

John F. Fuentes
County Administrator/Controller

Todd J. Campbell
Deputy Administrator



Cindy Moser
Finance Director

100 E. State Street, Suite 2100
St. Johns, Michigan 48879
(989) 224-5120 • Fax: (989) 224-5102
www.clinton-county.org

**HUMAN RESOURCES COMMITTEE
JANUARY 22, 2026 AT 10:00 A.M.
(OR IMMEDIATELY FOLLOWING THE WAYS AND MEANS COMMITTEE MEETING)
CLINTON COUNTY COURTHOUSE
BOARD OF COMMISSIONERS ROOM
100 EAST STATE STREET, ST. JOHNS, MI 48879**

1	10:00	CALL TO ORDER, ADDITIONS TO THE AGENDA
2	10:02	LIMITED PUBLIC COMMENTS (LIMIT OF 3 MINUTES PER SPEAKER)
3	10:05	PROSECUTOR REQUEST
4	10:15	PLANNING AND ZONING REQUEST
5	10:25	COUNTY CLERK REQUEST
6	10:35	HIRING PROCESS
7	10:45	<i>CLOSED SESSION: COLLECTIVE BARGAINING UPDATE [MCL 15.268(c)] – NO ATTACHMENT</i>
8	10:55	TAX ALLOCATION BOARD APPOINTMENT
9	11:00	COMMITTEE/COMMISSION APPOINTMENTS
10	11:05	COMMISSIONERS' COMMENTS
11	11:15	ADMINISTRATOR'S REPORT
12	11:20	ANY OTHER BUSINESS
MEETING STARTS PROMPTLY AT CALL TO ORDER TIME LISTED OR IMMEDIATELY FOLLOWING THE WAYS AND MEANS COMMITTEE MEETING. AGENDA ITEM TIMES MAY VARY		

LINK to County YouTube Channel: <https://www.youtube.com/@ClintonCounty-MI>

PACKET INFORMATION IS CURRENT AS OF POSTING DATE. **NOTE:** ADDITIONAL INFORMATION MAY BE PRESENTED ON SCHEDULED AGENDA ITEMS. AGENDA ITEMS MAY ALSO BE ADDED DUE TO BUSINESS NEEDS.

TO REQUEST ACCOMMODATIONS OR MATERIALS IN AN ALTERNATIVE FORMAT, PLEASE CONTACT ADMINISTRATIVE SERVICES AT 989-224-5120 OR VIA EMAIL AT ADMIN@CLINTON-COUNTY.ORG NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

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TO: Human Resources Committee

FROM:



John F. Fuentes, County Administrator/Controller

SUBJECT: Prosecuting Attorney – Personnel Request

DATE: January 2026

The Prosecuting Attorney is requesting to continue funding for the current intern position for up to 20 hours per week through May 2026, to assist with legal research. The legal research includes the review of medical records, trial preparation, brief writing for the homicide case they are prosecuting and the vehicle crash cases that are pending. The estimated cost of this request is \$7,200.

Suggested Action:

Recommend approving the continuation of funding for the Prosecuting Attorney's intern position for up to 20 hours per week through May 2026 at an estimated cost of \$7,200.


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To: HR Committee
From: 
Todd J. Campbell, Deputy County Administrator
Date: January 2026
Subject: Planning & Zoning Department Request

The Planning & Zoning Department, when fully staffed, has a total of three FTEs (Planning & Zoning Secretary, Planning & Zoning Director/Zoning Administrator and Assistant Planner) for a combined 120 hours of weekly department coverage. Currently, there are 1.5 FTEs, along with support from OHM Advisors for 24 hours per week for Planning & Zoning Director/Zoning Administrator duties (0.6 FTE) for a total of 2.1 FTEs/84 hours per week.

The Planning & Zoning Secretary is currently the only full-time team member in the department with a cross-trained team member from the Building Department working 20 hours per week as the Assistant Planner. The Planning & Zoning Secretary, Danelle Rose, has taken on additional responsibility since she is the only Planning & Zoning team member in the office on many days since late May 2025 when the most recent full-time Planning & Zoning Director/Zoning Administrator left employment with the County. Ms. Rose has stepped up in every category to learn more and take ownership and train OHM personnel in the inner workings of the department.

Additionally, Administration asked Interim Planning & Zoning Director/Zoning Administrator Lynn Wilson for comments/observations of Ms. Rose's work and any changes that may have occurred. Ms. Wilson's comments on Danelle include the following – Danelle has learned more about zoning requirements so she can now answer many common questions that people have when they stop by or call, instead of having a director or assistant planner to forward customers to. Ms. Rose is able to answer questions about setbacks, lot sizes, fencing, pools, chickens, and other basic questions that residents have rather than passing them along. Ms. Rose shows good judgement about what she knows and when she needs to ask for help. Danelle is also very comfortable in direct interactions with the public – both in person and on the phone. Danelle keeps track of cut-off dates, follow up notifications in the newspaper and with applicants, and timelines for getting requests for comments out. Although the responsibility is ultimately Lynn's – Danelle makes Lynn's job more efficient and easier and allows Lynn to spend her limited time where there is the most value. Ms. Rose takes the initiative to set up electronic folders, to create a first draft of notifications and draft agendas for meetings. This not only saves Lynn time since the work is almost done but it is very much appreciated that Danelle knows that it needs to be done and does it in a timely manner without needing to be asked to do it. Danelle also keeps Lynn informed regarding what applications are waiting for review by keeping the department tracking board of tasks updated. Lastly, Danelle manages Lynn's schedule and keeps things organized for Planning Commission and ZBA meetings and makes time to get the room set up and lets Lynn know it is complete.

As a result of the Planning & Zoning Secretary position evolving due to staffing needs, Administration is requesting the position be reclassified from grade 3 to grade 4 retroactively beginning on June 1, 2025 when OHM Advisors began providing planning and zoning services to the County. The increase for the period of June 1, 2025 through December 31, 2025 would be approximately \$1,500. Going forward beginning January 1, 2026, the hourly rate for a grade 3 is \$23.3823/hr. (\$48,635) and the hourly rate for a grade 4 is \$24.6553/hr. (\$51,283); a difference of \$2,648.

Suggested Action: *The HR Committee to recommend to the Board of Commissioners to reclassify the Planning & Zoning Secretary position to a grade 4, effective January 27, 2026 and authorize a one-time lump sum payment in the amount of \$1,500 for Ms. Rose, to recognize the expanded role taken on and continuing since June 2025.*

Debra A. Sutherland

Clinton County Clerk ~ Register of Deeds

Stephanie Dush, Chief Deputy Clerk/Register of Deeds

County Clerk

Courthouse
100 E. State St., Suite 2600
St. Johns, MI 48879
(989) 224-5140 Fax (989) 227-6421



Register of Deeds

Courthouse
100 E. State St., Suite 2500
St. Johns, MI 48879
(989) 224-5270 Fax (989) 227-6473

MEMO

DATE: January 13, 2026
TO: Human Resources Committee/Board of Commissioners
FROM: Deb Sutherland
RE: Request to Post and Fill Vacancy

Mary Jo Wirth, Deputy County Clerk - Jury/Vitals/Collections (Grade 4 position), has announced her retirement effective May 29, 2026. Mary Jo has worked for the County since 2002. Due to this loss of institutional knowledge and the changes taking place in the office, as well as 2026 being a busy election year, we respectfully request to post and fill this position to allow for some overlap for training and transition.

This position plays a critical role in several key operational areas:

- We have recently received approval to provide in-house fingerprinting for CPL applicants, and this position is one of two primary roles responsible for processing CPL applicant services.
- Responsibilities include mailing and managing approximately 3,500 jury questionnaires annually, coordinating follow-up, and working closely with the Jury Board at meetings throughout the year.
- In addition to managing jury questionnaires, this position is responsible for attending all Circuit Court Jury Trials to oversee the jury process.
- We are in the process of implementing new vital records software, with training scheduled over the coming months. If feasible, there would be significant benefit to having a new hire participate in this training.
- It would also be advantageous for the office, our staff, and the citizens we serve for a new hire to receive as much training as possible prior to Mary Jo's departure. Given that the hiring process can take time, we would like to be proactive and begin the process now.

Suggested Action:

Authorize the Clerk's Office to post and fill the Deputy County Clerk – Jury/Vitals/Collections (Grade 4) position effective immediately.

John F. Fuentes
County Administrator/Controller

Todd J. Campbell
Deputy Administrator

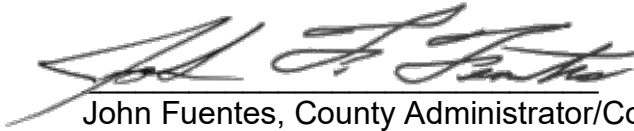


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TO: HR Committee

FROM:



John Fuentes, County Administrator/Controller

SUBJECT: **Hiring Process**

DATE: January 2026

Human Resources Chairperson Fickes requested the attached information within the County Personnel Manual regarding the County's current hiring process be provided for review.

Ways and Means Committee Chairperson Rudat also requested discussion regarding the current provision below within the 2026 Budget Resolution (#2005-20) (attached), regarding the filling of positions that become vacant.

BE IT FURTHER RESOLVED that in the event a vacancy occurs during 2026, the position will be filled subject to approval by the Administrator/Controller, Human Resources Committee Chairperson and Ways and Means Committee Chairperson. The only exception is for positions budgeted in the clerical pool, as they may be filled upon authorization from the County Administrator/Controller.

Suggested Action:

Committee review and discussion.

Excerpt from Personnel Manual

EMPLOYMENT

2.0

RECRUITMENT - Employment and promotional opportunities shall be advertised in such a manner that the public is assured open opportunity to apply and to be properly considered for public employment, and so that present County employees may be knowledgeable of possible chances for advancement.

Department Heads shall notify Administrative Services of all upcoming vacancies as soon as possible. Upon receiving such notification, Administration shall advertise the position as appropriate, including, the posting of the vacancy in conspicuous places in the Courthouse and other County buildings, unless a hiring freeze is in effect. In the case of a hiring freeze, the request to fill a vacancy shall be presented to the Human Resources and Way & Means Committee Chairpersons for authorization prior to posting. Positions shall be posted for a minimum of five (5) working days and shall include a brief description of the position, taken from the County's classification system; necessary and desirable skills and abilities; the range of pay, and the effective dates of posting.

2.1

SELECTION - Employment and promotion of personnel shall be on the basis of merit, potential and suitability for the position. The qualifications of potential employees shall be measured against the written requirements for the position.

Applicants for vacant positions shall apply using the on-line application system, and specify job-related skills and attributes. After the close of the posting period, the Department Head shall review the applicants and select for interview the best-qualified applicants for the position as set forth in the County's Classification system. Any testing or investigation deemed necessary to determine qualifications may be undertaken by Administration.

The Department Head shall review the on-line applications, interview and, after making any desired investigation, shall select the applicant who, in the Department Head's judgment, is the most suitable for the position.

In the event that the Department Head is unable to make a selection from the initial applications, they can request an extension of time for the posting to search for additional qualified applicants.

Once a candidate has been selected for the position, the Department Head shall refer the individual back to Administration so that a physical examination and background check can be scheduled prior to the first day of work. The Department Head shall notify in writing, those applicants who were interviewed of their selection or non-selection.

2.2

RE-EMPLOYMENT - To promote security and stability in the County's workforce, and to promote an orderly transition between departing and new employees, an employee of the County terminating employment with the County by retirement, shall be ineligible for reemployment with the County for a period of two (2) years. Such policy does not prohibit a former employee of the County that has retired, from providing contractual services to the County during the two (2) year period immediately following the separation, provided such contract does not have a value exceeding a former employee's final regular hourly wage multiplied by 1040 hours.

In the event a retired employee is appointed or rehired under statutory authority that supersedes the policy set forth above, subject to the minimum wage requirements of Federal or State law, such reemployment shall be at an effective annual salary or other monetary compensation not exceeding the former employee's final regular

CLINTON COUNTY BOARD OF COMMISSIONERS

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100 E. STATE STREET
ST. JOHNS, MICHIGAN 48879-1571
989-224-5120



Administrator/Controller
John F. Fuentes
Clerk of the Board
Debra A. Sutherland

2025-20 **RESOLUTION TO ADOPT** **THE 2026 CLINTON COUNTY BUDGET,** **GENERAL APPROPRIATIONS ACT AND MILLAGE**

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds, and

WHEREAS, the County Administrator/Controller has prepared a recommended budget as required by the statute, and the Ways and Means Committee has reviewed the departmental requests and Administrator/Controller's recommendation for each County departmental budget, and

THEREFORE, BE IT RESOLVED that the 2026 Clinton County Budget for the General Fund and other Funds as set forth in the 2026 Administrator/Controller's Recommended Budget, as amended and proposed by the Ways and Means Committee, which is incorporated by reference herein, is hereby adopted at the general fund activity level and fund level for all other funds, subject to all County policies regarding the expenditure of funds as well as the conditions set forth in this resolution.

BE IT FURTHER RESOLVED that this budget includes an estimated property tax levy of 5.7617 mills for general fund operations. This 2026 levy shall be authorized via resolution subsequent to the establishment of the final levy amount in the spring of 2026.

BE IT FURTHER RESOLVED that this budget reflects a reasonable allocation of available resources to the various County departments, boards, and agencies, and allows for all mandated services, programs, and activities, including the courts and the constitutional and statutory offices, to be performed at reasonable, necessary, and serviceable levels or at even more than adequate levels of performance.

BE IT FURTHER RESOLVED that all expenditures shall be in accordance with the provisions of the Uniform Budgeting and Accounting Act, and that any modification, addition, or deletion, of such amounts hereby adopted shall be done in accordance with the policies and procedures established by the Board of Commissioners.

BE IT FURTHER RESOLVED that the County Administrator/Controller and the County Treasurer shall be authorized to transfer General Fund Appropriations between Funds up to the approved amounts provided for in this 2026 Budget. The timing and amount of such transfers shall be designed to maximize the interest investment potential to the General Fund.

BE IT FURTHER RESOLVED that the Approved Position Allocation List contained in the Budget shall limit the number of regular full-time equivalent (FTE) employees who can be employed, and no funds are appropriated for any regular position not on the Approved Position Allocation List. In addition, the job position titles, pay classifications, salaries of the County's Elected Officials, and full-time equated designations for each position are deemed to be the correct classifications and are hereby incorporated into the Approved Position Allocation List, and any modification of employment classifications shall be done in conformance with established Board policy.

BE IT FURTHER RESOLVED that it is understood that revenues and expenditures may vary from those which are currently contemplated and may be changed from time to time by the Board of Commissioners during the 2026 fiscal year, as deemed necessary. Consequently, there may be a need to increase or decrease various portions of the budget and/or impose layoffs due to unforeseen financial changes; therefore, the Board of Commissioners reserves the right to change the Approved Position Allocation List at any time. The County Elected Officials and County Department Heads shall abide by whatever changes are made by the Board of Commissioners, if any, relative to the approved positions and the number of employees stated in the Position Allocation List.

BE IT FURTHER RESOLVED that in the event a vacancy occurs during 2026, the position will be filled subject to approval by the Administrator/Controller, Human Resources Committee Chairperson and Ways and Means Committee Chairperson. The only exception is for positions budgeted in the clerical pool, they may be filled upon authorization from the County Administrator/Controller.

BE IT FURTHER RESOLVED that positions on the Position Allocation List which are supported by grant funds, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the County receiving the budgeted revenues. Upon notification that budgeted funding of a position shall not be received the elected official or department head shall immediately notify the County Administrator/Controller and the Ways and Means Committee, and that position shall be immediately removed from the Position Allocation List if funding is exhausted.

BE IT FURTHER RESOLVED The County Administrator/Controller shall be authorized to apply for, authorize and accept recurring grants upon approval by the Board Chair and the Ways and Means Committee Chair. Any new grant funding request or recurring grant that requires unbudgeted matching funds or is considered a major capital improvement shall require authorization from the Ways and Means Committee.

BE IT FURTHER RESOLVED The County Administrator/Controller shall be authorized to apply for a new grant funding opportunity upon approval by the Board Chair and the Ways and Means Committee Chair, only if such application deadline precedes the next regularly scheduled Ways and Means Committee meeting. Such an application shall be reported to the Ways and Means Committee at its next regularly scheduled meeting for its concurrence; or rejection, requiring the withdrawal of said application.

BE IT FURTHER RESOLVED that the line-item appropriations which represent the estimated costs of operating the Clinton County trial courts in 2026 are contingent upon reimbursements to Clinton County by the State of Michigan in accordance with MCL 600.151(b). County appropriations to the trial courts, in accordance with P.A. 374 and 375 of 1996, are made contingent upon conformance to all county policies and procedures regarding court personnel and the expenditure of funds.

BE IT FURTHER RESOLVED maintenance agreements are essential to a variety of building and operating equipment. County Elected Officials and County Department Heads are authorized to renew existing maintenance agreements upon the approval of the County Administrator/Controller.

BE IT FURTHER RESOLVED that any amendment to increase the total budget of any fund or general fund activity in excess of \$2,500 shall be approved by the Ways and Means Committee except that any decrease to General Fund Contingency shall be approved by the Board of Commissioners.

BE IT FURTHER RESOLVED that any amendment to increase total budget of any fund or general fund activity in excess of \$10,000 shall be approved by the Board of Commissioners.

BE IT FURTHER RESOLVED that budget amendments of any amount which are part of a series or pattern shall be added together and treated in accordance with the procedure which would apply if all amendments are made as a single transfer.

BE IT FURTHER RESOLVED that each “major capital improvement” detailed in the Capital Improvements section of the 2026 Budget shall be subject to final review by the Ways and Means Committee prior to the signing of contracts for project commencement. The Ways and Means Committee must grant specific authorization prior to the expenditure of funds on major capital projects. Routine vehicle replacement purchases are excluded from this requirement and may be purchased subject to approval by the Board Chairperson.

BE IT FURTHER RESOLVED that all County Elected Officials and County Department Heads shall abide by all applicable policies set by the Board of Commissioners including but not limited to budgets, purchasing, travel, and per diems; as well as the Clinton County Personnel policies as set forth in the Personnel Manual and the Educational Reimbursement policy, and that budgeted funds for these purposes are appropriated contingent upon compliance with all county policies.

BE IT FURTHER RESOLVED that the Clinton County Personnel Manual shall apply to all employees and elected officials who are not covered under a collective bargaining agreement or who function under a policy manual which has been jointly approved by the County Board of Commissioners and an elected official who has co-employer status.

BE IT FURTHER RESOLVED that the County Administrator/Controller shall be authorized to approve for payment such bills, vouchers, or invoices that are part of the ongoing budgeted operations of the County consistent with Clinton County’s Cash Disbursement / Payment Policy as set forth in Resolution 2007-3. In the event of an emergency, the County Administrator/Controller shall inform the Chair of the Board or Chair of the Ways and Means Committee of the emergency authorization.

BE IT FURTHER RESOLVED that the revenues received by the County under Public Acts 106 and 107, 1985, (Convention Facility Tax revenue) shall not be used to reduce the County's 2025/2026 operating millage as defined by P.A. 2, 1986. In accordance with P.A. 2 of 1986, 50% of the actual Convention Facility Tax revenue not used to reduce the County's Operating tax rate shall be appropriated to the Mid-State Health Network as the Coordinating Agency for administering Substance Use Disorder services, with the remaining revenues to be deposited in the County's General Fund.

BE IT FURTHER RESOLVED that the revenues received by the County under Public Act 264 of 1987, (Health and Safety Fund Act) shall not be used to reduce the County's 2025/2026 operating millage, and that 12/17 of the actual Health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be appropriated to the Mid-Michigan Health Department for those public health programs and services whose costs are in excess of 1988 appropriation levels, with the remaining revenues to be deposited in the County's General Fund to be used for personnel and operating costs which are in excess of 1988 appropriation levels for the courts.

BE IT FURTHER RESOLVED that the County Administrator/Controller shall be authorized to make year end transfers of up to \$40,000 between Departments or Funds or with such amounts that may be available in the Contingency of the General Fund, as may be necessary to ensure that departments do not end the 2026 fiscal year in a deficit condition.

STATE OF MICHIGAN
COUNTY OF CLINTON

I, DEBRA A. SUTHERLAND, Clerk of the County of Clinton do hereby certify that the foregoing resolution was duly adopted by the Clinton County Board of Commissioners at a regular meeting held October 28, 2025 as on file in the records of this office.

Debra A. Sutherland

Debra A. Sutherland, County Clerk

Debra A. Sutherland
Clinton County Clerk ~ Register of Deeds

Stephanie Dush, Chief Deputy Clerk/Register of Deeds

County Clerk

Courthouse
100 E. State St., Suite 2600
St. Johns, MI 48879
(989) 224-5140 Fax (989) 227-6421



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(989) 224-5270 Fax (989) 227-6473

MEMO

DATE: January 13, 2026

TO: Human Resources Committee/Board of Commissioners

FROM: Deb Sutherland, Clerk of the Tax Allocation Board

RE: Appointment of Member to serve on the Tax Allocation Board

Pursuant to MCL 211.205j, the Tax Allocation Board is abolished when county electors approve separate tax limitations. In Clinton County, the electors approved Separate Tax Limitations on August 2, 2022, for a four-year period ending December 31, 2026. As a result, the Tax Allocation Board was abolished and must now be re-established during the current year.

Under MCL 211.205(e), the Board of Commissioners is responsible for appointing one individual to serve on the Tax Allocation Board. The appointed individual may not be officially connected with, or employed by, a local or county unit of government.

Please take the necessary action to appoint an eligible individual and submit the appointee's name to me no later than the end of March, so that I may prepare for the statutorily required meeting scheduled for April 20th.

Suggested Action:

Discuss the statutory appointment by the Board of Commissioners.

COMMITTEE AGENDA ITEM

DATE OF MEETING: January 2026	ESTIMATE OF TIME NEEDED: 5 min	NUMBER OF ATTACHMENTS:	REQUESTOR: Administration
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BRIEFLY DESCRIBE THE ISSUE THE COMMITTEE IS BEING ASKED TO CONSIDER:

COMMITTEE/COMMISSION APPOINTMENTS:

Solid Waste Council: There is a vacancy on the Solid Waste Council for the Planning Commission Liaison.

Construction Appeal Board: There is a vacancy on the Construction Appeal Board for a two (2) year term expiring December 31, 2027.

Planning Commission: There are two vacancies on the Planning Commission for the remainder of three (3) year terms expiring May 1, 2026 and May 1, 2028.

Zoning Board of Appeals:

1. There is a vacancy on the ZBA for a three (3) year term expiring December 31, 2026.
2. There is a vacancy on the ZBA for a three (3) year term expiring December 31, 2028.
3. There is a vacancy on the Zoning Board of Appeals for the Planning Commission Liaison.