

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
MARCH 13, 2025 AT 5:45 P.M.

I. The Meeting of the Operations Committee of the Monroe County Board of Commissioners was held in the Board Chambers in the City of Monroe on Thursday, March 13, 2025. Chairman Lievens called the meeting to order at 5:45 p.m.

II. Roll call by Chief Deputy County Clerk, Robin Miller as follows:
PRESENT: Jay Heinzerling, J. Henry Lievens, and David Vensel, and David Swartout

ABSENT: Greg Moore Jr. (Excused)

A quorum being present, the Operations Committee was able to conduct business.

III. PLEDGE OF ALLEGIANCE— Chairman Lievens led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA (03/15/2025)

Motion by Commissioner Heinzerling, supported by Commissioner Swartout to approve the March 13, 2025 Agenda with an amendment to add the reclassification of a temporary part time position to a permanent part time position in the probation department to agenda item one under Committee Business.

Roll call by Chief Deputy County Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Jay Heinzerling		Greg Moore Jr.
David Swartout			
David Vensel			

Motion carried.

V. APPROVAL OF MINUTES (12/10/2024)

Motion by Commissioner Vensel, supported by Commissioner Swartout to approve the December 10, 2024 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VI. COMMITTEE BUSINESS

1. Letter dated February 10, 2025, from Chief Judge Michael Brown, 1st District Court, requesting approval to add one (1) full-time Probation Officer position, reclassify the Jail Alternative Work Service (JAWS) Coordinator position from a grade 7 to a grade 9, and reclassify the Part-Time JAWS Monitor position from a grade 3 to a grade 5. Also, the reclassification of the temporary part-time Pretrial Services Treatment

Coordinator position to a permanent part-time Pretrial Services Treatment Coordinator.

Motion by Commissioner Heinzerling, supported by Commissioner Swartout to accept the communication, place it on file, and recommend to the full Board to approve adding one (1) full-time Probation Officer position, reclassifying the JAWS Coordinator position at grade 9, reclassifying the Part-Time JAWS Monitor at grade 5, and reclassifying the temporary part-time Pretrial Services Treatment Coordinator position to a permanent part-time position. Further, recommend a supplemental appropriation up to \$92,382.00 from the 2025 County Contingency Account to fund the amount not covered by the 1st District Court 2025 budget.

Roll call by Chief Deputy County Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Jay Heinzerling		Greg Moore Jr.
David Swartout			
David Vensel			

Motion carried.

- Letter dated February 5, 2025, from Prosecuting Attorney, Jeffery Yorkey, requesting the authorization of adding an additional Senior Trial Attorney classification to the existing staffing plan.

Motion by Commissioner Swartout, supported by Commissioner Heinzerling to accept the communication, place it on file, and recommend to the full Board to approve the authorization of adding an additional Senior Trial Attorney classification to the existing staffing plan. Further, recommend a supplemental appropriation up to \$18,757.00 from the 2025 County Contingency Account to fund the amount not covered by the Prosecuting Attorney's Office 2025 budget.

Roll call by Chief Deputy County Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Jay Heinzerling		Greg Moore Jr.
David Swartout			
David Vensel			

Motion carried.

- Letter dated February 7, 2025, from Jail Administrator, Julie Massengill, requesting to place the Red Shirt Coordinator on the non-union wage scale at a classification of grade 9.

Motion by Commissioner Heinzerling, supported by Commissioner Swartout to accept the communication, place it on file, and recommend to the full Board to approve the classification of the Red Shirt Coordinator at grade 9 on the non-union wage scale.

Roll call by Chief Deputy County Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Jay Heinzerling		Greg Moore Jr.
David Swartout			
David Vensel			

Motion carried.

- Letter dated March 5, 2025, from Information Technology Director, Jacob Perry, requesting approval to reclassify the grade 6 Printer position to a grade 8 Multimedia Technician.

Motion by Commissioner Vensel, supported by Commissioner Heinzerling to accept the communication, place it on file, and recommend to the full Board to approve reclassifying the grade 6 Printer position to a grade 8 Multimedia Technician. Further, recommend a supplemental appropriation up to \$6,570.00 from the 2025 County Contingency Account to fund the amount not covered by the Information Technology 2025 budget.

Roll call by Chief Deputy County Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Jay Heinzerling		Greg Moore Jr.
David Swartout			
David Vensel			

Motion carried.

- Letter dated February 7, 2025, from Human Resources Director, Jeff McBee, requesting approval to reclassify the Parks Maintenance Leader from a grade 7 to a grade 9.

Motion by Commissioner Heinzerling, supported by Commissioner Swartout to accept the communication, place it on file, and recommend to the full Board to approve reclassifying the Parks Maintenance Leader from a grade 7 to a grade 9. Further, recommend a supplemental appropriation up to \$8,350.00 from the 2025 County Contingency Account to fund the amount not covered by the Purchasing and Property Maintenance 2025 budget.

Roll call by Chief Deputy County Clerk as follows:

AYE		NAY	EXCUSED
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J. Henry Lievens	Jay Heinzerling		Greg Moore Jr.
David Swartout			
David Vensel			

Motion carried.

6. Business Alliance/ARPA Infrastructure Discussion.

TC Clements, Chief Executive Officer of the Monroe County Business Alliance, explained they are the Economic Development Organization for the County of Monroe. Stated they are the first point of contact when anything comes through the state or federal channels and also the first point of contact for outside businesses. Mr. Clements explains the power of the alliance is the who. He stated they have an amazing team and they deserve the credit. He then elaborated on what they do. They attract new large-scale industrial development and retain existing businesses with support. They also connect local businesses to new development, create community connectivity, and link (plan 2.0) to quality of life for better success. He further explained why doing this is so important. He shared many statistics including, 84% of businesses in this County have nineteen (19) or less employees. 64% of businesses in this County have less than ten (10) employees.

Mr. Clements explained the ARPA projects to date and stated they all are on time to meet their deadlines. The projects are listed below.

Frenchtown (F1): Sanitary improvements to increase capacity in N Dixie/I-75 area
 Frenchtown (F2): Install 500K water tower to provide additional flow/water pressure
 Dundee (D1): Remediation of sanitary system serving Dundee Industrial Area (I&I)
 Dundee (D2): Improvements to WWTP to increase capacity and efficiency
 Dundee (D3): Water main replacement and extension along M50 to Village boundary
 Dundee (D4): New force main & pump station west of US-23

Further discussion was held.

7. Letter dated March 5, 2025, from Information Technology Director, Jacob Perry, requesting approval of Policy #811, Acceptable Use of Artificial Intelligence.

Motion by Commissioner Vensel, supported by Commissioner Heinzerling to accept the communication, place it on file, and recommend to the full Board to approve Policy #811, Acceptable Use of Artificial Intelligence.

Roll call by Chief Deputy County Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Jay Heinzerling		Greg Moore Jr.
David Swartout			
David Vensel			

Motion carried.

8. Letter dated March 3, 2025, from Human Resources Director, Jeff McBee, requesting approval of revised Policy #452, Paid Personal/Sick Leave.

Motion by Commissioner Swartout, supported by Commissioner Heinzerling to accept the communication, place it on file, and recommend to the full Board to approve revised Policy #452, Paid Personal/Sick Leave.

Roll call by Chief Deputy County Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Jay Heinzerling		Greg Moore Jr.
David Swartout			
David Vensel			

Motion carried.

9. Courthouse Security/Compensation/Board Room Use Discussion.

Discussion was held. Chairman Lievens explained the security procedures we have in place. Recommendation to allow other groups to use the Board room if they provide the organization their schedule so the necessary adjustments can be made. He further explained that the back door that smokers would use is no longer kept open unless there is a delivery being made. Which after said delivery, the doors are locked back up.

Motion by Chairman Lievens, supported by Commissioner Swartout to recommend to the full Board to refer courthouse security compensation to Human Resources for its report to come back at reasonable time.

Voice vote taken. Motion carried.

10. Standing Ethics Committee Discussion.

Chairman Lievens stated the investigation has begun since the firm has been retained. They are working with County financial to secure the retainer. There will be more to develop later.

VI. NEW BUSINESS – None

VII. OLD BUSINESS – None

VIII. CITIZENS TIME –

1. Rick Kull: Thanked the board for their recommendation to allow outside groups to meet in the chambers. Mr. Kull explained he called ahead of time to schedule the room for the entire year in advance. Mr. Kull also said he understands the security concerns.

Chairman Lievens explained there will be a public meeting space in the Museum once they finish their current project that all groups will be welcome to use as well.

2. Alan VanWashenova: Explained how townships and communities are growing and thanked the Board for helping them grow. Stated he wants to continue moving forward and they cannot do that without the Board. Mr. VanWashenova thanked them again.
- IX. INFORMATION – Chairman Lievens explained this weekend is the Bedford Trade Fair and then Ducks Unlimited is later in the evening.
- X. COMMISSIONERS TIME –
- Commissioner Heinzerling – Explained the Materials Management Planning Committee met today and forwarded a grant to the state. Looking forward to hearing back.
- Commissioner Moore – Excused.
- Commissioner Swartout – Passed.
- Commissioner Vensel – Thanked Commissioner Asper for creating an ethics resolution. Stated he appreciated the work of everyone and there is more to come as far as establishing a standing ethics committee.
- Chairman Lievens – Passed.
- XI. ADJOURNMENT – With no further business, Chairman Lievens adjourned the meeting at 6:41 p.m.

Respectfully submitted by:



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