

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
JULY 10, 2025 AT 5:30 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, July 10, 2025. Chairman Lievens called the meeting to order at 5:30 p.m.

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

PRESENT: Jay Heinzerling, J. Henry Lievens, and David Vensel, and David Swartout

ABSENT: Greg Moore Jr.

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 (07/10/2025)

Motion by Commissioner Swartout, supported by Commissioner Heinzerling to approve the July 10, 2025 Agenda as presented.

Voice vote taken. Motion carried.

V. APPROVAL OF MINUTES (05/20/2025)

Motion by Commissioner Heinzerling, supported by Commissioner Swartout to approve the May 20, 2025 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VI. COMMITTEE BUSINESS

1. Letter dated July 2, 2025 from Honorable William Paul Nichols, 38th Judicial Circuit Court requesting approval to accept the additional State Court Administrative Office grant funding in the amount of \$17,000, and change the Adult Drug Treatment Court Program Coordinator position from a part-time position to a full-time position with all additional costs being covered by the grant with zero additional cost to the County.

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 acceptance of the additional State Court Administrative Office grant funding in the amount of \$17,000, and approve changing the Adult Drug Treatment Court Program Coordinator position from a part-time position to a full-time position with all additional costs being covered by the grant with zero additional cost to the County.

2. Letter dated July 8, 2025 from Mr. Michael Woolford, Equalization Director, requesting approval to implement a new three-part plan for the Equalization Department with an estimated cost to the General Fund of \$22,020.00 for 2025.
 - I. Addition of an Appraiser/GIS Analyst position
 - II. Promotion of Trey Clements to Equalization Director once he achieves his Michigan Master Assessing Officer certification and back fill this position upon promotion.
 - III. Acceptance of Michael Woolford Retirement Notice and reemployment at less than 1,000 hours per year.

Michael Woolford, Equalization Director, elaborated on his succession plan and explained why he believed this was the best course of action.

Discussion commenced.

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 addition of an Appraiser/GIS Analyst position, the promotion of Trey Clements to Equalization Director upon receiving his Michigan Master Assessing Officer certification, and acceptance of Michael Woolford's Retirement Notice and reemployment at less than 1,000 hours per year with an estimated cost to the General Fund of \$22,020.00 for 2025.

Roll call by Deputy Clerk as follows:

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

Motion carried.

- VI. NEW BUSINESS – None
- VII. OLD BUSINESS – None
- VIII. CITIZENS TIME – None
- IX. INFORMATION – None
- X. COMMISSIONERS TIME –
Commissioner Heinzerling – Passed.
Commissioner Moore – Excused.
Commissioner Swartout – Passed.

Commissioner Vensel – Passed.

Chairman Lievens – Passed.

Michael Bosanac – Explained Mr. Woolford has been an exceptional director. Explained he has always had a different approach and it has benefited both equalization and the appraisers. He congratulated Mr. Woolford and also commended him for his character. Stated he is going to miss Mr. Woolford.

- XI. ADJOURNMENT – With no further business, Chairman Lievens adjourned the meeting at 5:47 p.m.

Respectfully submitted by:

A handwritten signature in cursive script that reads "Grace Miles". The signature is written in black ink on a light-colored background.

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