documents can be reviewed at the Monroe County Courthouse, Finance Department, 125 E Second St. Monroe, MI 48161. Comments may be submitted in writing through January 5, 2026 or made in person at the public hearing.

Citizen views and comments on the proposed application are welcome.

Monroe County
Crystal Comer, Monroe County Finance Office
734-240-7250

PROGRAM INCOME CERTIFICATION

Please review the Program Income Policy complete the questions below. For the purposes of this certification all potential CDBG program income generated in the program year should be counted and reported, regardless of the \$35,000 threshold.

Program Income Contact

Unit of General Local Government Name: **MONROE COUNTY**
 Primary Program Income Contact for UGLG: **CRYSTAL COMER**
 Contact email: **crystal_comer@monroemi.org**
 Contact phone: **734-240-7262**

Program Income Information for Program Year: (fill in years)

July 1, 2024 – June 30, 2025

Program Income (PI) was received for the program year above:

☒ YES ☐ NO

Total UGLG for the program year above, was less than \$35,000:

☐ YES ☒ NO

Amount of PI received for the program year above, was:

\$72,784.03

☒ UGLG has received receipts for more than \$35,000 for the above program year and will contact the MSHDA in order setup the use of PI. The budget for these funds is as follows:

Budget for Program Income received in excess of \$35,000 in PY	
Emergency Repair Project Costs	\$59,682.91
Administration Costs	\$13,101.13
TOTAL	\$72,784.03

☐ UGLG intends to use PI under \$35,000 for non-CDBG eligible activities or without full CDBG compliance and requests confirmation from the MSHDA to proceed. Please move the funds to your general fund account but put the funds in a subaccount named CDBG housing defederalized program income account.

☐ UGLG intends to return all program income receipts for the program year above. The MSHDA – CDBG Program accepts return of funds via check. For questions relating to returning CDBG funds please contact either Trenton Mitchell at MitchellT13@michigan.gov or Cheryl Thelen at ThelenC9@michigan.gov

Pay by Check

Payable to: "State of Michigan"

Memo: Program Income "Year"

Mail to:

Cheryl Thelen

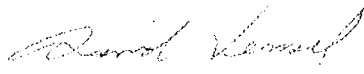
MSHDA- CDBG Program Income

735 E. Michigan Avenue, Lansing, MI 48912

Certification: I certify that to the best of my knowledge and belief that the report is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Date: 07/17/2025

X


 David Vensel, Board of Commissioners Chairman

Monroe County Opportunity Program
Account Detail Report
7/1/2024 to 6/30/2025

<u>Transaction</u> <u>Date</u>	<u>Transaction</u> <u>Reference</u>	<u>Transac</u> <u>tion</u> <u>Source</u>	<u>Transaction Description</u>	<u>Description</u>	<u>Distribution</u> <u>Amount</u>
1-74-2000-00	Due to/from Central				
9/30/2024		C/R	BAUER JOB #09-019 LOAN PAYMENT		30.00
9/30/2024		C/R	BREIMAYER JOB #03-017 LOAN PAY-OFF (607 W FRONT ST, MONROE, MI)		6,760.03
10/21/2024		C/R	BAUER LOAN PAYMENT #09-019 (4078 LEWIS AVE, IDA, MI)		30.00
10/21/2024		C/R	BRYANT LOAN PAYMENT #01-23 (967 COLE RD, MONROE, MI)		426.00
10/21/2024		C/R	NORTH LOAN PAY-OFF #03-025 (4113 S OTTERCRK, LASALLE, MI)		19,656.00
11/27/2024		C/R	BAUER LOAN PAYMENT #09-019		30.00
11/27/2024		C/R	THACKER LOAN PAY-OFF #09-016 (15640 CONE RD, MAYBEE)		5,000.00
2/28/2025		C/R	BAUER LOAN PAYMENT 4078 LEWIS AVE IDA, MI		60.00
2/28/2025		C/R	BRYANT LOAN PAYMENT 967 COLE RD MONROE, MI		426.00
2/28/2025		C/R	BIANGE LOAN #03-026 PAY-OFF 12346 S CUSTER, DUNDEE, MI		9,625.00
2/28/2025		C/R	OSWALT LOAN #09-007 PAY-OFF 4626 W ERIE RD, TEMPERANCE, MI		30,225.00
5/30/2025		C/R	BAUER LOAN PAYMENT 4078 LEWIS AVE IDA, MI		90.00
5/30/2025		C/R	BRYANT LOAN PAYMENT 967 COLE RD MONROE, MI		426.00
Account Total: 1-74-2000-00					72,784.03
Report Total:					72,784.03

PROGRAM INCOME ACCOMPLISHMENT REPORT

1. Report due on July 31 of each year.
2. The Admin cannot exceed 18% of PI Received in PY.
3. Admin cannot exceed 18% of Emergency Rehab expended per Project Address.
4. Column E Admin will outperform at 18%. If less than 18% Admin was used, enter correct amount. An amount greater than 18% for Admin is not allowed.
5. A negative number in any cell indicates an error and must be corrected prior to submission.

PROGRAM INCOME GRANT INFORMATION			
Date 07/09/25	Program Year (7/1 to 6/30)	7/1/2023-6/30/2024	
UGL MONROE COUNTY OPPORTUNITY PROGRAM	Amount of PI Received in PY	\$58,645.00	
Contact HANNAH BATES	Less Total Emergency Rehab	\$55,050.00	
Phone 734-242-3775	Less Total Admin	\$3,595.00	
Email hannah.bates@monroecountymichigan.gov	TOTAL TO BE RETURNED TO MSHDA	\$0.00	
(See Return PI Instructions below)			

MAXIMUM ALLOWED FOR REHAB AND ADMIN BASED ON PI RECEIVED

\$48,088.90 MAX ER
\$10,556.10 MAX ADMIN

PROGRAM INCOME EXPENDITURES BY PROJECT					LEAD PAINT REQUIREMENT (select only one and enter "1" in the appropriate cell)				LEAD HAZARD REMEDIATION ACTIONS (select only one and enter "1" in the appropriate cell)				ACCOMPLISHMENTS								
	PROJECT ADDRESS	PROJECT START DATE	EMERGENCY REHAB AMOUNT	ADMIN (not to exceed 18% of Project Rehab Amt)	PROJECT END DATE	Contracted before 1975	Exempt: Contracted before 1975 or later	Exempt: No paint assumed	Operative exempt	Lead Safe Work Practices Hard Costs	Interim Remedial Costs	Abatement Hard Costs	HEAD OF HOUSEHOLD (Last, First Name)	ELDERLY HH (62+) (enter "1" for Yes)	FEMALE HH? (enter "1" for Yes)	HISPANIC/LATINO HH? (enter "1" for Yes)	HH SIZE (above)	HH RACE CODE (above)	HH ANNUAL INCOME	50% AMI INCOME LIMIT FOR HH SIZE	RANGE 0-30% 31-50% 51-60% 61-N
1	9490 Perry Rd Etn, MI 48133	05/07/25	29,800.00	5,365.00	11/27/24		1			44,55,000	55,000 - 55,000	525,000	Schopter, Carolyn	YES	YES		1	9	25,331.64	37,00%	31-50%
2	10257 Lewis Ave, Temperance, MI 48282	08/19/24	25,250.00	4,545.00	02/26/25		1						Beil, Charles	YES			1	9	25,952.40	35.00%	31-50%
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					
13																					
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21																					
22																					
23																					
24																					
25																					
26																					
27																					
28																					
29																					
30																					
Total			55,050.00	9,909.00		0	0	2	0	0	0	0		0	0	0					

RETURN PI INSTRUCTIONS. The MSHDA - CDBG Program accepts return of funds via check. For questions relating to returning CDBG funds please contact either Trenton Mitchell at tmitchett13@michigan.gov or Cheryl Thelen at ThelenC@michigan.gov.

13. B. Activity Checklist	REQUIRED DOCUMENTATION FOR EACH PROJECT TO BE MAINTAINED BY GRANTEE (enter Yes or No)
Income Verification, Part 5 Income Verification	Mortgage and Note
Environmental Review Record	Project Expense (Invoices, etc.)
	Admin Expense (Time, Invoices, etc.)
	Contractor/Subcontractor (bids, selection, etc.)

Pay to Check
Payable to: State of Michigan
Memo: Program Income "Year"
Mail to:
Cheryl Thelen
MSHDA - CDBG Program Income
735 E. Michigan Avenue Lansing, MI 48912

CERTIFICATION

All representations made herein are accurate and true. CDBG Program Income was expended in accordance with the requirements of 24 CFR 570.439 and CDBG Program Income Policy, effective 7/1/2024. Documentation of all federal and CDBG program and compliance requirements are saved at offices of this local unit of government and are available for review and monitoring by HUD and the MSHDA/CDBG Staff.

Monroe County Board of Commissioners Chairman

Signed and Certified by the Authorized Signer/Monroe County Board of Commissioners Chairman



07/17/2025

Date

David Vessel

AUTHORIZED SIGNATURE DESIGNATION FORM

As the highest elected official of **UGLG Name** designate the following individual(s) as Authorized Signer(s) for Grant # _____ to sign the associated Grant Agreement, submit FSR payment requests and Grant Amendments, if applicable, for the aforementioned grant.

AUTHORIZED SIGNER(S)

Date: _____

Type Authorized Signer Name, Title

Date: _____

Type Authorized Signer Name, Title**APPROVED BY HIGHEST ELECTED OFFICIAL**

Date: _____

Type Authorized Official Name, Title

CERTIFYING OFFICER DESIGNATION (for Local Units of Government)

The Certifying Officer, responsible for compliance with all environmental review requirements, is usually the chief elected official for the responsible entity/jurisdiction in which the project is located, or his/her designee. The designee should be an official with the legal authority to unilaterally sign a contract which obligates the grantee. The original of this executed form must be included in the Environmental Review Record.

DESIGNATION

Name of Certifying Officer , **Title of Certifying Officer** , of **Grantee Name** is the Certifying Officer as defined in 24 CFR Sec. 58.13 for the Environmental Review requirements of CDBG funds, Program Year:

Date: _____ Designated by: _____
Name, Title

ACKNOWLEDGEMENT

I, **Name of Certifying Officer** , **Title of Certifying Officer** , accept the responsibilities of the Certifying Officer for **Name of Responsible Entity** , as defined in 24 CFR 58.13. I consent to assume the status of "responsible Federal official" as that term is used in section 102 of the National Environmental Policy Act of 1969 and understand that I am responsible for all the requirements of section 102 of NEPA and the related provisions in 40 CFR parts 1500 through 1508, and 24 CFR part 58, including the related Federal authorities listed in Sec. 58.5 insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.

On behalf of the recipient, I personally accept the jurisdiction of the Federal courts for enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Date: _____ Certifying Officer Signature: _____
Name of Certifying Officer
Title



ANNAMARIE OSMENT

Monroe County Clerk/Register of Deeds

Monroe County Courthouse • 106 East First Street • Monroe, Michigan 48161-2185

Telephone:

Clerk: (734) 240-7020

Deeds: (734) 240-7390

Fax:

(734) 240-7045

Email:

annamarie_osment@monroemi.org

December 29, 2025

Chairman
Monroe County Board of Commissioners
125 E Second Street
Monroe, MI 48161

**Re: 2026 Fiscal Year, Rediscovering Our Revolutionary Tradition
Application Request**

Dear Chairman and Members of the Board:

The Monroe County Clerk's Office and Register of Deeds' Office are requesting approval to submit a Rediscovering Our Revolutionary Tradition Records Preservation grant application to the National Endowment for the Humanities for up to \$750,000 with no requirement to match funds.

This grant is a preservation project of historical vital, land, and military records collections that document over two centuries of Michigan's civic, cultural, and military history. These volumes provide an unbroken record of births, deaths, marriages, property transfers, and service discharges that together tell the story of Monroe County's people and its role in the formation and expansion of the United States. Monroe County is Michigan's second oldest county, organized in 1817 and deeply tied to the War of 1812 and the pivotal Battle of the River Raisin, a defining event that shaped Michigan's path to statehood and America's westward expansion.

Unfortunately, these books are in extremely poor condition. Many were laminated in the mid-20th century, a process once believed to protect fragile paper but now known to accelerate chemical decay. Lamination reduces the lifespan of paper from centuries to mere decades, leaving once-stable documents, brittle and at risk of disintegration.

The county's deed indexes and record volumes, many of which were also laminated, are currently stored offsite in a humid basement beneath a water main. This environment has rendered the paper brittle, warped, and prone to failure. If a leak or flood were to occur, the county's original deeds could be lost forever. Preserving these volumes is not optional; it is essential. The project will stabilize, treat, and rebind the original books ensuring both public accessibility and long-term protection of Monroe

County's historical records. In doing so, this project directly supports the NEH's goals to preserve and provide access to primary source materials that deepen understanding of American independence, early government, and westward expansion.

I will be in attendance at the meeting to answer any of your questions.

Thank you in advance for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Annamarie Osment". The signature is fluid and cursive, with a large, stylized initial "A" and "O".

Annamarie Osment
Monroe County Clerk/Register of Deeds

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	20250904-PQ
Opportunity Title:	Rediscovering Our Revolutionary Tradition
Opportunity Package ID:	PKG00291553
Assistance Listing Number:	45.149
Assistance Listing Title:	Promotion of the Humanities Division of Preservation and Access
Competition ID:	PQ2026
Competition Title:	Rediscovering Our Revolutionary Tradition
Opening Date:	09/30/2025
Closing Date:	01/15/2026
Agency:	National Endowment for the Humanities
Contact Information:	Division of Collections and Infrastructure National Endowment for the Humanities 400 Seventh Street, SW Washington, DC 20506 202-606-8570

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS01601910
Application Filing Name:	Monroe County Rediscovering our Revolutionary Tradition
UEI:	GEKUTMFMKY77
Organization:	COUNTY OF MONROE MICHIGAN
Form Name:	Application for Federal Domestic Assistance-Short Organizational
Form Version:	3.0
Requirement:	Mandatory
Download Date/Time:	Dec 30, 2025 12:48:02 PM EST
Form State:	No Errors

FORM ACTIONS:

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

*** 1. NAME OF FEDERAL AGENCY:**

National Endowment for the Humanities

2. ASSISTANCE LISTING NUMBER:

45.149

ASSISTANCE LISTING TITLE:

Promotion of the Humanities Division of Preservation and Access

*** 3. DATE RECEIVED:**

Completed Upon Submission to Grants.gov

SYSTEM USE ONLY

*** 4. FUNDING OPPORTUNITY NUMBER:**

20250904-PQ

*** TITLE:**

Rediscovering Our Revolutionary Tradition

5. APPLICANT INFORMATION

*** a. Legal Name:**

County of Monroe

b. Address:

*** Street1:**

125 E. 2nd Street

Street2:

*** City:**

Monroe

County/Parish:

Michigan

*** State:**

MI: Michigan

Province:

*** Country:**

USA: UNITED STATES

*** Zip/Postal Code:**

48161-2110

c. Web Address:

http:// https://www.co.monroe.mi.us/

*** d. Type of Applicant: Select Applicant Type Code(s):**

B: County Government

Type of Applicant:

Type of Applicant:

*** Other (specify):**

*** e. Employer/Taxpayer Identification Number (EIN/TIN):**

38-6004873

*** f. UEI:**

GEKUTMFMKY77

*** g. Congressional District of Applicant:**

MI-05

6. PROJECT INFORMATION

*** a. Project Title:**

Monroe County Historical Vitals and Property Records Restoration Project

*** b. Project Description:**

Restoration of historical vital records books and property records held by the Monroe County Clerk and Register of Deeds. There are 21 books containing 21,312 Pages of deep historical significance some dating back to 1818.

c. Proposed Project:

*** Start Date:**

11/09/2026

*** End Date:**

06/30/2027

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational**7. PROJECT DIRECTOR**

Prefix: 	* First Name: Annamarie	Middle Name:
* Last Name: Osment		Suffix:
* Title: Monroe County Clerk/Register of Deeds		* Email: annamarie_osment@monroemi.org
* Telephone Number: 7342407026		Fax Number:
* Street1: 106 E. 1st Street		Street2:
* City: Monroe		County/Parish: Michigan
* State: MI: Michigan		Province:
* Country: USA: UNITED STATES		* Zip/Postal Code: 48161-2110

8. PRIMARY CONTACT/GRANTS ADMINISTRATOR

☒ Same as Project Director (skip to item 9):		
Prefix: 	* First Name: Annamarie	Middle Name:
* Last Name: Osment		Suffix:
* Title: Monroe County Clerk/Register of Deeds		* Email: annamarie_osment@monroemi.org
* Telephone Number: 7342407026		Fax Number:
* Street1: 106 E. 1st Street		Street2:
* City: Monroe		County/Parish: Michigan
* State: MI: Michigan		Province:
* Country: USA: UNITED STATES		* Zip/Postal Code: 48161-2110

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

9. * By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties (U.S. Code, Title 18, Section 1001)

** I Agree ☒

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

AUTHORIZED REPRESENTATIVE

Prefix:

Mr.

* First Name:

Michael

Middle Name:

* Last Name:

Bosanac

Suffix:

* Title:

Chief Administrative Officer/CFO

* Email:

michael_bosanac@monroemi.org

* Telephone Number:

734-240-7251

Fax Number:

* Signature of Authorized Representative:

Completed by Grants.gov upon submission.

* Date Signed:

Completed by Grants.gov upon submission.

November 21, 2025

Honorable Annamarie Osment
Monroe County Clerk / Register of Deeds

Historical Preservation Quote

SUBMITTED BY:

Clark Yosin

Account Manager

clark.yosin@kofile.com

248-431-5940

Kofile 

6300 Cedar Springs Road, Dallas, TX 75235

p: 214.442.6668 | f: 214.442.6669

info@kofile.com | www.Kofile.com

November 21, 2025

Honorable Annamarie Osment
Monroe County Clerk / Register of
Deeds
106 E First Street
Monroe, MI 48161

Dear Honorable Annamarie Osment,

Kofile Technologies is pleased to provide the following preservation quote for Monroe County. This quote is presented by Kofile Technologies, Inc. (Kofile). Note that prices for the inventory are good for 90 days from the date of this quote.

Quoted preservation services include conservation treatments for individual pages.

This assessment also contains photographic documentation of the volumes in their current state.

WHY KOFILE?

Kofile is the nation's oldest and most experienced firm specializing in the preservation of legal and historical public records in the U.S. For four decades, projects have ranged from one document to thousands of volumes. Kofile has built a legacy supporting and promoting records preservation at the state and local level.

PROJECT UNDERSTANDING

At Kofile, each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

Preservation minimizes the chemical and physical deterioration of the page. Its goal is to prolong the existence and useful life of the original format. Oftentimes this includes preserving and removing the original from public access and creating a security copy. Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, or digitization - or any maintenance or repair of the existing resource.



A historical volume from Titus County, Texas, before and after service.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).

AREAS OF CONCERN

Sound preservation ensures accessibility to these irreplaceable and permanent documents forever.

Acidic Paper

Past papermaking utilized bleach to obtain white sheets. As a result, this paper becomes increasingly acidic as evidenced by embrittlement and yellowish-brown discoloring. Paper also embrittles when relative humidity drops or fluctuates.

Acidic Ink

Acidic inks can “eat” or “burn” through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks can also fade with exposure to UV light. Historically, iron gall inks were the standard. These inks contain sulfuric acid - which fades with time. With proper treatments, chemical breakdowns (such as acid hydrolysis) are remedied.

Mechanical Damage (Use & Abuse)

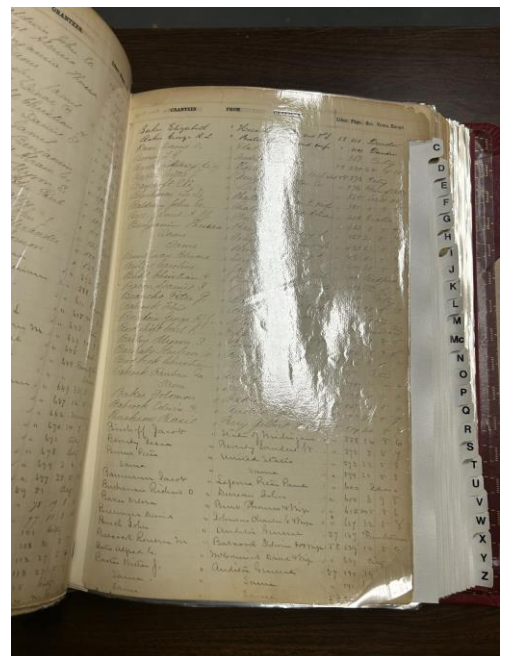
Everyday use greatly affects collections. Sheets bear signs of grime and the natural oils of hands. Exposed sheets are susceptible to damage and loss. Dirt and other pollutants can serve as ignition sources and weaken exposed paper. Exposed fragments become abused even with careful use.

Binding Margin

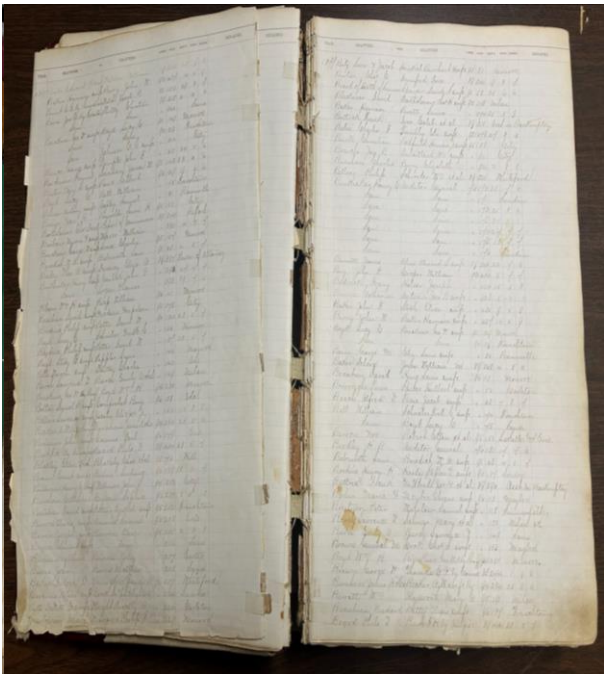
The binding margins of many volumes are compromised due to guillotining. In order to rebind and protect these sheets, encapsulation is the only solution. If a volume were rebound as is, without encapsulation, vital information would be lost in the binding margin.



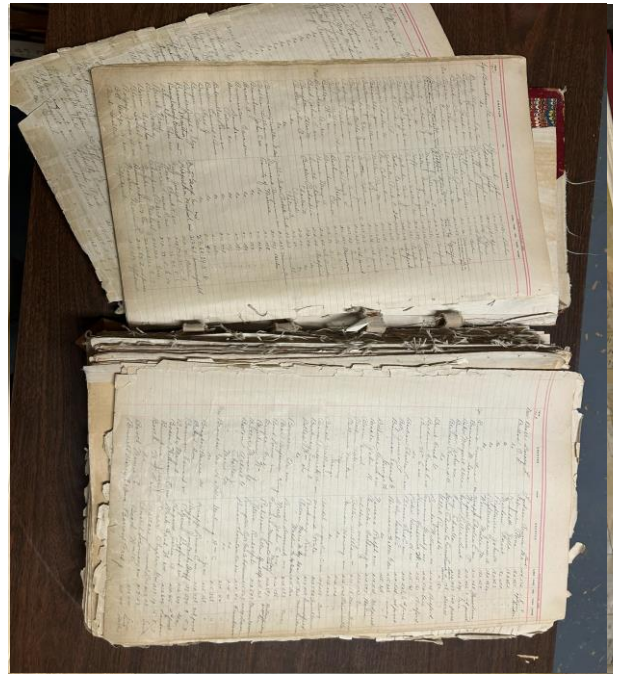
A large water line runs through the storage room for the books putting them at risk should something break.



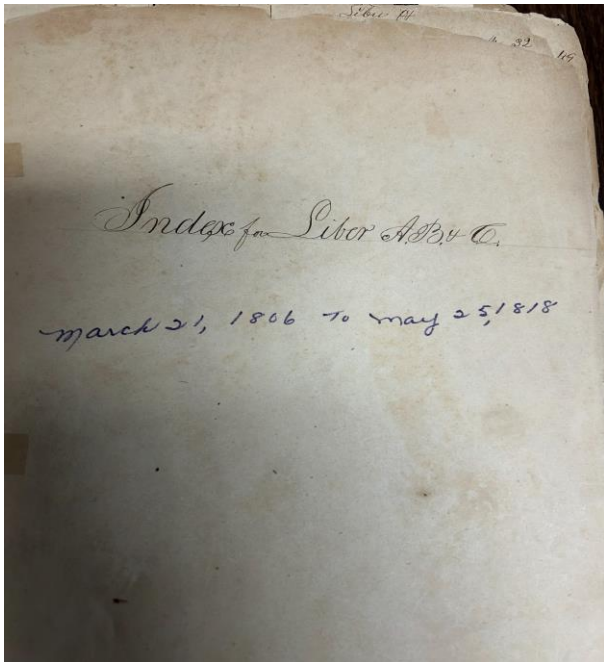
Many of the pages from indexes 1, 3, 4 and 5 have been laminated causing further damage to the 200 year old paper



Index To Deeds 7 1875 – 1880 is extremely brittle and has broken apart from the binding



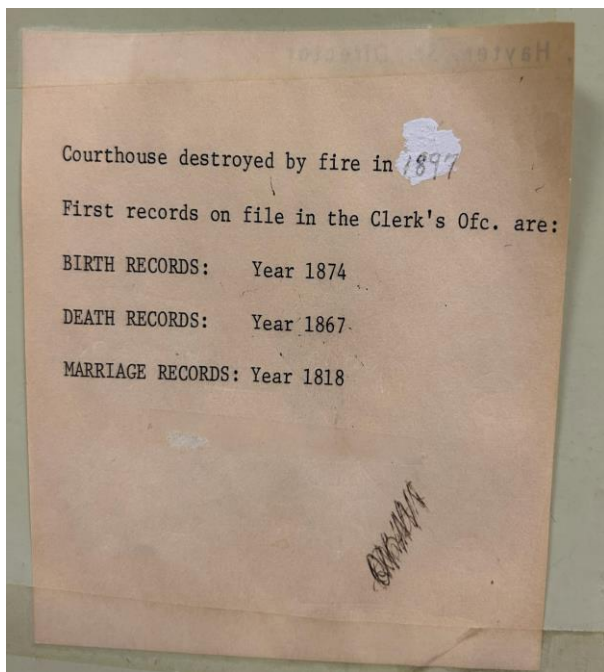
Index To Deeds 17 1920 – 1924 is no longer bound which creates a risk of losing pages.



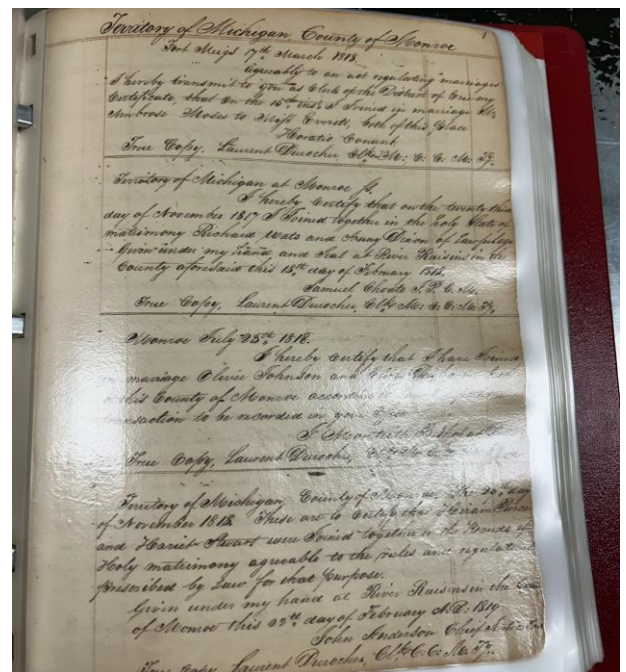
Index Liber A – C from 1806



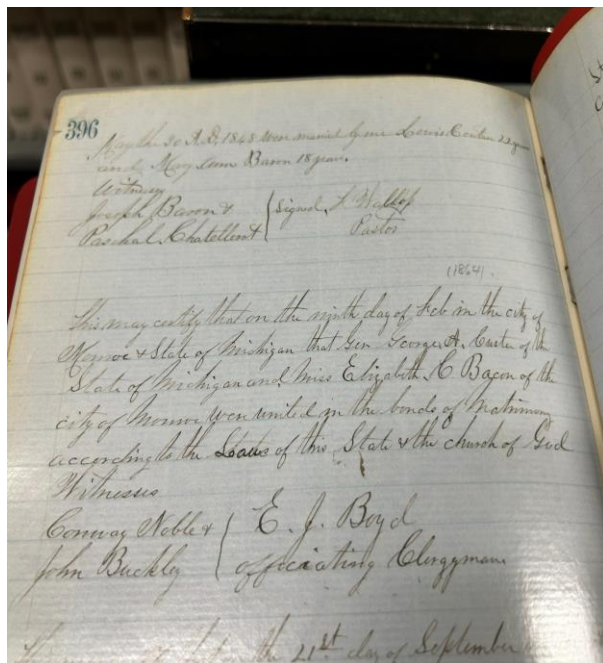
View of storage for deed and index books



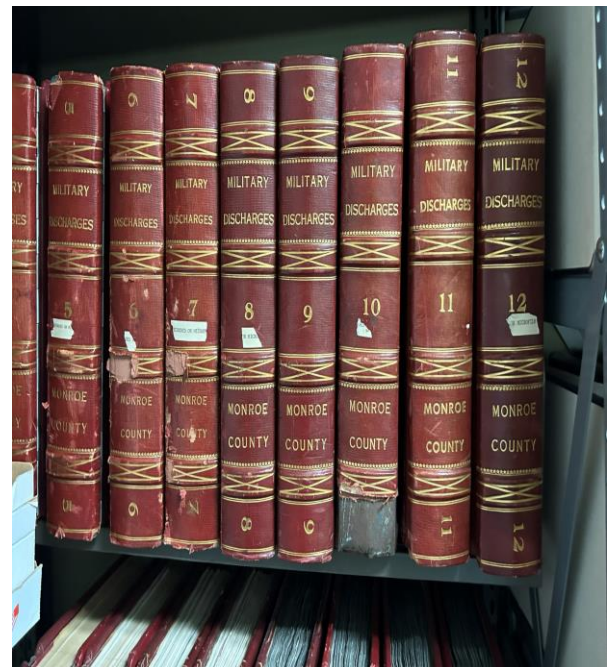
Note inside Clerk's vault explaining how historical records were previously destroyed by a fire.



Laminated marriage record from 1918 stating "Territory" of Michigan.



General George A. Custer's marriage certificate to Elizabeth Bacon from February 9, 1864



Military Discharge Records from the early 1900's

Failing Index Stacks

Index Books sustain the most use. Thus, they suffer greater risks of text loss and sheet deterioration. Paper strength is completely depleted from continuous use. Eventually, tabs and sheet fragments are lost. Immediate attention is required.

Tape & Non-Archival Adhesives

The Library of Congress warns about the culprits of “pressure sensitive tapes—such as scotch, masking, ‘invisible,’ quick-release, cellophane, and even so-called ‘archival’ tapes”—all are **unstable**. These tapes and adhesives “will stain the paper and may cause inks and colors to ‘bleed.’ Many lose their adhesive properties and fall off with age, leaving behind a residue that is unsightly, damaging to the item and difficult to remove.”

Adhesive stains lead to issues during imaging. Awarding a low-bid imaging and microfilm project may result in illegible images. **To enhance image quality, conservation is essential. A conservator can remove water-based, synthetic, and pressure sensitive adhesives.**

Page extenders are an inappropriate “quick fix” to a prevailing problem. To save this collection, the underlying issues causing the deterioration of the sheets’ margins need correcting. The acid content of the sheet extenders only adds to the chemical breakdown of the paper’s fibers.

Lamination Removal

Kofile conservators address the “Laminate” process to the fullest extent possible damage to underlying paper and inks in accordance with **the American Institute for Conservation Code of Ethics and Guidelines Item 21**. Conservators reverse the process and remove the laminate using a proprietary solvent solution. The possibility of removing the “Laminate” depends on careful testing at our conservation lab. In a small percentage of cases, the adhesive is resistant to the solvent solution and cannot be removed safely. Conservators will not attempt removal if the removal process will damage either the document’s paper or ink. If conservators cannot remove the laminate safely, Kofile will contact the County directly to discuss alternatives.



Non-Archival Quality Materials

The off gasses of deteriorating metals contribute to the chemical breakdown of paper. Major culprits include the metal content of book spines, the surrounding physical environment, and non-archival fasteners (such as binder clips, paper clips, and staples). These off gasses eventually destroy the fabric of the volume. Another symptom of metal oxidation is foxing, or foxlike (reddish and brown color) stains or blotches on paper.

Temperature & Humidity Monitoring

While temperature and limited air circulation are crucial to a document's longevity, humidity and water are the most destructive threats.

Relative Humidity (RH) refers to the amount of water vapor present in the air. Maintaining a set point of 40-45% RH is optimal, but costly. The maximum acceptable total RH variation, or operating range, is 5% on either side of this set point. RH should never exceed 55% or drop below 30%.

Temperatures above 75° F and RH higher than 60% encourage mold and other bacteria growth within 48— 72 hours.

Even slight changes in temperature can double the natural aging rate of paper. In reality, temperature and RH are not consistent in a local courthouse (especially on weekends).

Red inks smear first, then **blue** inks, and lastly, **black** inks.

After exposure to water, pages adhere to one another when in a compressed environment. Separation without loss of text and water-soluble inks (such as signatures) is vital. These records are extremely fragile.

The mitigation of mold or micro-organisms (which can result with the introduction of water or humidity fluctuations), should only be attempted by a trained professional. Water damage can also lead to other issues such as binding failure. The necessary treatments are time consuming and require a highly skilled conservator.

Click to Solve for:

☐ Temperature ☐ % RH ☒ Dew Point

75

55

58

Temperature Scale: ☒ °F ☐ °C

Preservation Evaluation

Type of Decay	Environment Rating	Preservation Metric
Natural Aging	RISK	PI 24
Mechanical Damage	OK	% EMC 10
Mold Risk	GOOD	Days to Mold No Risk
Metal Corrosion	OK	% EMC 10

Record and Compare Values

T	RH	DP	PI	Days to Mold	EMC
70°F	45%	48°F	44	No Risk	8.5%
75°F	45%	52°F	31	No Risk	8.4%
75°F	55%	58°F	24	No Risk	10%

Visit the Image Permanence Institute (IPI) at www.dpcalc.org to explore the correlation of temperature and RH on natural aging, mechanical damage, mold risk, and metal corrosion (as exemplified above). The image above is property of IPI.

TREATMENT SPECIFICATIONS

Kofile regularly addresses historical and permanent documents, including manuscripts, typescripts, negative Photostats, tri-folds, blueprints, re-creations, plats, and maps. No treatment, repair, or maintenance is used that is not 100% reversible.

Dismantle

If a volume is going to be re-bound, it is carefully dismantled. Original binding materials, such as threads and adhesive residues, are carefully removed. If trimming is necessary, it is done with handheld scissors or Jacques Board shears (specifically designed for trimming fragile paper). Guillotine cutters are never employed. Board shears allow Kofile to trim paper with greater precision. Only one page is cut at a time to ensure no text is lost.

Surface Dry Cleaning

Surface cleaning is a generic term for the removal of materials deposited on pages. This includes dust, soot, airborne particulates, sedimentation from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or even biological or mineral contaminants. All have serious consequences during long-term storage. To improve appearance, superficial grime is removed with a soft dusting brush, microspatula, latex sponge, powdered vinyl eraser, or soft block eraser.

Removal of Fasteners

Kofile will remove fasteners, page markers, and other metal mechanisms. Fasteners such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, etc. cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion) and chemical damage (rust).

Removal of Tape, Adhesives, Varnish, or Old Repairs

Varnish, pressure sensitive tape, and adhesive residue are reduced as much as possible without further degrading the original document. When possible, peelers and tape are removed with two primary techniques: Mechanical Heat Removal and Mechanical Peeling. The former is used when adhesive is loose, old, or brittle; the latter, when removal by heat is unnecessary.



Kofile carefully coaxes adhesives and tape with mechanical application of heat and pressure.

A microspatula (sometimes heated) coaxes tape threads, pressure sensitive tape, and glue from the paper. A Hot Tools tape remover can soften adhesives for removal. Dial-Temp controls the transfer of heat and guards against scorching. Remaining adhesive is treated with a gum compound eraser. Solvents are only used by a conservator as a last resort, and only after testing.

If mechanical removal is unsuccessful, the next alternative is chemical. This is either a local or spot treatment or immersion in a solvent bath. Kofile ensures that its laboratories are equipped to process chemical treatments correctly and safely. An alternative is the local application of solvent. Previous repairs that cannot be removed safely will remain.

Flattening and Humidification

When stored improperly, papers become inflexible and retain a memory of the storage position. Tools to 'flatten' documents include tacking irons. With flattening, the possibility of unnecessary fractures or breaks is eliminated. The tacking irons have adjustable temperature controls to alleviate damage to the documents.

One flattening method uses moderate pressure drying between acid-free blotters. Careful monitoring eliminates bleeding ink and mold or fungus growth. Items are humidified after testing the solubility of the image.

Repair and Restore Paper

Mending torn paper is an art form. It is accomplished with a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tears and the degree of embrittlement or fragmentation are also concerns. Kofile generally mends tears greater than 1/2" if the page is going to be encapsulated.

All of the materials utilized for mending are acid-free and reversible. Japanese paper and ethyl cellulose paste or Crompton tissue are used most often. Kozo paper, in natural and white finish, is commonly used because of its strength and transparent nature after application.

Filmoplast R® may also be used for reinforcement of damaged sheets. Filmoplast R® is a low-temperature, acrylic adhesive that bonds to Japanese Kozo paper. Kofile also constructs our own version of this material with acid-free tissue paper and Rhoplex liquid acrylic adhesive.

Mending strips are water cut so the edge of the Japanese paper visually integrates with the page without clashing aesthetically or historically with the original. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion.



Before and after treatment of an 1848 Probate record.

Deacidification

Deacidification is only performed after careful pH and compatibility testing. Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through a HVAC system for optimum performance.

A commercially-prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment (see right picture). The solution is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet.

Once the buffer is applied, the paper's pH alters slowly. After de-acidification, random testing ensures an 8 pH with a deviation of no more than 2-4%.

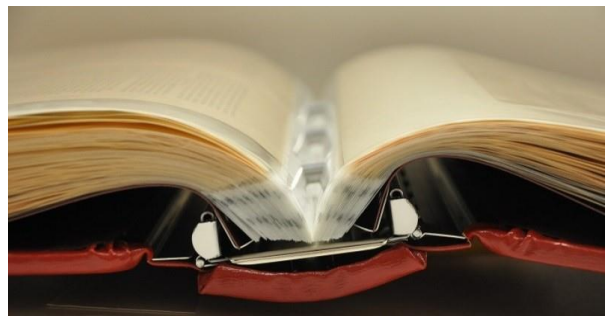
Encapsulation

In archival encapsulation, the document is free floating. It is not adhered or heat set. The inherent static cling of polyester provides physical support and protection from use.

Kofile uses SKC SH725 PET polyester for its envelopes (pockets). Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable (dimstab) and strongest plastic film. It is also known as Mylar® Type D or Melinex® 516. It is crystal clear, smooth, and odorless.

Each sheet is encapsulated in a 3 Mil standard pocket or Lay Flat Archival Polyester Pocket™ (US Patent #7,943,220 B1, 5/17/2011). Available in custom sizes, dimensions match the 'book block' with a margin. This pocket is welded on three sides and binding seals the fourth with a static seal.

Reemay® (spunbond polyester) is welded at the binding edge to offset the sheet's thickness and protect against atmospheric pollutants (still allowing for off-gassing). This allows for a flat book block and reinforces the binding. To access the sheet, one need not cut the pocket.



Newly preserved and encapsulated volumes re-bound in Heritage Recorder Binders.

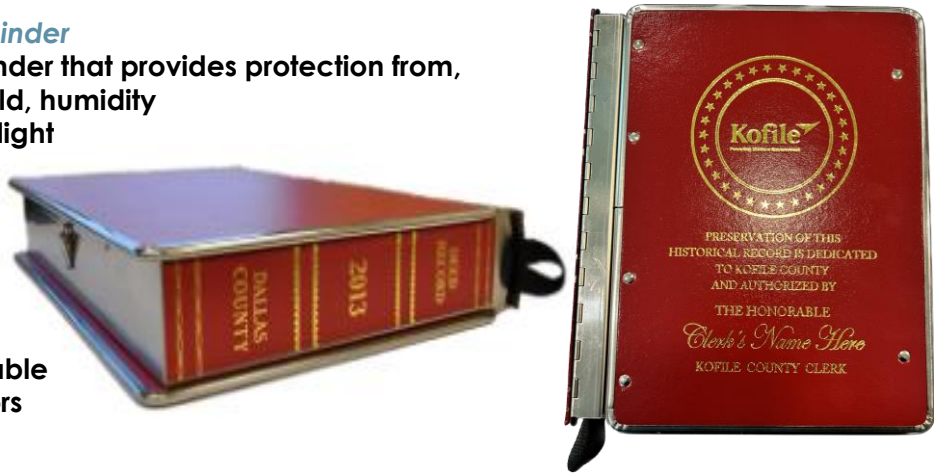
Title Stamping

Title stamping can follow the same format/style of the originals. A stamping sheet is sent to the County for approval. If any titling, dates, or other information from an original volume is noted in error, the County is notified. Any changes are approved by the County. Tooling is performed with 23-karat gold foil.

Kofile matches the existing collection by manufacturing custom sizes, shapes, spines, colors, and lettering. Binders are available in the colors shown in Imitation Leather (white is also available, but requires black lettering instead of gold foil). Spines are available in genuine or imitation leather. For hubs, the spine must be genuine leather (which introduces a non-archival component).

Disaster Safe Binder

A patented binder that provides protection from, fire, water, mold, humidity pollutants, UV light rodents, and impact. A security lock limits easy unauthorized access. Available in various colors (see options below).



Archival Quality Construction

Kofile manufactures binder components at 1/4" incremental capacities on a per-book basis. Kofile will limit binders to a maximum of 3" thick. If the volume requires more than one book, all books are to be approximately the same thickness.



All adhesives used in the construction of Kofile binders are acid-free and reversible. These adhesives are based on internally plasticized copolymers of vinyl acetate with ethylene, deputy male ate, or other suitable monomers, with a vinyl acetate monomer content of no more than 1%, and a minimum 6 pH.

Any product that fails to operate properly or maintain its original integrity is replaced at no cost to the County. This is our commitment of value and service to our customers.

New binders stabilize documents and impede deterioration. This will save the County valuable storage space and require little maintenance for decades. Most existing binders are composed of non-archival materials with non-archival adhesives. These binders deteriorate and outgas acidic elements.

CONDITION SUMMARY OF RECORDS

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

The Monroe County Clerk's Office was devastated by a fire in 1897, resulting in the loss of many of the county's earliest records. While written records should extend back to the 1810s, surviving volumes now begin with births in 1874, deaths in 1867, and marriages in 1818. Despite this tragedy, many of Monroe County's remaining historical books—including vital records and military records—are still in daily use for genealogy research and other purposes.

Unfortunately, these books are in very poor condition. A significant number were laminated decades ago, a process once thought to be protective but which actually accelerates the chemical decay of paper. Lamination reduces a document's lifespan from centuries to mere decades, eventually causing the paper to disintegrate into powder. Since the physical books remain the only copies of these records, preservation is no longer optional—it is critical.

Monroe County is Michigan's second oldest county and one of its most historically significant due to its direct ties to the War of 1812, including the pivotal Battle of the River Raisin. Preserving these records ensures that the written history of the county—and by extension, of Michigan and the nation—remains accessible for future generations.

Immediate conservation treatment is necessary to stabilize these volumes, slow the destructive effects of lamination, and ensure that Monroe County's history remains intact, usable, and protected. The deed records, which are currently held offsite, also suffer from lamination. The offsite storage location is a humid basement that has caused the paper to become extremely brittle. Compounding the risk, a water main runs directly above the books. If a leak or flooding event were to occur, these irreplaceable original records—of which no digital or microfilm copies exist—would be destroyed forever.

SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

Preservation—Conservation Treatments, Deacidify, and Encapsulate,

- A permanent log is created for each volume to record condition, page order, and services/treatments. A final quality check references this log.
- Dismantle volumes. Sheets are inspected and control numbered, as necessary.
- Surface clean sheets to remove deposits.
- Mend tears with archival, acid free, and reversible materials. Mending is accomplished with either Japanese tissue and methyl cellulose adhesive, or Filmoplast R® (an acrylic based and heat set tissue).
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™ (when necessary)
- Sew books into new archival covers
- Match hole punching for Miscellaneous books to be placed into new archival covers

Monroe County, Michigan Project Overview
Preservation of Historical Records

Description	Item Quantity	Estimated Pages	Price
Index and Records of Birth	15	7,204	\$125,071.08
Index and Records of Marriage	19	9,848	\$145,800.40
Index and Records of Death	8	5,100	\$64,429.00
Military Discharge Records	12	6,250	\$46,500.00
Index To Deeds	17	9,350	\$80,434.00
Record of Deeds	50	26,782	\$283,928.64
Total	121 Books	64,534 Pages	\$746,163.12

***Individual pricing is listed in the corresponding appendix. Chart A, B, and C represent figures for the County Clerk. Chart D and E are for the Register of Deeds.**

Please let me know if you have any questions. We look forward to serving Monroe County and to working together for the preservation and access of its public and historical assets.

Sincerely,

Clark Yosin
Account Executive
c: 248-431-5940
e: clark.yosin@kofile.com

Appendix A – Index and Record of Birth - Clerk

Record	Price	Record	Price
Birth Index 1874 – 1917	\$2,750.00	Birth Record D Vol 1 1888 – 1897	\$9,844.98
Birth Index A-K 1918-1958	\$9,040.00	Birth Record D Vol 2 1888 – 1897	\$9,844.98
Birth Index L-Z 1918-1958	\$9,040.00	Birth Record E 1897 – 1906	\$4,950.00
Birth Index A-K 1959 – 1999	\$8,640.00	Birth Record F 1906 – 1918	\$11,178.80
Birth Index L-Z 1959 -1999	\$8,640.00	Birth Record F Vol 2 1906 – 1918	\$9,190.00
Birth Record B 1874 – 1880	\$8,246.36	Birth Record G 1918 – 1926	\$7,328.00
Birth Record C Vol 1 1880 – 1888	\$9,844.98	Birth Record H 1926 – 1933	\$6,688.00
Birth Record C Vol 2 1880 – 1888	\$9,844.98		

Appendix B – Index and Record of Marriage - Clerk

Record	Price	Record	Price
Index/Marriage Record 1818 – 1839	\$10,512.00	Marriage Record 10 1920 – 1924	\$3,900.00
Index/Marriage Record 1839 – 1853	\$11,563.20	Marriage Record 11 1924 – 1929	\$3,900.00
Index/Marriage Record 1852 – 1870	\$12,881.74	Marriage Record 12 1929 – 1940	\$3,300.00
Index/Marriage Record 1853 – 1864	\$11,020.50	Marriage Index 5 – 8 1873 – 1916	\$12,750.00
Misc Marriage Record 1847 – 1886	\$2,245.16	Marriage Index 6 1917 – 1949	\$15,050.00
Index/Marriage Record 4 1867 – 1886	\$6,879.80	Index To Marriage 1949 – 1967	\$4,500.00
Marriage Record 5/6 1887 – 1903	\$16,373.00	Index To Marriage A-K 1925 – 1968	\$8,640.00
Marriage Record 7 1903 – 1911	\$3,445.00	Index To Marriage L-Z 1925 – 1968	\$8,640.00
Marriage Record 8 1911 – 1916	\$3,900.00	Record of Marriage 1 1915 – 1921	\$2,400.00
Marriage Record 9 1916 – 1920	\$3,900.00		

Appendix C – Index and Record of Death - Clerk

Record Series	Total	Record Series	Total
Record of Death A 1867 – 1888	\$5,634.00	Record of Death E 1932 -	\$3,960.00
Record of Death B 1889 – 1906	\$14,034.00	Index to Death B/C 1888 – 1917	\$9,356.00
Record of Death C 1906 – 1917	\$4,500.00	Death Index 1918 – 1967	\$11,695.00
Record of Death D 1918 – 1932	\$4,500.00	Death Index A-Z 1968 -	\$10,750.00

Appendix C – Military Discharge Records - Clerk

Record	Price	Record	Price
Soldier Sailor Discharge 1	\$2,200.00	Military Discharge 4	\$3,900.00
Record of Soldier Discharge (Not numbered, in old brown binder)	\$1,000.00	Military Discharge 5	\$3,900.00
Great War Book 1	\$3,900.00	Military Discharge 6	\$3,900.00
Great War Book 2	\$3,900.00	Military Discharge 7	\$3,900.00
Military Discharge Index	\$3,900.00	Military Discharge 8	\$3,900.00
Military Discharge 3	\$3,900.00	Soldier Sailor Discharge 2	\$8,200.00

Appendix D – Index To Deeds – Register of Deeds

Record	Price	Record	Price
Index To Deed 1 1807 – 1838	\$4,608.00	Index To Deed 10 1890 – 1895	\$5,034.00
Index To Deed 2 1839 – 1848	\$5,640.00	Index To Deed 11 1895 – 1900	\$5,034.00
Index To Deed 3 1849 – 1854	\$6,420.00	Index To Deed 12 1900 – 1905	\$3,900.00
Index To Deed 4 1855 – 1863	\$5,217.00	Index To Deed 13 1905 – 1910	\$3,900.00
Index To Deed 5 1863 – 1869	\$4,945.00	Index To Deed 14 1911 – 1915	\$3,900.00
Index To Deed 6 1869 – 1875	\$5,034.00	Index To Deed 15 1916 – 1920	\$3,900.00
Index To Deed 7 1875 – 1880	\$5,034.00	Index To Deed 16 1920 – 1924	\$3,900.00
Index To Deed 8 1880 – 1885	\$5,034.00	Index To Deed 17 1925 - 1928	\$3,900.00
Index To Deed 9 1885 – 1890	\$5,034.00		

Appendix E – Record of Deeds – Register of Deeds 1807 – 1850

Record	Price	Record	Price
Record of Deeds A/B/C	\$3,045.60	Record of Deeds V	\$7,332.00
Record of Deeds D	\$5,549.76	Record of Deeds W	\$4,466.88
Record of Deeds E	\$4,737.60	Record of Deeds X	\$6,564.96
Record of Deeds F	\$4,015.68	Record of Deeds Y	\$4,399.20
Record of Deeds G	\$4,241.28	Record of Deeds Z	\$7,196.64
Record of Deeds H	\$4,737.60	Record of Deeds AA	\$6,339.36
Record of Deeds I	\$5,549.76	Record of Deeds BB	\$7,264.32
Record of Deeds J	\$3,880.32	Record of Deeds CC	\$6,316.80
Record of Deeds K	\$4,512.00	Record of Deeds DD	\$5,752.80
Record of Deeds L	\$4,534.56	Record of Deeds EE	\$5,414.40
Record of Deeds M	\$5,775.36	Record of Deeds FF	\$6,610.08
Record of Deeds N	\$2,955.36	Record of Deeds GG	\$7,219.20
Record of Deeds O	\$5,572.32	Record of Deeds HH	\$7,332.00
Record of Deeds P	\$4,985.76	Record of Deeds II	\$7,219.20
Record of Deeds Q	\$5,188.80	Record of Deeds JJ	\$7,106.40
Record of Deeds R	\$5,324.16	Record of Deeds KK	\$6,813.12
Record of Deeds S	\$4,760.16	Record of Deeds LL	\$6,813.12
Record of Deeds T/U	\$5,527.20	Record of Deeds MM	\$6,700.32

Appendix E – Record of Deeds – Register of Deeds

Record	Price	Record	Price
Record of Deeds NN	\$7,219.20	Record of Deeds 2	\$5,369.60
Record of Deeds OO	\$7,399.68	Record of Deeds 3	\$5,285.70
Record of Deeds PP	\$7,444.80	Record of Deeds 4	\$5,067.56
Record of Deeds QQ	\$7,354.56	Record of Deeds 5	\$5,067.56
Record of Deeds RR	\$5,285.70	Record of Deeds 6	\$4,983.66
Record of Deeds SS	\$5,369.60	Record of Deeds 7	\$5,369.60
Record of Deeds 1	\$5,453.50	Record of Deeds 8	\$5,503.84

Grant Outputs –

Monroe County Clerk and Register of Deeds Office

Monroe County, Michigan Project Overview Preservation of Historical Records			
Book Description	Years	Item Quantity	Estimated Pages
Index and Records of Birth	1874 – 1999	15	7,204
Index and Records of Marriage	1818 – 1968	19	9,848
Index and Records of Death	1867 – 1968	8	5,100
Military Discharge Records	1867 – 1925	12	6,250
Index To Deeds	1807 – 1928	17	9,350
Record of Deeds	1807 – 1850	50	26,782
Total		121 Books	64,534 Pages

Grant Work Plan – Monroe County Clerk and Register of Deeds Office

Monroe County, Michigan Project Overview Conservation and Rehousing of Historical Records			
Activity	Description	Estimated Dates	Project Team
Pick Up Of Records and Transportation To Facility	Kofile will come on-site to physically pick up the records. Books will be placed on a pallet in a secure truck. Once wrapped and secured the truck will return to the Kofile facility in Greensborough, NC.	November 9, 2026 – November 13, 2026	Kofile Transportation
Intake of Records	Kofile's Intake team will manually go through each book and page. This step ensures that the page count and condition assessment is accurate and allows for any overage or underage to be addressed on the project.	November 16, 2026 – December 11, 2026	Kofile Intake Team
New Binder Order Placed	New archival-quality binders will be custom manufactured to match the collection, with acid-free adhesives, archival leatherette materials, and gold foil stamping. Disaster-safe binders provide protection against fire, water, mold, UV light, and impact.	December 2026 2026	Kofile Products
Disbinding of Current Books	Volumes are carefully dismantled. Original threads, adhesives, and residues are removed without the use of guillotine cutters. Board shears and hand tools ensure no text is lost.	December 2026 – February 2027	Kofile Preservation Team
Removal of Tape and Lamination	Conservators reduce or remove varnish, tape, adhesives, and lamination. Techniques include mechanical peeling, heat application, and proprietary solvent baths when safe.	January 2027 – March 2027	Kofile Preservation Team
Page Treatment and Cleaning	Each sheet is surface cleaned to remove dust, soot, pollutants, mold residue, or insect detritus. Tears are mended with acid-free Japanese tissue or Filmoplast R®. Pages are deacidified with archival spray.	January 2027 – April 2027	Kofile Preservation Team
Pages placed into pockets and new binders	Sheets are encapsulated in crystal-clear, inert polyester Lay Flat Archival Pockets (Mylar®/Melinex®). These are rebound into new archival binders with title stamping approved by the County	March 2027 – May 2027	Kofile Preservation Team
Return of books	Completed volumes are transported back to Monroe County. Each book will be delivered in its new binder, stabilized for long-term preservation.	June 2027	Kofile Transportation

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

December 16, 2025

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

Re: Treasurer's Bond

Dear Chairman Vensel and Members of the Board:

In accordance with MCL 48.40a, before January 1st of each year, the county treasurer must provide a report to the board of commissioners documenting that the county treasurer is covered by a bond of not less than \$1,000,000.00.

In Monroe County, the County Treasurer is covered by a blanket bond purchased by the County's Administrator, Mr. Michael Bosanac. A copy of the 2026 bond is attached for your review. The bond was secured and provided to our office on the date of this letter.

If you have any further questions, please feel free to contact me.

Jesse Stanford
Monroe County Treasurer



BLANKET FAITHFUL PERFORMANCE BOND CERTIFICATE OF PROTECTION

KNOW ALL MEN BY THESE PRESENTS:

This certificate is issued as a matter of information only and confers no rights upon the certificate holder unless amended below.

This certifies that _____ County of Monroe _____ as a member of this Authority

has Blanket Faithful Performance Bond Protection in the amount of _____ One Million Dollars _____

(\$ _____ 1,000,000.00 _____).

Blanket Faithful Performance Description of Protection

Fidelity

- (1) The Scope of Loss Fund Protection includes loss caused to the member by conversion to personal use or through the failure of any of the employees, acting alone or in collusion with others, to perform faithfully his duties or to account properly for all monies and property received by virtue of his position or employment during the period of membership in the Authority, the amount of indemnity of each of such employees being the amount indicated on the Limits of Liability.

Section 2

General Agreement-Loss Under Prior Bond

- (1) If the protection of this provision is substituted for any prior coverage carried by the member which prior bond is terminated, cancelled or allowed to expire as of the time of such substitution, the member agrees that such agreement applies to loss sustained by, or caused to, the member, as the case may be, prior to or during the bond period, provided that such loss is discovered after the beginning of the period of membership and that such loss would have been recoverable by the member under such prior bond except for the fact that the time within which to bring suit, action or proceeding of any kind thereunder had expired, and provided further:
 - (a) The indemnity afforded by this agreement shall be a part of and not in addition to the limit afforded above;
 - (b) Such loss would have been covered under such insuring agreement had such insuring agreement with its agreements, conditions and limitations as of the time of such substitutions been in force when the acts or defaults causing such loss were committed;
 - (c) Recovery under this agreement on account of such loss shall in no event exceed the amount which would have been recoverable under such insuring agreement in the amount for which it is written as of the time of such substitution, had such insuring agreement been in force when such acts or defaults were committed, or the amount which would have been recoverable under such prior bond had such prior bond continued in force until the discovery of such loss if the latter amount be smaller.

Section 3

Definitions

- (1) "Employee" means person while in the employ of the member during the period of membership.

Section 4

Conditions

- (1) In case a loss is alleged to have been caused to the member through acts or defaults by an employee and the member shall be unable to designate the specific employee causing such loss, the member shall nevertheless have the benefit of this provision provided that the evidence submitted reasonably establishes that the loss was in fact caused by an employee through such acts or defaults and provided, further, that regardless of the number of such employees concerned or implicated in such loss, the aggregate liability for any such loss shall not exceed the limit of liability.
- (2) The limit of liability shall not be cumulative from year to year.
- (3) This provision shall be deemed to be cancelled as to any employee:
- (a) Immediately upon discovery by the member of any act on the part of such employee which would constitute a liability under this provision covering such employee; or
 - (b) Upon the death, resignation or removal of such employee; or
 - (c) Upon termination of membership in the Authority.

Should the member indicated below withdraw from the Authority prior to the expiration date shown, the Authority shall notify the certificate holder in writing thirty (30) days in advance of such withdrawal, but failure to mail such notice shall impose no obligation or liability of any kind upon the Authority.

Certificate Holder:

County of Monroe

125 East Second Street

Monroe, MI 48161-2197

Member:

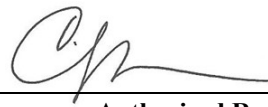
County of Monroe

125 East Second Street

Monroe, MI 48161-2197

Expiration Date of Membership Continuous Until Cancelled

Date Issued: January 1, 2026



Authorized Representative

MICHAEL WOOLFORD
MMAO 4
DIRECTOR



Telephone: (734) 240-7235
Fax: (734) 240-7244
Toll Free: 1-888-354-5500 Ext 7235

MONROE COUNTY
EQUALIZATION DEPARTMENT
51 South Macomb Street • Monroe, Michigan 48161-2168

December 17, 2025

Dear Members of the Board of Commissioners:

The Equalization Department has timely completed the 2025 Equalization Study, which is the basis in establishing the True Cash Values of each classification for the 19 local unit 2026 Assessment Rolls. The Study is the culmination of the department's work throughout the year and has been submitted with the State Tax Commission.

The State Tax Commission's General Rules requires the Equalization Director to file a duplicate copy of the Equalization Study to the Board of Commissioners. The Equalization Study was sent to the State Tax Commission utilizing their website portal called Michigan Equalization Gateway. This 2025 Equalization Study is a copy of what was submitted and I would ask for it to be placed on file at the next convenient Board Meeting.

Please feel free to reach out to me if you have any questions or concerns.

Yours truly,

A handwritten signature in dark ink, appearing to read "Michael Woolford".

Michael Woolford, MMAO4
Equalization Director



SPECIAL TRIBUTE

RECOGNIZING THE JEFFERSON BEARS VARSITY FOOTBALL TEAM

WHEREAS, the 2025 Jefferson Bears Varsity Football Team were the Huron League Champions (first time since 2001) and the Region 19 Champions (first time since 1999). The Bears finished their season with a record of 11-2. In the wins, they outscored their opponents by 315 points during the season; and

WHEREAS, members of this team include Hunter Barton, Luke Beaudrie, Jordan Belton, Jake Brewer, Alex Brown, Brayden Burkmier, Logan Dorow, Gage Duvall, Devin Early, Cayden Ethridge, Ethan Fields, Tommy Fountain, Bret Gennoe, Francis Gerlach, Logan Godlewski, Memphis Gray, Grant Hakeos, Caleb Henry, Noah Hintz, Drake Jones, Jett Jones, Hunter Kress, Jonathan Leffew, Josh Masserant, Trey Oldenburg, Tristan Palmer, Brody Pancone, Karson Petit, Caiden Pfeiffer, Stephen Portfield, Ryan Roberts, Trevor Stamper, Keegan Stefko, Lincoln Tulik, and Eli Wagner; and

WHEREAS, this team now holds most of the schools' football records including: most points scored in a season (545) old record was 427)), total yards in a season, most rushing yards, most touchdown passes in a season, most touchdowns in a season, single season most point scored, and longest kickoff return (99 yards). Luke Beaudrie now holds the school record for the most career passing yards. Wide receiver, Hunter Barton, led the team with 342 receiving yards, averaging 15.55 per catch. Kickers Caleb Henry and Trey Oldenburg were 100% in points after touchdowns. Some of the top athletes, starting on both offense and defense, are Luke Beaudrie, Bret Gennoe, Logan Godlewski, Trey Oldenburg, and Caiden Pfeiffer; and

WHEREAS, special recognition is made for these student athletes who have dedicated themselves to the team's success on the field and in the classroom, as well as the Head Coach, Rob Beaudrie and Assistant Coaches, Gene Gennoe, Tanner Herrera, Massimo Menna, and Tristan Panza. This victory is not only for the team members and coaches but also for the parents, fans, and all those involved in the Football Program as well as the entire Jefferson School Community; and

IN SPECIAL TRIBUTE, Therefore, this document is signed and dedicated on January 6, 2026, to recognize and applaud the 2025 Jefferson Bears Varsity Football Team and its coaching staff for their outstanding accomplishments this season and for continuing to bring pride to the County of Monroe.

Special Tribute Offered by Commissioner Heinzerling

Special Tribute Supported by Chairman Vensel

David Vensel
Chairman
Representing District 6

J. Henry Lievens
Vice-Chairman
Representing District 9

David C. Hoffman
Representing District 1

Dawn A. Asper
Representing District 3

Jay Heinzerling
Representing District 4

Brian Lamour
Representing District 5

David F. Swartout
Representing District 7

Greg Moore, Jr.
Representing District 8

Dale Biniacki
Representing District 2



SPECIAL TRIBUTE

RECOGNIZING MONROE COUNTY OPPORTUNITY PROGRAM FOR A 5-STAR RATING ON THE FISCAL YEAR 2026 STAR ASSESSMENT

WHEREAS, The Monroe County Opportunity Program (MCOP), is chartered as the Community Action Agency that services the County of Monroe, and is one of more than 1,000 Community Action Agencies across the United States under the umbrella of the National Community Action Partnership; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS), Bureau of Community Action and Economic Opportunity (BCAEO), have completed their annual risk assessment for MCOP. Risk Categories of this assessment include: Financial Stability Financial & Quality Management Systems, Board Compliance, CSBG Compliance, Leadership and Key Staff, Performance Management & Data, Monitoring, Single Audit Report, Reporting & Timely Submission, and Complaints. In all these categories, MCOP scored an average 5-star rating; and

WHEREAS, this rating reflects the continued strength and stability of the Monroe County Opportunity Program as well as the Michigan's Community Action Agency (CAA) network. Through comprehensive evaluations across key operational categories—including financial stability, leadership, governance, compliance, and performance management—the network has demonstrated a low-risk profile statewide; and

WHEREAS, this rating also reflects a high-performing network with minimal risk across critical areas of operations and compliance. This designation affirms the State's strong confidence in the network's ability to manage and steward public funding effectively; and

BE IT RESOLVED, that the Monroe County Board of Commissioners acknowledges the meritorious work advanced by MCOP with regards to their 5-star rating on the notable achievement of such; and

BE IT FURTHER RESOLVED, that the Monroe County Board of Commissioners supports and appreciates MCOP, its staff, board, and volunteers for their dedicated service to the County of Monroe and citizens who reside in it; and

IN SPECIAL TRIBUTE, Therefore, this document is signed and dedicated on January 6, 2026, to recognize and applaud The Monroe County Opportunity Program for their outstanding accomplishment on a 5-star rating on the Star Assessment.

Special Tribute offered by Commissioner Swartout

Special Tribute supported by Chairman Vensel

David Vensel
Chairman
Representing District 6

J. Henry Lievens
Vice-Chairman
Representing District 9

David C. Hoffman
Representing District 1

Dawn A. Asper
Representing District 3

Jay Heinzerling
Representing District 4

Brian Lamour
Representing District 5

David F. Swartout
Representing District 7

Greg Moore, Jr.
Representing District 8

Dale Biniecki
Representing District 2