

CLINTON COUNTY BOARD OF COMMISSIONERS

Chairperson
Bruce DeLong
Vice-Chairperson
Zach Rudat

Members
Nicole Fickes
Brian Hurtekant
Robert Showers
John Andrews
Dwight Washington

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



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

AGENDA

CLINTON COUNTY BOARD OF COMMISSIONERS SPECIAL MEETING
Board of Commissioners Room, Courthouse
100 E. State St., Suite 2200, St. Johns

THURSDAY, FEBRUARY 5, 2026

- 9:00 a.m. Call to Order
Moment of Silence
Pledge of Allegiance
Roll Call
Approval of Minutes
- January 27, 2026 Board of Commissioners Meeting
 - January 27, 2026 Board of Commissioners Meeting Closed Session #1
 - January 27, 2026 Board of Commissioners Meeting Closed Session #2
- Approval of Agenda
- 9:02 a.m. Discussion on Planning & Zoning Services
- MSU Extension Facilitators:
 - Harmony Fierke-Gmazel, Outreach Specialist and Eric Walcott, Senior Specialist
- 10:00 a.m. Public Comments (*limit of 3 minutes per speaker*)
- 10:30 a.m. Commissioners' Comments
- Adjournment

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.

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

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DATE 01/27/2026 The Clinton County Board of Commissioners met on Tuesday, January 27, 2026 at 9:01 a.m. with Chairperson Bruce DeLong presiding.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE Chairperson DeLong called for a moment of silence. The pledge of allegiance was given to the flag of the United States of America.

ROLL CALL Roll was called with a quorum of the members in attendance: Nicole Fickes, Bruce DeLong, Brian Hurtekant, Robert Showers, John Andrews and Dwight Washington. Zach Rudat was excused.

COUNTY PERSONNEL John Fuentes, Todd Campbell, Stephanie Dush, Sheriff Dush, Undersheriff Gute, Chris Collum, Angie Beals, Eric Harger and Cindy Moser

VISITORS Dawn Lawless, Jim Lawless, Anne Hill, Theresa Owen, Melany Mack, Rob Mack, Darrilyn Fraser, Molly Call, Duane Call, Sharon Feldman and Dorothy Ornela

AGENDA The agenda was presented for review and approval.

BOARD ACTION: Commissioner Showers moved, seconded by Commissioner Washington to approve the agenda as printed. Motion carried.

APPROVAL OF MINUTES The following minutes were presented for review and approval:

- December 19, 2025 Board of Commissioners Meeting
- January 2, 2026 Board of Commissioners Organizational Meeting
- January 22, 2026 Human Resources Meeting – Closed Session

BOARD ACTION: Commissioner Showers moved, seconded by Commissioner Washington to approve the minutes as printed. Motion carried.

COMMUNICATIONS The following communications were received:

1. Berrien County Resolution Supporting HB 5152 and 5153
2. Cass County Resolution Urging Transparency and a Comprehensive Regulatory Framework for Data Center Development
3. Genesee County National Day of Racial Healing
4. Genesee County Recognizing Martin Luther King Jr. Day
5. Ingham County Resolution Urging Transparency and a Comprehensive Regulatory Framework for Data Center Development
6. Iron County Resolution in Support of Repealing MCL 46.415(2)
7. Email to Commissioners from Bob CCCACMI

BOARD ACTION: Commissioner Washington moved, seconded by Commissioner Fickes to acknowledge receipt of the communications and place on file. Motion carried.

RETIREMENT
RECOGNITION OF
ANGELIA BEALS

Chairperson DeLong presented Angelia Beals with a plaque of recognition, congratulated her on her retirement and thanked her for her service to Clinton County since 2001.

ADMINISTRATOR/
CONTROLLER'S REPORT

Administrator/Controller Fuentes reported on the following:

- Administrator Fuentes will be discussing data centers with the planning consultants;
- The first Steering Committee meeting for the fairgrounds master plan project was held last evening.

PUBLIC COMMENTS

Chairperson DeLong called for public comments. The following individuals offered public comments:

- Anne Hill, East Lansing, MI;
- Daryl Fraser, St. Johns, MI;
- Melany Mack, DeWitt, MI;
- Jim Lawless, Bingham Township, MI;
- Dawn Lawless, Bingham Township, MI.

ZONING

Chairperson DeLong introduced Lynn Wilson to present the following matter:

PC-01-26
SPECIAL LAND USE PERMIT
REQUESTED BY
DUANE AND MOLLY CALL
OVID TOWNSHIP
SECTION 24

PC-01-26 (PSLU25004) Application for Special Land Use submitted by Duane and Molly Call for an automotive repair facility as an accessory use to their primary residence at 1971 S. Meridian Road, Section 24, Ovid Township

BOARD ACTION: Chairperson DeLong moved, seconded by Commissioner Fickes to approve the Special Land Use application submitted by Duane and Molly Call for an automotive repair facility as an accessory use to their primary residence at 1971 S. Meridian Road, Section 24, Ovid Township with the recommended conditions. Voting on the motion by roll call vote, those voting aye were Commissioners Showers, Washington, Hurtekant, Fickes, Andrews and DeLong. Six ayes, zero nays, one absent. Motion carried.

MID-MICHIGAN DISTRICT
HEALTH DEPARTMENT
UPDATE

Liz Braddock, Mid-Michigan District Health Department Officer provided a written report which was included in the board agenda packet.

BOARD ACTION: Commissioner Showers moved, seconded by Commissioner Hurtekant to accept the Health Department report. Motion carried.

APPROVAL OF
COMMISSIONERS'
EXPENSE ACCOUNTS

Commissioners' expense accounts were presented for review and approval.

BOARD ACTION: Commissioner Fickes moved, seconded by Commissioner Showers to approve the expense accounts, subject to review by the Chair and Clerk. Motion carried.

CLOSED SESSIONS
TO DISCUSS TWO
CONFIDENTIAL WRITTEN
LEGAL OPINIONS

BOARD ACTION: Commissioner Showers moved, seconded by Commissioner Washington to proceed to closed session to consider a confidential written legal opinion as permitted under the Michigan Open Meetings Act, MCL 15.268(h). Voting on the motion by roll call vote, those voting aye were Commissioners Hurtekant, Washington, Fickes, Showers, Andrews and DeLong. Six ayes, zero nays, one absent. Motion carried.

BOARD ACTION: Commissioner Showers moved, seconded by Commissioner Andrews to proceed to closed session to consider a second confidential written legal opinion as permitted under the Michigan Open Meetings Act, MCL 15.268(h). Voting on the motion by roll call vote, those voting aye were Commissioners Andrews, Washington, Fickes, Hurtekant, Showers and DeLong. Six ayes, zero nays, one absent. Motion carried.

Closed session entered at 9:31 a.m.

RECESS

Chairperson DeLong called for a recess at 10:16 a.m.

**CLOSED SESSION
RESUMED**

Closed session resumed at 10:20 a.m.

RETURN TO OPEN SESSION

BOARD ACTION: Commissioner Showers moved, seconded by Commissioner Hurtekant, to return to open session. Motion carried.

Open session entered at 10:40 a.m.

COMMITTEE REPORTS

The following are reports of Committee meetings:

**WAYS AND MEANS
COMMITTEE MEETING**

Commissioner Fickes, reported on a Ways and Means Committee meeting held January 22, 2026.

**ATTENDANCE AT
COMMITTEE MEETING**

Members Present:

Zach Rudat, W&M Committee Chairperson
John Andrews
Brian Hurtekant
Nicole Fickes
Dwight Washington – Arrived at 9:05 a.m.
Bruce DeLong, Ex-Officio Member

Members Excused:

Robert Showers

Staff Present:

John Fuentes	Corissa Harris
Cindy Moser	Penny Goerge
Phil Hanses	Eric Harger
Chris Collom	Craig Thelen
Undersheriff Gute	Sheriff Dush
Rob Wooten	

Others Present:

Devon Pingel
Emma Bostwick
Steve Willis
Jim Lawless
Dawn Lawless
Anne Hill
Theresa Owen

CALL TO ORDER/APPROVAL OF AGENDA

1. Ways and Means Committee Chairperson Rudat called the meeting to order at 9:03 a.m. Commissioner Andrews moved, seconded by Commissioner Fickes, to approve the agenda. Motion carried.

PUBLIC COMMENTS

2. Ways and Means Committee Chairperson Rudat requested limited public comments. There were none.

LANSING ECONOMIC AREA PARTNERSHIP (LEAP) UPDATE

3. Ways and Means Committee Chairperson Rudat introduced Devon Pingel and Emma Bostwick to present an update on behalf of LEAP.
• Emma Bostwick and Devon Pingel from Lansing Economic Area Partnership (LEAP) provided a brief overview and answered questions regarding LEAP’s activities and upcoming events;
• Discussion followed and LEAP was asked to present more statistics on the deliverables being provide by LEAP for future reports.

No action required.

DRAIN COMMISSIONER

4.

APPROVAL OF REMONUMENTATION CONTRACTS

A. Ways and Means Chairperson Rudat introduced Phil Hanses, Drain Commissioner, to discuss contracts for the upcoming remonumentation year.
• The Remonumentation Grant for 2026 is \$49,716 and includes thirty-five (35) corners that should be completed before September 1, 2026 for review by the Peer Group in Mid-September;
• The County will be using three contract surveyors; Mr. Clifford and Mr. Autenrieth have performed work for Remonumentation for several years and although Mr. Van Fossen was a new contract surveyor last year and did fine work;
• The Board is being asked to approve the contracts and appoint the stated surveyors as Peer Group Members.

COMMITTEE RECOMMENDATION: Commissioner Washington moved, seconded by Commissioner Fickes, to **recommend** authorizing the Chairperson of the Board to sign the following contracts for survey work relative to the 2026 Remonumentation year and appoint the stated surveyors as Peer Group Members:

- Enger Surveying - Engineering Company - Dave Clifford, PS 4001025837
- Autenrieth Land Surveys, LLC – Jeffrey K. Autenrieth, PS 4001031588
- Wolverine Surveying & Engineering – Michael N. Van Fossen, PS 4001071291

Motion carried.

BOARD ACTION: Commissioner Fickes moved, seconded by Commissioner Showers to concur with the committee recommendation. Motion carried.

APPOINTMENTS OF MARK POWELL AS REMONUMENTATION GRANT REP AND DRAIN COMMISSIONER PHIL HANSES AS THE REMONUMENTATION GRANT ADMINISTRATOR

B. Ways and Means Rudat introduced Phil Hanses, Drain Commissioner, to discuss the 2026 appointments for Grant Representative and Grant Administrator.
• The Board is required (by LARA) to appoint a 2026 Remonumentation Grant Representative and it is therefore recommended that Mark Powell be appointed;
• It is further recommended that the Board designate Drain Commissioner Hanses as the 2026 Remonumentation Grant Administrator.

EQUALIZATION – ANNUAL
CONTRACT FOR
PROFESSIONAL
APPRAISAL/ASSESSING
SERVICES

COMMITTEE RECOMMENDATION: Commissioner Hurtekant moved, seconded by Commissioner Andrews to **recommend** appointing Mr. Mark Powell as 2026 Remonumentation Grant Representative and Mr. Phil Hanses as 2026 Remonumentation Grant Administrator. Motion carried.

BOARD ACTION: Commissioner Fickes moved, seconded by Commissioner Showers to concur with the committee recommendation. Motion carried.

5. Ways and Means Committee Chairperson Rudat introduced Equalization Director Eric Harger to discuss the renewal of the contractual services related to the County's commercial/industrial and agricultural appraisal studies.
- The Equalization Department enters into contractual service agreements each year to conduct field work and data entry on approximately 2/3 of the agricultural study performed by Complete Appraisal Service, as well as the field work, data entry and analysis for the commercial and industrial appraisal studies performed by HSC Services Inc.;
 - Director Harger is requesting that the Board of Commissioners approve the renewal of the contractual service agreements related to the County's commercial/industrial and agricultural appraisal studies for 2026;
 - Discussion took place regarding the purchasing policy and the current exemption from RFP requirements for such professional services;
 - Commissioners Fickes and Hurtekant raised questions and concerns regarding the proposed contract with Complete Appraisal Service;
 - Discussion followed and it was determined that other options should be considered for performing the field work and data entry for the agricultural appraisal studies, such as soliciting more RFPs and evaluating in house options;
 - Director Harger discussed the need for additional staff to the Equalization Department if the County is unable to contract these services in the future;

COMMITTEE RECOMMENDATION: Commissioner Hurtekant moved, seconded by Commissioner Fickes, to **recommend** authorizing the contract with HSC Services, Inc. in the amount of \$32,500 for the 2026 commercial/industrial studies as described in the proposed agreement. Motion carried.

BOARD ACTION: Commissioner Fickes moved, seconded by Commissioner Washington to concur with the committee recommendation. Voting on the motion by roll call vote, those voting aye were Commissioners Fickes, Showers, Hurtekant, Andrews, Washington and DeLong. Six ayes, zero nays, one absent. Motion carried.

CENTRAL DISPATCH
CAPITAL IMPROVEMENT
PROJECT

6. Ways and Means Committee Chairperson Rudat introduced Chris Collom, Central Dispatch Director, to discuss a capital improvement request.
- The Board of Commissioners approved the 2026 budget that includes a capital project request for \$95,000 to refresh and upgrade the analog NICE recorder; 911 utilizes two interfaced recorders for telephone and radio communications;
 - The analog recorder houses recordings for all telephone communications in the 911 Center; the server for this unit is five years old and is scheduled for hardware replacement and software upgrades;

- The project includes replacing hardware and upgrading software; additionally, 911 has negotiated a locked-in annual maintenance cost for years two through five;
- This is a proprietary upgrade; and will be utilized as an investigation tool for all law enforcement.

COMMITTEE RECOMMENDATION: Commissioner Fickes moved, seconded by Commissioner Hurtekant, to **recommend** authorizing Central Dispatch to proceed with the analog NICE recorder refresh and upgrade project as authorized in the capital improvements section of the 2026 Budget for an amount not to exceed \$95,000. Motion carried.

BOARD ACTION: Commissioner Fickes moved, seconded by Commissioner Andrews to concur with the committee recommendation. Voting on the motion by roll call vote, those voting aye were Commissioners Showers, Andrews, Washington, Fickes, Hurtekant and DeLong. Six ayes, zero nays, one absent. Motion carried.

MATERIALS MANAGEMENT
PLANNING – AMENDMENT
TO CONSULTANT
AGREEMENT

7. Ways and Means Committee Chairperson Rudat introduced Kate Neese, Waste Management Coordinator, to discuss the Clinton County Materials Management Plan Project.

- Clinton County's Waste Management Department is currently working on developing a Materials Management Plan (MMP) that will replace the County's current Solid Waste Plan;
- To assist the Waste Management Department with this significant project, the County approved an agreement with the consulting firm of GT Environmental, Inc. (GT) from Columbus, Ohio in August of 2024;
- The Waste Management Department has been working with the appointed Materials Management Planning Committee (MMPC) and GT since October 2024 on developing the MMP, that is expected to be completed and presented to the Board of Commissioners sometime in the third quarter of 2026 for review and approval;
- Discussion followed regarding the parameters of the current project agreement between Clinton County and GT Environmental, Inc. and the need to amend the agreement to include additional costs:
 - Three additional in-person meetings – **\$4,890**
 - Solid Waste Ordinance Amendment - **\$1,700** (11 hours)
 - Landfill User Fee Agreement Amendment - **\$1,500** (10 hours)
 - Possible support for development of landfill siting strategy - **\$1,200** (8 hours)
- The total proposed cost increase is \$9,290 and the 2026 Waste Management budget has \$45,000 budgeted for the MMP special projects line item; these funds are eligible for reimbursement through grant funding.

COMMITTEE RECOMMENDATION: Commissioner Washington moved, seconded by Commissioner Andrews, to **recommend** approving an amendment to the current agreement between Clinton County and GT Environmental, Inc. as presented. Motion carried.

BOARD ACTION: Commissioner Fickes moved, seconded by Commissioner Washington to concur with the committee recommendation. Voting on the motion by roll call vote, those voting aye were Commissioners Andrews, Washington, Fickes, Hurtekant, Showers and DeLong. Six ayes, zero nays, one absent. Motion carried.

INFORMATION
TECHNOLOGY – WEBSITE
ADA COMPLIANCE UPDATE

8. Ways and Means Committee Chairperson Rudat introduced Craig Thelen, Information Technology Director, to discuss Americans with Disabilities Act (ADA) compliance relative to the Clinton County Website.
- The Americans with Disabilities Act (ADA) mandates that websites must be accessible to individuals, requiring compliance with Web Content Accessibility Guidelines (WCAG) 2.1 Level AA;
 - The County has until April 24, 2026 to ensure the County's website (www.clinton-county.org) follows the appropriate guidelines and achieves ADA compliance;
 - The members were notified that some pages on the website have already been changed to follow these new rules;
 - IT Director Thelen emphasized that the County is not removing any documents or content; rather, older documents have been moved to the Archival area which is exempt from the new rules if the following specific criteria are met:
 - The content was created before the compliance date or reproduces documents from physical media created before that date;
 - The content is kept only for reference, research, or recordkeeping purposes;
 - The content is stored in a designated archive section of the website; and
 - The content has not been changed since it was archived.
 - It was further noted the County's web site vendor provides ADA Checker software, and IT is in the process of making sure the website content and the new documents are ADA compliant;
 - IT Director Thelen provided an update regarding the aerial photography project.

No action required; for informational purposes only.

RE-APPROPRIATION OF
2025 CIP PROJECTS

9. Ways and Means Committee Chairperson Rudat introduced discussion regarding the re-appropriation of 2025 capital improvement projects.
- Administrator/Controller Fuentes provided an overview and answered questions regarding the capital improvement projects that were approved in 2025 that are either partially completed or were not able to be initiated in 2025; it is recommended that these projects be carried over to 2026;
 - Questions were raised regarding individual project prioritization within the approved list of projects;
 - Commissioners also requested a more thorough review of proposed projects during the 2027 budget development process.

COMMITTEE RECOMMENDATION: Commissioner Andrews moved, seconded by Commissioner Washington, to **recommend** approving the re-appropriation of the 2025 projects to the 2026 Budget as presented. Motion carried.

BOARD ACTION: Commissioner Fickes moved, seconded by Commissioner Andrews to concur with the committee recommendation. Voting on the motion by roll call vote, those voting aye were Commissioners Hurtekant, Washington, Fickes, Showers, Andrews and DeLong. Six ayes, zero nays, one absent. Motion carried.

RECOVERY WORX OPIOID
SETTLEMENT GRANT –
LINE-ITEM TRANSFER
REQUEST

10. Ways and Means Committee Chairperson Rudat introduced discussion regarding a line item transfer request relative to the Opioid Settlement Grant with Recovery Worx.

- Recovery Worx is seeking approval to reallocate \$2,962 from “Salary” to “Health Insurance” within their budget for the Opioid Settlement Grant to reflect the actual costs as required by the grant agreement;
- This request requires Board approval as the current grant agreement does not include information regarding line-item transfers (language will be developed to be incorporated in future grant agreements);
- It was emphasized this request does not seek to increase the total award, but to match their budget to the actual costs.

COMMITTEE RECOMMENDATION: Commissioner Hurtekant moved, seconded by Commissioner Washington, to **recommend** authorizing a budget line transfer within the Recovery Worx Opioid Settlement Grant Agreement budget in the amount of \$2,962 from “Salary” to Health Insurance” to match their budget to the actual costs. Motion carried.

BOARD ACTION: Commissioner Fickes moved, seconded by Commissioner Hurtekant to concur with the committee recommendation. Motion carried.

RESOLUTION 2026 – 1
APPOINTMENT CLINTON
COUNTY MEDICAL
EXAMINERS

11. Ways and Means Committee Chairperson Rudat introduced discussion regarding a resolution appointing Clinton County Medical Examiners.
- On November 25, 2025, the Clinton County Board of Commissioners authorized a contract renewal with University of Michigan Health-Sparrow Lansing for medical examiner and forensic pathology services;
 - In accordance with the Medical Examiner Services Agreement with University of Michigan Health-Sparrow Lansing, the Board shall pass a resolution to appoint their contractor employees as medical examiners and deputy examiners for four (4) year terms beginning January 1, 2026, and expiring December 31, 2029, pursuant to Section 1 of Act No. 181 of Public Acts of 1953, as amended (MCL 52.201 et. Seq.);
 - Therefore, it is recommended the Board authorize a resolution appointing Michael Markey, M.D. as the County’s Medical Examiner; and Petra Rahaman, M.D. and Christopher Haunch, M.D. as the County’s Deputy Medical Examiners.

COMMITTEE RECOMMENDATION: Commissioner Fickes moved, seconded by Commissioner Hurtekant, to **recommend** authorizing a resolution appointing Clinton County Medical Examiners as presented. Motion carried.

BOARD ACTION: Commissioner Fickes moved, seconded by Commissioner Washington to concur with the committee recommendation. Motion carried.

PLANNING UPDATE

12. Ways and Means Committee Chairperson Rudat introduced discussion regarding the planning update.
- The following zoning matter will be brought to the Clinton County Board of Commissioners for review and consideration: PC-01-26 (PSLU250001) – Special Land Use - Planning Commission recommends approval;
 - Commissioner Fickes suggested that the County consider amending the ordinance to address data centers in Clinton County.

No action required.

2026 COMMITTEE MEETING
SCHEDULE

13. Ways and Means Committee Chairperson Rudat introduced discussion regarding the proposed 2026 committee meeting schedule.
- The members reviewed a proposed 2026 committee meeting schedule;
 - It was noted that if this meeting schedule is adopted, it will be posted to the County's website, however the Board will continue to review and adopt a finalized version of the Clinton County Open Meetings and Events calendar each month.

COMMITTEE RECOMMENDATION: Commissioner Andrews moved, seconded by Commissioner Fickes, to **recommend** adopting the 2026 Committee Meeting Schedule as presented. Motion carried.

BOARD ACTION: Commissioner Fickes moved, seconded by Commissioner Washington to concur with the committee recommendation. Discussion followed. Motion carried.

FEBRUARY 2026
COMMITTEE MEEETING
CALENDAR

14. Ways and Means Committee Chairperson Rudat introduced discussion regarding the proposed February 2026 Open Meetings and Events Calendar.
- The February calendar should be amended to reflect the Planning Commission meeting is cancelled.

COMMITTEE RECOMMENDATION: Commissioner Washington moved, seconded by Commissioner Hurtekant, to **recommend** approval of the February 2026 Open Meetings and Events Calendar as amended. Motion carried.

BOARD ACTION: Commissioner Fickes moved, seconded by Commissioner Washington to concur with the committee recommendation. Motion carried.

ACCOUNTS PAYABLE
INVOICES PAID TOTALS

15. Ways and Means Committee Chairperson Rudat introduced discussion regarding the accounts payable invoices to be paid.

COMMITTEE ACTION: Commissioner Washington moved, seconded by Commissioner Andrews, to approve the invoices paid from December 6, 2025, through January 2, 2026, in the amount of \$1,491,454.74. Motion carried.

COMMISSIONERS'
COMMENTS

16. Ways and Means Committee Chairperson Rudat requested Commissioners' comments.
- Commissioner Rudat welcomed the Commissioners' input on items they wish to discuss at future meetings.

ADMINISTRATOR'S REPORT

17. Ways and Means Committee Chairperson Rudat requested the administrator's report from Administrator/Controller Fuentes.
- Administrator/Controller Fuentes discussed a letter of support from the Board of Commissioners for the Clinton Conservation District's application to the Michigan Clean Boats, Clean Waters (CBCW) Grant.

COMMITTEE RECOMMENDATION: Commissioner Fickes moved, seconded by Commissioner Hurtekant, to **recommend** authorizing a Letter of Support from the Board of Commissioners for the Clinton Conservation District's application to the Michigan Clean Boats, Clean Waters (CBCW) Grant. Motion carried.

BOARD ACTION: Commissioner Fickes moved, seconded by Commissioner Hurtekant to concur with the committee recommendation. Motion carried.

ADJOURNMENT OF
COMMITTEE MEETING

18. Ways and Means Committee Chairperson Rudat adjourned the meeting at 11:21 a.m.

**HUMAN RESOURCES
COMMITTEE MEETING**

Commissioner Fickes, Chairperson of the Human Resources Committee, reported on a meeting held January 22, 2026.

ATTENDANCE AT
COMMITTEE MEETING

Members Present:

Nicole Fickes, HR Committee Chairperson
Brian Hurtekant

Dwight Washington
Zach Rudat
John Andrews
Bruce DeLong, Ex-Officio Member

Members Excused:

Robert Showers

Staff Present:

John Fuentes
Penny Goerge
Cindy Moser

Others Present:

Anne Hill
Jim Lawless
Dawn Lawless

CALL TO ORDER/ APPROVE
OF AGENDA

1. Human Resources Committee Chairperson Fickes called the meeting to order at 11:28 a.m. Commissioner Hurtekant moved, seconded by Commissioner Washington, to approve the agenda. Motion carried.

PUBLIC COMMENTS

2. Human Resources Committee Chairperson Fickes requested limited public comments. There were none.

PROSECUTING ATTORNEY
REQUEST

3. Human Resources Committee Chairperson Fickes introduced discussion regarding a personnel request from the Prosecuting Attorney's Office.

- 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.

COMMITTEE RECOMMENDATION: Commissioner Hurtekant moved, seconded by Commissioner Rudat, to **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. Motion carried.

BOARD ACTION: Commissioner Fickes moved, seconded by Commissioner Hurtekant to concur with the committee recommendation. Motion carried.

PLANNING AND ZONING
REQUEST

4. Human Resources Committee Chairperson Fickes introduced discussion regarding a personnel request for the Planning and Zoning Department.
- 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;
 - As the only full-time employee currently staffed in the Planning Department, and she has stepped up in every category to learn more and train OHM personnel in the inner workings of the department; additionally, her work has received positive feedback from interim Planning & Zoning Director/Zoning Administrator Lynn Wilson;
 - The increase for the period of June 1, 2025 through December 31, 2025 would be approximately \$1,500 and a one-time lump sum payment is recommended;
 - 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 \$24.65539/hr. (\$51,283); a difference of \$2,648.

COMMITTEE RECOMMENDATION: Commissioner Rudat moved, seconded by Commissioner Andrews, to **recommend** approval to reclassify the Planning and 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 the Planning and Zoning Secretary to recognize the expanded role taken on and continuing since June 2025. Motion carried.

BOARD ACTION: Commissioner Fickes moved, seconded by Commissioner Showers to concur with the committee recommendation. Motion carried.

COUNTY CLERK REQUEST

5. Human Resources Committee Chairperson Fickes introduced discussion regarding a personnel request from the County Clerk's Office.
- The Deputy County Clerk - Jury/Vitals/Collections (Grade 4 position), has announced her retirement effective May 29, 2026;
 - This employee 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, the Board is being asked to authorize the posting and filling this position to allow for some overlap in training and transition;
 - It was noted this position plays a critical role in several key operational areas including fingerprinting for CPL applicants, jury duty responsibilities, and the implementation of new vital records software and training;
 - It would also be advantageous for the office, staff, and the citizens we serve for a new hire to receive as much training as possible prior to her departure.

COMMITTEE RECOMMENDATION: Commissioner Rudat moved, seconded by Commissioner Washington, to **recommend** authorizing the Clerk's Office to post and fill the Deputy County Clerk – Jury/Vitals/Collections (Grade 4) position effective immediately. Motion carried.

BOARD ACTION: Commissioner Fickes moved, seconded by Commissioner Showers to concur with the committee recommendation. Motion carried.

HIRING PROCESS

- 6. Human Resources Committee Chairperson Fickes introduced discussion regarding a provision in the 2026 Budget Resolution regarding the filling of positions that become vacant.
 - The members reviewed information within the County Personnel Manual and current budget resolution, and discussion followed regarding the County’s current hiring process;
 - Chairperson Fickes discussed the need for an external review of current policies and procedures related to the hiring process.

No action taken.

CLOSED SESSION:
COLLECTIVE BARGAINING
UPDATE [MCL 15.268(c)]

- 7. Human Resources Committee Chairperson Fickes requested a motion to proceed to closed session, as permitted under MCL 15.268 (1) (c) for the purpose of discussing collective bargaining strategy.

COMMITTEE ACTION: Commissioner Rudat moved, seconded by Commissioner Hurtekant, to proceed to closed session, as permitted under MCL 15.268(1) (c) for the purpose of discussing collective bargaining at 11:45 a.m. Voting on the motion by roll call vote, those voting aye were Rudat, Washington, Fickes, Hurtekant and Andrews. Five ayes, zero nays. Motion carried.

COMMITTEE ACTION: Commissioner Rudat moved, seconded by Commissioner Hurtekant, to return to open session at 12:20 p.m. Voting on the motion by roll call vote, those voting aye were Andrews, Fickes, Washington, Rudat and Hurtekant. Five ayes, zero nays. Motion carried.

No action taken.

TAX ALLOCATION BOARD
APPOINTMENT

- 8. Human Resources Committee Chairperson Fickes introduced discussion regarding the 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 and 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;
 - The Board is required to take the necessary action to appoint an eligible individual and submit the appointee’s name to the County Clerk no later than the end of March, so that she may prepare for the statutorily required meeting scheduled for April 20th.

No action taken.

COMMITTEE/COMMISSION
APPOINTMENTS

- 9. Human Resources Committee Chairperson Fickes introduced discussion regarding committee/commission appointments.

No action taken.

COMMISSIONERS’
COMMENTS

- 10. Human Resources Committee Chairperson Fickes requested Commissioners’ Comments.
 - Commissioner Fickes, Commissioner Hurtekant, and Commissioner Rudat all offered comments.

ADMINISTRATOR'S REPORT 11. Human Resources Committee Chairperson Fickes requested the administrator's report. There was no report provided.

ADJOURNMENT OF COMMITTEE MEETING 12. The meeting was adjourned at 12:43 p.m.

END OF COMMITTEE REPORTS

COMMISSIONERS' COMMENTS

Chairperson DeLong called for Commissioners' comments.

- Commissioner Hurtekant announced his appointment to the Michigan Association of Counties Finance and Government committees and noted his upcoming quarterly coffee on Saturday, February 7th, from 10 a.m. to 11 a.m.
- Commissioner Fickes expressed appreciation for everyone's involvement in the process and commended the townships for their willingness to engage in discussions about the future of planning and zoning.

ADJOURNMENT

BOARD ACTION: With no further business to come before the Board, Chairperson DeLong declared the meeting adjourned at 11:02 a.m.



Debra A. Sutherland, Clerk of the Board

NOTE: These minutes are subject to approval on February 5, 2026.

John F. Fuentes
County Administrator/Controller

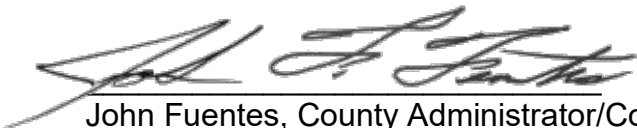
Todd J. Campbell
Deputy Administrator



Kate Rademacher
Finance Director

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

TO: Board of Commissioners

FROM: 
John Fuentes, County Administrator/Controller

SUBJECT: Planning & Zoning Information

DATE: February 2026

Attached please find revenue and expenditure information for the Planning and Zoning Department for years 2024 and 2025. Please also find information regarding the permit activity that is broken down by township.

Suggested Action:

For your review and discussion.

Planning & Zoning

	2024	2025
Department Permit detail:		
Rezoning	\$ 6,100	\$ 11,750
Special Land Use	1,100	4,350
Site Plan	1,700	2,950
Site Plan Review	2,675	3,200
variance	5,102	5,300
zoning permits	<u>15,495</u>	<u>20,800</u>
	\$ 32,172	\$ 48,350
Revenue	\$ 32,172	\$ 48,350
Expenditures	<u>\$ 223,288</u>	<u>\$ 294,797</u>
General Fund Subsidy	\$ (191,116)	\$ (246,447)

Permit detail by jurisdiction:	2024				2025			
	Enforcements	ZBA	PC	Development (zoning) permits	Enforcements	ZBA	PC	Development (zoning) permits
Bingham		0	0	37	4	1	2	50
Duplain	2	0	0	16	1	0	2	22
Essex		0	0	17		1	3	16
Greenbush	4	0	0	27	7	2	2	32
Lebanon		0	0	2	1	0	0	6
Olive	5	1	1	29	6	2	0	38
Ovid	3	0	0	16	1	0	2	35
Riley	1	3	3	28	1	0	1	29
Victor	3	2	2	32	3	0	1	41
Westphalia		2	2	26	1	1	4	26
	<u>18</u>	<u>8</u>	<u>8</u>	<u>230</u>	<u>25</u>	<u>7</u>	<u>17</u>	<u>295</u>

John F. Fuentes
County Administrator/Controller

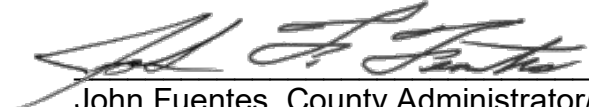
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TO: Board of Commissioners

FROM: 
John Fuentes, County Administrator/Controller

SUBJECT: Summary of Township Zoning Contractual Agreements

DATE: February 2026

Summaries of the contractual agreements for administration of planning and zoning services for the three (Bengal, Dallas and Eagle) general law townships within the County that administer zoning within the townships are attached for informational purposes.

The Bengal and Dallas Township agreements were shared with our Executive Assistant in early 2024 and the Eagle Township Agreement was recently accessed via their website: [McKenna-Eagle-Proposal-FINAL-11-28-2023.pdf](#).

Suggested Action:

For review and discussion.

Summary of Township zoning contractual agreements:

Eagle Twp (2023 revised proposal) -

Master Plan	\$10,000
Zoning Ordinance	\$10,000
System Set-up Flat fee -	\$3,000

Ongoing Planning and Zoning

Review fees vary on a flat-fee basis.

Noted in proposal - Most communities that have planning consultants review development proposals pass on the costs of plan review services to applicants via a fee ordinance.

Enforcement and Inspections (Optional) - \$500/half day, \$900/full day

Dallas Twp (2020 agreement) -

Services for this zoning administration on an hourly basis in accordance with the hourly rate schedule with notice of changes to this hourly rate schedule within thirty (30) days of the effective date of any revised hourly rates.

Work Classification Rate per Hour

Senior Civil Engineer	\$125
Civil Engineer	\$100
Civil Engineering Technician	\$80
Surveyor	\$100
Survey Crew	\$165

Estimated annual compensation for Zoning Administration will not exceed \$10,000 plus reimbursables.

Bengal Twp (2017 agreement) -

Administrative services - Hourly rate of \$85.00 per hour, plus mileage and one half of the travel time to Township offices, only upon request by the Township.

Review Services – Individual detailed fee schedule/varies by type of project review. Payment of the following fees shall not be contingent upon Township's receipt of payment from the applicants. Fees based on hourly rates shall not exceed \$1,000 per project, including one or a combination of services.