

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
NOVEMBER 4, 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 Tuesday, November 4, 2025. Chairman Lievens called the meeting to order at 5:30 p.m.

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

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

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 (11/04/2025)

Motion by Commissioner Vensel, supported by Commissioner Heinzerling to approve the November 4, 2025 Agenda as presented.

Roll call by Deputy Clerk as follows:

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

Motion carried.

V. APPROVAL OF MINUTES (10/02/2025)

Motion by Commissioner Heinzerling, supported by Commissioner Swartout to approve the October 2, 2025 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VI. COMMITTEE BUSINESS

1. Letter dated October 22, 2025 from Honorable Michael Brown, 1st District Court requesting prior service credit for the new full time Attorney Magistrate candidate. This request is in compliance with County policies and would require a General Fund allocation of \$1,645 for 2025 and \$15, 104 for 2026.

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 request for prior service credit for the new full time Attorney Magistrate candidate. This

request is in compliance with County policies and would require a General Fund allocation of \$1,645 for 2025 and \$15, 104 for 2026.

Roll call by Deputy Clerk as follows:

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

XI. ADJOURNMENT – With no further business, Chairman Lievens adjourned the meeting at 5:32 p.m.

Respectfully submitted by:



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