

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

**WAYS AND MEANS COMMITTEE
FEBRUARY 19, 2026 AT 9:00 A.M.
CLINTON COUNTY COURTHOUSE
BOARD OF COMMISSIONERS ROOM
100 EAST STATE STREET, ST. JOHNS, MI 48879**

1	9:00	CALL TO ORDER, ADDITIONS TO THE AGENDA
2	9:02	LIMITED PUBLIC COMMENTS (LIMIT OF 3 MINUTES PER SPEAKER)
3	9:05	TOWNSEND ROAD CAMPUS MASTER PLAN UPDATE (HOBBS + BLACK) – NO ATTACHMENT
4	9:35	PLANNING & ZONING: A) PLANNING & ZONING (FOLLOW UP FROM 2/5 SPECIAL BOC MTG) - NO ATTACHMENT: ➤ SCHEDULE DATE FOR NEXT MEETING TO CONTINUE DISCUSSION ➤ PROVIDE DIRECTION TO STAFF REGARDING INFORMATION REQUIRED FOR DISCUSSION B) LIVESTREAM MEETINGS (ADMINISTRATION) – NO ATTACHMENT
5	10:05	VEHICLE USE POLICY AMENDMENT (ADMINISTRATION)
6	10:10	AUDIT ENGAGEMENT LETTER AND TERMS (ADMINISTRATION)
7	10:15	TRI-COUNTY METRO NARCOTICS SQUAD PAYMENT (ADMINISTRATION)
8	10:20	OPIOID SETTLEMENT FUNDS GRANT AWARDS - QUARTERLY REPORTS (ADMINISTRATION)
9	10:25	MARCH 2026 OPEN MEETINGS AND EVENTS CALENDAR (ADMINISTRATION)
10	10:30	ACCOUNTS PAYABLE INVOICES PAID TOTALS
11	10:35	COMMISSIONERS' COMMENTS
12	10:40	ADMINISTRATOR'S REPORT
13	10:45	ANY OTHER BUSINESS
MEETING STARTS PROMPTLY AT CALL TO ORDER TIME LISTED. 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.

John F. Fuentes
County Administrator/Controller

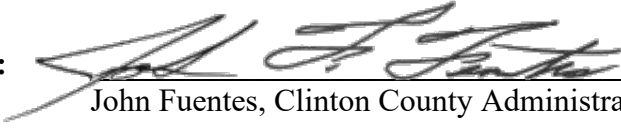
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TO: Ways and Means Committee

FROM: 
John Fuentes, Clinton County Administrator/Controller

SUBJECT: Vehicle Use Policy Amendment

DATE: February 2026

The Prosecuting Attorney's Office is asking for the Board's consideration to assign a county-owned vehicle for the Prosecutor Investigator position. If authorized, a vehicle that is scheduled for auction will be retained and therefore increase Clinton County's total fleet amount by one.

Further, if authorized, the Vehicle Use Policy will need to be amended to include the Prosecuting Attorney's Office under the list of departments that are authorized to possess and operate county-owned vehicles (section 6.1) as shown in the red-lined policy that is attached.

Suggested Action:

Consideration of the Prosecutor's request for a county-owned vehicle to be assigned to the Prosecutor Investigator position and to amend the Vehicle Use Policy accordingly, as presented.

Vehicle Use Policy

1. **Purpose:** This policy establishes procedures regarding the assignment of County vehicles, use of County vehicles, and business use of private vehicles.

For insurance and liability issues, as well as good business practice, the County must document that all employees who drive vehicles on County business hold a valid driver's license, an acceptable driving record, and in cases where a personal vehicle is involved, proof of vehicle liability insurance on the vehicle being utilized for County business.

2. **Authority:** The Clinton County Board of Commissioners.
3. **Application:** This Policy applies to all County Employees, as defined below, who drive either as a required part of their position requirements, or as an incidental driver, unless otherwise noted within the policy. The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with Clinton County. Employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with Clinton County, employees should refer to the specific terms of the collective bargaining agreement, which will control.
4. **Responsibility:** The Board of Commissioners shall be responsible for the implementation of this policy. The County Administrator/Controller shall be responsible for administration of this policy, including approval of vehicle assignments. If an employee has any questions regarding this policy or related procedures, the employee should contact Clinton County Administration.

5. **Definitions:**

- 5.1. **Assigned Vehicle:** A County-owned vehicle designated for use by a County department in the normal and effective performance of County business functions. An assignment may include authorization for overnight use.

- 5.2. **County Employee:**

- 5.2.1.1. Any regular full-time or part-time or temporary full-time or part-time employee, elected official, volunteer, or student intern. Interns must enter into a formal internship agreement signed by the County, the college/university, and the student, and must complete the *Intern Release and Waiver of Liability* form.

6. Policy:

6.1. Assigned Vehicle

6.1.1. Subject to this Policy, the following listed departments are currently authorized to possess and operate County-owned vehicles:

6.1.1.1. Facility and Fleet Services Department

6.1.1.2. Community Development Department

6.1.1.3. Drain Commissioner's Office

6.1.1.4. Juvenile Court

6.1.1.5. Parks and Green Space

6.1.1.6. Sheriff's Office

6.1.1.7. Waste Management Department

6.1.1.8. Equalization Department

~~6.1.1.8.~~6.1.1.9. Prosecuting Attorney's Office

6.1.2. Only County Employees aged 16 or older on valid County business and authorized by their respective Department Head or Elected Official, may drive, or operate County vehicles or equipment.

6.1.3. No County Employee shall be permitted to drive or operate any County-owned vehicles or equipment until they have received a copy of the Vehicle Use Policy, signed the Clinton County Vehicle Use Policy Acknowledgement form and, following review of their personal driving record, received notice that they are eligible to drive or operate county-owned vehicles and equipment.

6.1.4. County-owned vehicles are to be used for official business only with reasonable consideration for use for meals, while in the course of performing business on behalf of the County. Vehicles shall not be used for the convenience of the County Employee with regard to personal transportation needs or other non-business activities except as determined by the Department Head with concurrence of County Administration.

6.1.5. County-owned vehicles shall not be used for any election campaign-related activities.

6.1.6. Alcoholic beverages and illegal drugs are not permitted in County vehicles at any time. Law enforcement personnel, as approved by the Sheriff, may transport alcoholic beverages or drugs that have been lawfully confiscated or scheduled for use during training exercises.

6.1.7. Drivers shall observe all local and state ordinances pertaining to the operation of motor vehicles. Fines imposed for operator violations shall be the responsibility of the driver.

6.1.8. Hitchhikers are expressly prohibited from riding in County owned vehicles. Employee's family members shall not ride in County owned vehicles unless they meet one of the below circumstances. Individuals not associated with Clinton County government may accompany a County Employee as a passenger in a County vehicle in the following circumstances:

6.1.8.1. When the passenger(s) and County Employee have a mutual work-related business interest in the travel and the passenger(s) is (are) covered by employer's workmen's compensation.

6.1.8.2. When the County Employee is transporting individuals in which Clinton County has a custodial or operational interest in relocating (i.e., Sheriff's Office detainees or County Jail inmates, Juvenile Court youth and family members, etc.).

6.1.9. Overnight Use:

6.1.9.1. County Employees may be granted overnight use of a county-owned vehicle after satisfying one of the following situations:

6.1.9.1.1. A County Employee subject to frequent after-hours emergency callback or other unscheduled work, and such unscheduled work involves the first response to a real or present threat to life or property requiring an immediate response, may be granted routine overnight use of a County vehicle.

6.1.9.1.2. A County Employee participating in the Clinton County carpool program who has lost his/her ride home due to an illness or other emergency may be granted temporary overnight use of a County vehicle.

6.1.9.1.3. A County Employee attending an out-of-area approved work-related training program may be granted temporary overnight use of a County vehicle.

6.1.9.1.4. Other work-related situations may warrant consideration for overnight use of a County vehicle. Requests will be considered on the requirements of the job, productivity, availability of County vehicles and County cost. Requests must be approved by the Department Head and County Administrator/Controller.

6.1.9.2. County Employees currently authorized overnight use of a county-owned vehicle:

- 6.1.9.2.1. Sheriff
 - 6.1.9.2.2. Undersheriff
 - 6.1.9.2.3. Sheriff's Office Emergency Manager
 - 6.1.9.2.4. Sheriff's Office Deputy Emergency Manager
 - 6.1.9.2.5. Other Sheriff Department public safety personnel to the extent authorized usage does not adversely impact the Sheriff's Office operational needs, ability to respond to emergency situations, or require an increase in the size of the County fleet pursuant to Section 6.1.9.3 of this policy.
 - 6.1.9.2.6. Drain Commissioner (Seasonal only)
- 6.1.9.3. Vehicles shall not be used for the convenience of the County Employee with regard to personal transportation needs or other non-business activities. Employees granted overnight use shall not take County-owned vehicles anywhere other than their primary residence without prior authorization from the County Administrator/Controller.
- 6.1.9.4. Employees granted overnight use shall take reasonable steps to ensure the security of the county owned vehicle.
- 6.1.9.5. Requests for additions to the above authorized list shall be reviewed by County Administration upon recommendation of the Elected Official/Department Head. The County Administrator/Controller has the authority to approve or deny such requests.
- 6.1.9.6. Assignments are not permanent. When priorities or circumstances have changed, vehicles should be reassigned. All overnight vehicle assignments must be reviewed and evaluated by County Administration annually beginning January 1st.
- 6.1.9.7. Vehicles so assigned are not intended to be perceived as personal property or interpreted as a salary supplement, fringe benefit or compensatory measure of any kind.

6.2. Employee Personal Vehicles

- 6.2.1. It is the policy of the County to reimburse its employees, elected officials, and appointed officials for personal travel and transportation expenses directly related to official business of the County. All travel costs will be paid directly to the individual incurring the expense and may not be billed to the County without prior approval of the Department Head or County Administration. Additional information on employee use of personal vehicles is found in the "Travel and Conference Reimbursement Policy" found in the County Policy and Procedures Manual.

- 6.2.2. County Employees may request authorization to use their personal vehicle for County business by completing the *Authorization to Use Privately Owned Vehicle on Clinton County Business* form and submitting the form to their Department Head.

6.3. Driver Responsibilities / Requirements

- 6.3.1. Drivers of County owned vehicle must have a valid Michigan drivers/operator's license; such license shall be in the County Employee's personal possession whenever they drive County-owned vehicles or drive their own personal vehicle while on County business. A County Employee who drives a County vehicle shall immediately inform his/her supervisor of loss of a valid driving license due to suspension, revocation, or expiration. Failure to comply may result in discipline up to and including dismissal.
- 6.3.2. Michigan Department of State (MDOS) *Driving Record Subscription Service* - This free MDOS service provides enrolled municipalities with an initial driving record for each County Employee enrolled in the program and a notification record whenever there are any violations, restrictions, suspensions, or revocations posted to their record, or an annual record if there has been no activity within the previous twelve months. The Clinton County Human Resources Manager shall establish and maintain the *Driving Record Subscription Service* to monitor County Employee driving records.
- 6.3.3. Applicant Screening Guide – Conviction of law violations or civil infractions may serve as a basis for employment disqualification. The applicant's total record will be evaluated.
 - 6.3.3.1. *The following circumstances are cause for automatic employment disqualification for positions that require operating a County-owned vehicle or require operating a private vehicle for County business:*
 - 6.3.3.1.1. Conviction of a driving-related felony.
 - 6.3.3.1.2. Loss of driving privilege through suspension or revocation of license due to an unsatisfactory driving record as defined by the Michigan Department of State.

Exception: Applications from those who maintain a driving record free of license suspension or revocation and moving violation conviction(s) or civil infraction determination(s) in the five years before making application shall be accepted.
 - 6.3.3.1.3. An at-fault accident resulting in a fatality (an at-fault accident is defined as one in which the applicant has

been fined, sued, and received an adverse judgment, applicant's insurance company settled for damages to other party, or applicant settled out of court or otherwise was determined to be liable).

- 6.3.3.2. *In the five years prior to application, the following circumstances are cause for automatic disqualification:*
 - 6.3.3.2.1. Accumulated more than six points on the driving record.
 - 6.3.3.2.2. Convicted of any alcohol/drug related offense.
 - 6.3.3.2.3. Convicted of driving while license was suspended or revoked.
- 6.3.3.3. *In the year prior to application, the following circumstance is cause for automatic disqualification:*
 - 6.3.3.3.1. Accumulated more than three points on the driving record.
- 6.3.4. County Employees who operate vehicles and/or tow trailers requiring a Commercial Driver's License (CDL) must possess a valid CDL.
 - 6.3.4.1. Where permitted by law, Sheriff's Office employees may operate authorized emergency vehicles with a GVWR of 26,000 or more without a CDL.
- 6.3.5. County Employees are responsible for any vehicle or equipment assigned to them and must report unsafe operations or working conditions to their supervisor as soon as possible. The County Employee shall not be reimbursed for any loss of equipment or damages to a vehicle caused by the County Employee's negligence.
- 6.3.6. County Employees shall observe all local and state ordinances pertaining to the operation of motor vehicles. County Employees shall allow sufficient time to reach destinations without violating speed limits or traffic laws. County Employees must know and abide by all driving laws in all areas where they operate County vehicles and shall drive defensively at all times.
- 6.3.7. It is mandatory that all occupants of a County vehicle use seat belts at all times. The driver of the vehicle is responsible for enforcing belt usage by all occupants and shall report any failure to comply with County Employee's supervisor.
- 6.3.8. The County will not pay traffic tickets or parking fines of County Employees if such traffic ticket or parking violation is received while driving a county vehicle or

while driving their personal vehicle on County business. County Employees found guilty of moving violations may be subject to corrective action. A County Employee receiving a moving violation while driving a County vehicle has an obligation to immediately inform their Department Head.

- 6.3.9. County Employees are prohibited from operating a County vehicle or personal vehicle on County business when their driving ability has been impaired for any reason, including but not limited to the ingestion of drugs, medication, or alcoholic beverages, physical impairment, or restrictions; or other situations/conditions within the County Employee's control. Any illegal use of controlled substances is strictly prohibited. Additionally, a County Employee shall not operate a County vehicle or a personal vehicle for County business while taking prescription or over-the-counter medications where the County Employee knows or reasonably should have known that such use may impair his or her working abilities or create a risk of harm to himself or herself, others, or County property.
- 6.3.10. County Employees shall abide by the County's Cell Phone Policy and all applicable laws regarding cell phone and mobile device use when operating any vehicle for County business.
- 6.3.11. Employees shall not transport dangerous or flammable materials in any county-owned vehicle unless specifically authorized to do so by their Department Head or Elected Official.
- 6.3.12. Employees shall not attach or pull trailers or other vehicles, unless specifically authorized to do so by their Department Head or Elected Official.
- 6.3.13. Employees shall not smoke in any county-owned vehicle.

6.4. Insurance of Vehicles

- 6.4.1. County Administration is responsible for maintaining adequate liability and collision coverage for all county-owned vehicles.
- 6.4.2. The County's insurance is in force when a County Employee operates County-owned vehicles or equipment.
- 6.4.3. A County Employee authorized to drive a personal vehicle for county business shall acquire and maintain personal liability insurance coverage on the employee-owned vehicle in at least the minimum amounts required by Michigan State law (\$20,000 for a person who is hurt or killed in an accident; \$40,000 for each accident if several people are hurt or killed; \$10,000 for property damage per accident). Proof of insurance must be presented upon request. If involved in an accident while on County business, the County Employee's personal automobile insurance will be primary in the event of a loss. County insurance

coverage is only applicable if the liability exceeds the personal liability insurance coverage. It is suggested that collision insurance sufficient to cover the reasonable value of the personal vehicle, less a standard deductible, also be carried. County insurance does not cover loss or damage to the personal vehicle or private insurance deductible.

6.4.4. Property belonging to Clinton County placed inside a county-owned vehicle is covered by the County's insurance against theft; however, a County Employee's personal property is not covered if stolen from a County-owned vehicle, even if the personal property is used for County business. *The following procedures shall be followed if a county-owned vehicle or equipment is stolen:*

6.4.4.1. Report the theft immediately to the appropriate local law enforcement agency and the County Administration office.

6.4.4.2. Complete an incident report that includes vehicle information, the date and time, if known, and location of where the theft occurred and all relevant information including a list of county property known to have been inside the vehicle. Provide a copy of the incident report to the responding police agency, the Elected Official/Department Head and County Administration.

6.4.4.3. The Elected Official/Department Head shall obtain a copy of the police report(s) as soon as it becomes available and forward the report(s) to County Administration.

6.5. Maintenance of Vehicles

6.5.1. Individual departments are responsible for regular inspections, routine maintenance, and repairs of all vehicles assigned to the department.

6.5.2. No alterations may be made to County-owned vehicles without prior approval of the Department Head, Elected Official, or County Administration.

6.5.3. No bumper, window, or body stickers, other than the County approved door logo and Sheriff's Office graphics may be placed on vehicles.

6.5.4. Departments are responsible for maintaining accurate and complete maintenance records for assigned vehicles.

6.6. Accident Procedures (*Note: A card describing 'What To Do In Case of An Accident' is maintained in the glove box of all County owned vehicles*)

6.6.1. Regardless of the situation, the following procedure **MUST** be followed in the event of an accident involving a County owned vehicle:

- 6.6.1.1. Immediate notification of the proper law enforcement agency for accident investigation. Immediate notification of the County Employee's Department Head.
 - 6.6.1.2. Notification of County Administration Office within 24 hours of the accident, so the insurance carrier can be notified. If necessary, complete an injury report and submit it to the County Administration Office as soon as possible in order to file a workers' compensation claim within 24 hours of the accident.
 - 6.6.1.3. Complete *What To Do In Case of An Accident* form located in the glove box of all County owned vehicles and submit to Department Head. Department Head will forward to County Administration Office.
- 6.6.2. Securing accident repair estimates and approval of actual repair work is the responsibility of the County Employee's department with assistance from County Administration.
- 6.6.3. **Post-Accident Substance Abuse Testing** – County Employees involved in an accident or incident in which there is, or reasonably could have been, personal injury or property damage will be considered for testing. Not every incident or injury may result in a test. Reasonable determination that action or inaction of the County Employee contributed to the incident or accident shall be made prior to a request for testing. While it is impossible to list every factor that might lead to a reasonable determination the Department Head and County Administration may review each accident or incident on a case-by-case basis to determine if a substance abuse test is necessary.

6.7. Discipline

- 6.7.1. The County may, in its sole discretion, revoke a County Employee's driving responsibilities or take other disciplinary action, up to and including termination, against a County Employee who violates any provision of this policy.
- 6.7.2. The County is under no obligation to transfer an offending County Employee to a non-driving position, even if one is available.

7. Administrative Procedures

The Clinton County Board of Commissioners may authorize changes and/or adjustments to the Vehicle Use Policy.

Board of Commissioners adoption: ~~January 30, 2024~~ February 24, 2026



COUNTY OF CLINTON

COUNTY ADMINISTRATION

100 E. STATE STREET, ST. JOHNS, MI 48879
(989) 224-5120; Fax (989) 224-5102

Clinton County Vehicle Use Policy Acknowledgement

I have read and fully understand the Clinton County Vehicle Use Policy and what is expected of me as a Clinton County Employee. I further understand the responsibilities I have for the County-owned vehicle that has been issued me and agree to abide by the policy.

Signature of County Employee

Printed Employee Name

Signature of Elected Official/Department Head

Date



COUNTY OF CLINTON

COUNTY ADMINISTRATION

100 E. STATE STREET, ST. JOHNS, MI 48879
(989) 224-5120; Fax (989) 224-5102

Authorization to Use Privately Owned Vehicle on Clinton County Business (This approval must be renewed annually)

I. Certification

I acknowledge and in accordance with the Clinton County Vehicle Use Policy approval is requested to use privately owned vehicles to conduct official County business.

I *hereby certify that*, whenever I drive a privately owned vehicle on County business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum prescribed by State of Michigan Law (\$20,000 for a person who is hurt or killed in an accident; \$40,000 for each accident if several people are hurt or killed; \$10,000 for property damage per accident).
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.

I *further certify that*, while using a privately owned vehicle on official County business, all accidents will be reported on the *Motor Vehicle Accident Report*, as required by the Vehicle Use Policy.

I understand that permission to drive a privately owned vehicle on County business is a privilege which may be suspended or revoked at any time.

DRIVER'S LICENSE NUMBER	STATE, IF OTHER THAN MICHIGAN	EXPIRATION DATE
EMPLOYEE SIGNATURE	PRINT NAME	DATE SIGNED

II. Approval – Use of a privately owned vehicle on County business is approved.

DEPARTMENT HEAD SIGNATURE	TITLE	DATE APPROVED
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COUNTY OF CLINTON COUNTY ADMINISTRATION

100 E. STATE STREET, ST. JOHNS, MI 48879
(989) 224-5120; Fax (989) 224-5102

Intern Release and Waiver of Liability

You Must Read and Sign This Waiver. All interns for Clinton County (the "County"), regardless of age, must read and sign this Intern Release and Waiver of Liability before performing any internship work. If you are under 18 years of age, your parent or legal guardian must also read and sign this waiver.

College/University Requirements. The County understands that your internship service is intended to satisfy a college, university, or other educational requirement. Therefore, the County will strive to help you achieve the best internship experience possible. However, it is your responsibility to fulfill the requirements of your internship. In addition, it is your responsibility to notify the County about all applicable College/University/educational requirements in advance of the start of your internship. The County is not responsible for your failure to fulfill College/University requirements.

Volunteer Status. As an intern, you acknowledge that any duties you perform for the County are without expectation of compensation. [Notwithstanding, the County will offer you a stipend of \$___ per (week/day/month) in consideration of your efforts. Such stipend is strictly voluntary on the County's part and you agree that it is not in exchange for any particular service you may perform.] The County has the right to investigate whether you are a suitable intern, including the right to perform a criminal background check. The County reserves the right to reject any candidate for internship based upon the results of its investigation. In addition, the County reserves the right to terminate your internship if you engage in misconduct or fail to perform the duties to which you are assigned, as determined by the County in its sole discretion.

Duties of Interns. Interns assist with various aspects of our operations. Tasks include, but are not limited to, [Insert as appropriate. Example: park maintenance, cleaning, and upkeep, using power equipment, performing manual tasks, working outdoors, giving facility tours, discussing our facilities with members of the public, using tools, travelling in vehicles, using computers, and monitoring guests.]

Assumption of Risk. You understand that your internship at the County puts you at some risk of being injured or suffering damages. Even though you know you could be injured or suffer damages as an intern, you hereby acknowledge that you are willing to be an intern at the County. You hereby release the County and its officers and employees from any and all claims that may arise, including but not limited to any expenses, personal injuries, losses, or damages that you may suffer as a County intern. You knowingly and freely release, or give up, any legal claim that you might have against the County and agree that this release will be binding on you and your legal representatives or anyone else who tries to bring a claim through you or on your behalf.

Safe Conduct. You agree to use work tools safely and according to instructions you receive, and that you will seek assistance if you do not know how to do something. You agree to behave in a responsible manner. You will only perform work that you feel you can accomplish safely. You agree to wear clothes and footwear that is appropriate for your duties and the work conditions. You agree to wear protective gear as necessary to safely perform your volunteer duties. You agree to report any unsafe condition that you encounter to a County official.

Medical Treatment. You hereby release the County from any claim or liability which arises or may arise on account of any first aid, treatment, or service rendered, or not rendered, in connection with your duties as a County intern, or with the decision by any County affiliate, agent, officer, or employee regarding any first aid, treatment, or service rendered, or not rendered. You understand that the County does not carry or maintain health, medical, or disability insurance coverage for any intern and that you will be responsible for any medical costs that might arise due to your participation as a County intern.

Photographic Release: You grant the County permission to photograph, film, and create videos of you for promotional or other uses, including use on its web site(s).

Other: You understand and agree that this Volunteer Release and Waiver of Liability form is intended to be as broad and inclusive as is permitted by the laws of the State of Michigan. You further agree that if any clause or provision shall be held invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the enforceability of the remaining provisions.

<p><i>I have read this Intern Release and Waiver of Liability and by signing below I agree to all its terms.</i></p>	
Intern's Name (please print): _____	
Intern's Signature of Agreement: _____	Date: _____
Are you under the age of 18: Yes _____ No _____	
If yes, Parent/Legal Guardian's Name (please print): _____	
Parent/Legal Guardian's Signature: _____	Date: _____

Emergency Contact Information (1)	Emergency Contact Information (2)
Name: _____ (please print)	Name: _____ (please print)
Telephone Number(s): _____	Telephone Number(s): _____
Relationship: _____	Relationship: _____



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“What To Do In Case of An Accident”

Regardless of the situation, the following procedure MUST be followed in the event of an accident while in a County-owned vehicle:

1. Stop immediately and investigate even when the accident appears to be minor.
2. If someone is hurt or if there is danger of a fire, call 911 to request assistance (i.e. Law Enforcement, Fire Department, Ambulance, Rescue Squad)
3. Make no express or implied admission or liability or fault. Do not make an expression of apology or sorrow.
4. Immediately notify supervisor or Department Head.
5. Make written notes of the details of the accident while at the scene. Do not wait until later.
6. Do not give information concerning the accident to anyone unless the party requesting it is an authorized official (i.e. Deputy, Sheriff, Supervisor, etc.).
7. Do not discuss the accident with insurance agents, news personnel, adjusters, or attorneys on behalf of any third party without express permission from the County Administration Office.
8. Complete the Motor Vehicle Accident Report with supervisor or Department Head.
9. All Accident Reports shall be submitted to County Administration Office within 24 hours of the accident.
10. Notify County Administration (989) 224-5120 within 24 hours of the accident, so the insurance carrier can be notified.
11. If necessary, an injury report must be completed and submitted to the County Administration Office as soon as possible in order to file a workers' compensation claim within 24 hours of the accident.



COUNTY OF CLINTON
COUNTY ADMINISTRATION

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MOTOR VEHICLE ACCIDENT REPORT

THE INJURED PERSON

Name (s): _____

Phone #'s: _____

Address: _____

Nature of Injuries: _____

Where Taken After Accident: _____

By Whom: _____

Attending Physician: _____

Address: _____

DAMAGE TO PROPERTY OF OTHERS

Name of the Owner: _____

Phone #: _____

Address: _____

Nature of Damage: _____

If a vehicle, give name of driver: _____

Address: _____

Driver's License # (including State): _____

Make/Model of Vehicle: _____

Other Insurance Carrier: _____

WITNESSES

Give Names and Addresses: _____

John F. Fuentes
County Administrator/Controller

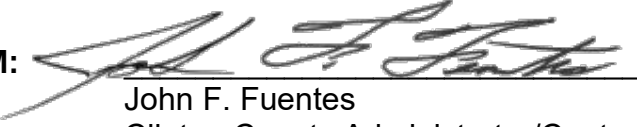
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100 E. State Street, Suite 2100
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(989) 224-5120 • Fax: (989) 224-5102
www.clinton-county.org

TO: Ways and Means Committee

FROM: 
John F. Fuentes
Clinton County Administrator/Controller

SUBJECT: **Audit Engagement Letter and Terms**

DATE: February 2026

Attached please find the audit engagement letter for the year ending December 31, 2025 as submitted by the firm Rehmann Robson. In recent years Government Auditing Standards (as amended) have required that the auditor communicate, during the planning stage of an audit, certain information to the Board of Commissioners.

Please note that Auditors will be on site for a period of two weeks beginning Monday, March 9th rough Friday, March 20th.

Suggested Action:

Move to accept the audit engagement letter from the firm Rehmann Robson for the year ending December 31, 2025.

Rehmann

February 9, 2026

Mr. John Fuentes, County Administrator
Clinton County
100 East State Street
Suite 2100
St. Johns, MI 48879

Enclosed is the engagement letter for **Clinton County** for the year ended December 31, 2025. *Government Auditing Standards* (as amended) require that we communicate, during the planning stage of an audit, certain information to the Board of Commissioners. This information includes the auditors' responsibilities in a financial statement audit, including our responsibilities for testing and reporting on compliance with laws and regulations and internal control over financial reporting. The engagement letter includes the items which must be communicated to the Board of Commissioners.

Therefore, please make copies of the attached engagement letter and forward the copies to the Board of Commissioners.

Please sign and return the enclosed copy of the attached engagement letter to us at your earliest convenience.

Sincerely,



Enclosures



February 9, 2026

Clinton County
100 East State Street
Suite 2100
St. Johns, MI 48879

We are pleased to confirm our understanding of the services we are to provide **Clinton County** (the "County") for the year ended December 31, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the County as of and for the year ended December 31, 2025. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the County's RSI in accordance with auditing standards generally accepted in the United States of America ("GAAS"). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion nor provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Pension Schedules
3. OPEB Schedules

We have also been engaged to report on supplementary information other than RSI, such as combining and individual fund financial statements, that accompanies the County's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves and other additional procedures, in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining and individual fund financial statements
2. Schedule of expenditures of federal awards



The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions as to whether the County's financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objective also includes reporting on -

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and with the Uniform Guidance in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose. Noncompliance with the compliance requirements applicable to a major program is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the County's compliance with the requirements applicable to each major program taken as a whole.

The concept of materiality is inherent in the work of an independent auditor. An independent auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote.

Auditors' Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express

such opinions and to render the required reports. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the County or to acts by management or employees acting on behalf of the County. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We have advised the County of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets) notwithstanding our obligations per the Single Audit Amendments of 1996 and the Uniform Guidance. We can, as a separate engagement, perform extended procedures specifically designed to potentially detect defalcations. Management acknowledges that the County has not engaged us to do so and does not wish us to do so at this time.

Internal Control Over Financial Reporting and Compliance

We will obtain an understanding of the County and its business environment, including the system of internal control, sufficient to assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control, or to identify significant deficiencies or material weaknesses in internal control, or to express an opinion on the effectiveness of internal control over financial reporting. Accordingly, we will express no such opinion. However, during the audit, we will communicate to the appropriate level of management and those charged with governance internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards* and the Uniform Guidance. These matters refer to significant matters related to the financial statement audit that are, in our professional judgment, relevant to the responsibilities of those charged with governance in overseeing the County's financial reporting process. When applicable, we are responsible for communicating certain matters required by laws or regulations, or by additional requirements that may be applicable to this engagement. Auditing standards generally accepted in the United States of America do not require the independent auditor to design or perform procedures for the purpose of identifying other matters to communicate with those charged with governance. Management is responsible for assessing the implications of and correcting any internal control-related matters brought to the County's attention by us.

We have identified the following significant risks of material misstatement as part of our audit planning: management override of internal controls, and revenue recognition. However, planning for our audit has not concluded, and modifications to our risk assessment may still be made. If new significant risks are identified during the course of our audit, we will so inform you.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories (if applicable), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We may request written representations from the County's attorneys as part of the engagement, and they may bill the County for responding to this inquiry.

We may from time to time, and depending on the circumstances, use third-party service providers in serving the County's account. We may share confidential information about the County with these service providers, but remain committed to maintaining the confidentiality and security of the County's information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of the County's personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of the County's information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of the County's confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, management will be asked to provide consent prior to the sharing of the County's confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the County's financial statements does not relieve management or those charged with governance of their responsibilities.

Compliance with Laws and Regulations and the Provisions of Grant Agreements

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the County's compliance with provisions of applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the County's major programs. The purpose of those procedures will be to express an opinion on the County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

Assistance provided by our Firm in the preparation of a reasonably adjusted trial balance is considered an additional billable service.

Responsibilities of Management for the Financial Statements and Compliance

Our audit will be conducted on the basis that you acknowledge and understand your sole and complete responsibility for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and internal control over compliance, and for ongoing monitoring activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. Management is also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with an acceptable financial reporting framework, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Management is responsible for determining, and has determined, that the applicable and appropriate financial reporting framework to be used in the preparation of the County's financial statements is accounting principles generally accepted in the United States of America (GAAP).

Management is also solely and completely responsible for making drafts of financial statements, all financial records and related information available to us, including a reasonably adjusted trial balance; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and to evaluate whether there is substantial doubt about the County's ability to continue as a going concern for twelve months beyond the financial statement date. Management is also responsible for providing us with (1) access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, (2) additional information that we may request from management for the purpose of the audit, and (3) unrestricted access to persons within the County from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will also require certain written representations from management about the financial statements and related matters.

For the purposes of this letter, related parties mean members of the governing body; board members; administrative officials; immediate families of administrative officials, board members, and members of the governing body; and any companies affiliated with or owned by such individuals.

Management's responsibilities also include identifying significant vendor relationships in which the vendor has the responsibility for program compliance and for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

We will advise management (and the County Commissioners, as necessary) about appropriate accounting principles and their application and may assist in the preparation of the County's financial statements, but the ultimate responsibility for the financial statements remains with management with oversight by those charged with governance. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to the County's financial statements. Management is responsible for reviewing the entries, understanding the nature of any proposed entries and the impact they have on the financial statements, and the implications of such entries on the County's internal control over financial reporting. Further, the County is responsible for designating a qualified management-level individual to be responsible and accountable for overseeing these nonattest services.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of its knowledge of any allegations of fraud, suspected fraud or illegal acts affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the County complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the conclusion of fieldwork.

Management is responsible for designing, implementing, and maintaining effective internal control over federal awards that provides reasonable assurance that the County is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards, and for identifying and ensuring that the County complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs, and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs.

Management is responsible for preparation of the schedule of expenditures of federal awards in conformity with the Uniform Guidance. Management agrees to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we reported on the schedule of expenditures of federal awards. Management also agrees to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Management's responsibilities include acknowledging to us in the representation letter that (a) management

is responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (b) that management believes the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is also responsible for the preparation of the other supplementary information, which we have been engaged to report on, that is presented fairly in relation to the basic financial statements. Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that (a) management is responsible for presentation of the supplementary information in accordance with GAAP; (b) that management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as management's planned corrective actions, for the report, and for the timing and format for providing that information.

The County is required to disclose the date through which subsequent events have been evaluated, which ordinarily is the date the financial statements were available to be issued. The County will not date the subsequent event note earlier than the date of management's written representation letter and the date of our independent auditors' report.

During the course of our engagement, we will request information and explanations from management regarding the County's operations, internal control over financial reporting, various matters concerning fraud risk, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written management representation letter.

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of the Uniform Guidance. As part of the audit, we will assist with preparation of the County's financial statements, schedule of expenditures of federal awards, and related notes, as well as the data collection form. Management will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of

expenditures of federal awards, and the data collection form, and that management has reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Management agrees to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of these or other nonattest services performed by our Firm; and understand and accept responsibility for the results of such services.

We are not hosts for any County information. Management is expected to retain all financial and non-financial information that management uploads to a portal (document sharing site), and management is responsible for downloading and retaining in a timely manner anything we upload. Portals are meant as a method only of transferring and sharing data, and are not intended for the storage of County information, which may be deleted at any time. Management is expected to maintain control over the County's accounting systems to include the licensing of applications and the hosting of said applications and data. We do not provide electronic security or back-up services for any of the County's data or records. Giving us access to the County's accounting system does not make us hosts of information contained within.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management functions or responsibilities.

Fees

The not-to-exceed fee for the audit of the financial statements will be charged at rates commensurate with the value of our professional services rendered and are not expected to exceed \$54,100 (financial audit \$41,100, single audit \$4,500, financial statement preparation \$6,500, and F-65 preparation \$2,000.) If the County has more than one major program tested in the single audit, a fee of \$3,500 – 5,000 will be charged for each additional program.

Our invoices for these fees are due and payable as follows:

March 1, 2026	\$22,000
April 1, 2026	22,000
May 1, 2026	10,100

This fee is based on the assumption that unexpected circumstances will not be encountered during the audit. This fee is based on anticipated cooperation from the County's personnel, continued readiness and proactive assistance on their part in providing us with complete and accurate information (whether financial or nonfinancial in nature) considered necessary by us to form an appropriate opinion, and the assumption that unexpected circumstances will not be encountered during the audit. Such circumstances include, but are not necessarily limited to significant addition or deletion of funds, component units or related entities and first-time application of significant new professional accounting principles or auditing pronouncements. In addition, the fee above assumes management will analyze and maintain appropriate support for significant valuation assertions embodied in the financial statements including the valuation of investment securities, the actuarial methods and assumptions used to calculate the net pension and other postemployment benefits liabilities, impairment of capital assets including those held for sale, the valuation of inventories and land held for resale, allowances for uncollectible receivables, and the estimate for incurred-but-not-reported self insurance claims. If significant additional time is necessary, we will discuss the related circumstances with management and arrive at a new fee estimate, which may or may not occur before we incur the additional time. In these circumstances, we may also issue a change order form (an attached example is provided.)

Engagement Administration and Other

Management shall discuss any independence matters with Rehmann that, in management's judgment, could bear upon Rehmann's independence.

By applying a digital signature to this engagement letter or other document via DocuSign or a similar third-party digital signature service, management acknowledges the County's consent to receive and execute such documents via this method. Management further acknowledges that a digital signature applied via DocuSign or a similar third-party digital signature service has the same legal commitment as a traditional physical signature.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with management the electronic submission and certification. If applicable, we will provide copies of our reports for the County to include with the reporting package the County will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Rehmann and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a cognizant or grantor agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify management of any such request. If requested, access to such audit documentation will be provided under the supervision of Rehmann personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agency, oversight agency for audit, or pass-through County. If we are aware that a federal awarding agency, pass-through County, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

Our audit engagement and our responsibility as auditors ends on delivery of our audit report to the Board of Commissioners at the Regular or Special Board meeting. Any follow-up services that might be required will be part of a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we provide the County with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. Our 2023 peer review report accompanies this letter.

This engagement letter, including the attached Rehmann Audit Engagement Letter Terms and Conditions which are incorporated herein by reference as if set forth within the body of this engagement letter in their

entirety, reflect the entire understanding between us relating to the audit services covered by this agreement. This agreement may not be amended or varied except by a written document signed by both parties. It replaces and supersedes any previous proposals, correspondence, and understandings, whether written or oral. The agreements of the County and Rehmann contained in this document shall survive the completion or termination of this engagement. If any term hereof is found unenforceable or invalid, this shall not affect the other terms hereof, all of which shall continue in effect as if the stricken term had not been included.

Reporting

We will issue a written report upon completion of our audit of the County's financial statements. Our audit will also include performing procedures on the financial information of the Clinton County Road Commission and the Clinton Area Transit component units to enable us to express and opinion of the County's financial statements. Our report will be addressed to the Board of Commissioners of the County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add emphasis-of-matter or other-matter paragraphs to our audit report, or if necessary, withdraw from this engagement. If our opinions on the financial statements or the Single Audit compliance opinion are other than unmodified, we will discuss the reasons with management in advance. If circumstances occur and come to our attention related to the condition of the County's records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, or we become aware that information provided by the County is incorrect, incomplete, inconsistent, misleading, contains material omissions, or is otherwise unsatisfactory which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We appreciate the opportunity to be of service to the County and believe the arrangements outlined above and in the attached Rehmann Audit Engagement Letter Terms and Conditions accurately summarize the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement, please sign the enclosed copy of this document and return it to us.

A handwritten signature in black ink that reads "Rehmann Lobson LLC". The signature is written in a cursive, flowing style.

Douglas Deeter, CPA
Principal
Executive responsible for supervising the
engagement and signing our report

Members of the Board of Commissioners
Clinton County
February 9, 2026
Page 11

ACKNOWLEDGED AND ACCEPTED:

This letter correctly sets forth the understanding of ***Clinton County***.

Officer Signature

Printed Name

Title

Date

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: Ways and Means Committee

FROM:



John Fuentes, County Administrator/Controller

SUBJECT: Tri-County Metro Narcotics Squad Payment

DATE: February 2026

Attached you will find correspondence from the Tri-County Metro Narcotics Squad regarding Clinton County's share of the FY24-25 offset payment. Over the past years, Tri-County Metro has implemented several cost savings measures that have benefited their team's operations. They are reporting that they took in more total revenue than expenditures, and because of the positive offset amount, Clinton County has the option to receive \$2,916.26 from Tri-County Metro/City of Lansing or apply this amount towards future reductions to the fund balances.

Administration recommends that the excess be retained by the City and applied toward future offsets.

Suggested Action:

Recommend applying Clinton County's share of Tri-County Metro FY24-25 revenue in the amount of \$2,916.26 towards future reductions to the fund balances.



Tri-County Metro Narcotics Squad

7119 N. Canal Rd., Lansing MI 48913
(517)394-5588 Office (517)394-3225 Fax

February 11, 2026

Ms. Penny Goerge
Clinton County Administrator
100 E State St, Ste 2100
St Johns, MI 48879

Dear Ms. Goerge,

Please accept our gratitude to you and the Clinton County commissioners for continued support of Tri-County Metro Narcotics. Your partnership and financial support remain crucial to our team's success and prolonged impact on our communities.

Tri-County Metro's operating budget is \$425,000 minus contributions and forfeiture. Supporting counties did not owe the City of Lansing monies for FY24-25 due to an increase in the Fund Balance of **\$38,430.86**.

As of 6-30-25 FY2024-2025 TCM FUNDING NET EXCESS REVENUE \$17,946.19

CLINTON COUNTY (16.25%)	\$2,916.26
INGHAM COUNTY (60.53%)	\$10,862.83

As in the past, please advise whether to credit the funds towards the FY25-26 offset or issue a refund.

Again, thank you to Clinton County for its long standing support. We are continuing to responsibly reduce contribution requests from each county in our service area. Please feel free to contact me with any additional questions or concerns. My cell phone number is 517-420-1274.

Respectfully,

D/Lt. Brian Russell
Commander
Tri-County Metro Narcotics
Michigan State Police

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: Ways and Means Committee

FROM: 
John Fuentes, County Administrator/Controller

SUBJECT: Opioid Settlement Funds Grant Awards – Quarterly Reports

DATE: February 2026

In 2025 the Board formally authorized the Opioid Settlement Funds Grant Awards for Bath Twp Library, Clinton County Journey Court, Community Mental Health Authority of Clinton, Eaton & Ingham Counties, Recovery Worx and Clinton County Veterans Treatment Court for 18-month terms expiring December 31, 2026.

The agreements state that each grant recipient is required to submit a quarterly progress report throughout the duration of the contract; therefore, the second quarter reports dated January 15, 2026 are being presented for your review.

Suggested Action:

For information purposes only; no action required.

**Bath Township Public
Library**

**Quarterly Report on Program Progress – 2nd Quarter
1/15/26**

1. List the staff who are working on the Program: Joana Bancroft, Tamela Riley, Jeannine Brown

2. Indicate the community partners involved with the Program:
3. Mid-Michigan Community Mental Health Peer Recovery Coaches (Virginia Besant and Alicia Dean)

4. Summarize any challenges and/or barriers experienced within the associated timeframe:

One challenge we've encountered is that our larger lock bags, which are more expensive, are selling quickly. Fortunately, we still have a budget to purchase additional larger lock bags. We have also faced difficulties in promoting both Narcan and our lock bags. I want to emphasize the importance of informing businesses that we have these bags and Narcan available for them to keep on hand.

Lastly, we needed to adjust the timing of our Narcotics Anonymous meetings because our leader, who was volunteering, is now working on Tuesdays. Although we are still holding the sessions on Tuesday, the time has changed from 6 PM to 7 PM. Additionally, Narcotics Anonymous has requested to distance itself from the grant; therefore, we will no longer provide coffee or snacks. We want to honor their request by offering the space for free, and if they decide in the future that they would like coffee again, we can make that available.

5. Summarize the successes experienced within the associated timeframe:

Our lock bags remain a favorite among families. Due to requests for larger sizes, I have ordered and prepared additional bags for families to take home. When new patrons join the library and inquire about tours, our staff is trained to ensure we promote the lock bags, highlighting that they are available for both households and businesses.

Another significant achievement has been the initiation of Narcotics Anonymous. We now have

an active group and are officially listed as a site on the Narcotics Anonymous website. Although we will no longer provide coffee, it is truly wonderful to have the group officially recognized and meeting weekly. I am looking forward to seeing attendees at the support group and hope it continues to grow as a valuable resource for our community and the surrounding areas.

6. Indicate your anticipated next steps:

Community Conversations

Based on suggestions, I would like to facilitate a community conversation that brings together local officials and police to engage with community members. This dialogue aims to explore ways they can assist those in recovery or seeking recovery. While I'm still determining the logistics of hosting this town hall, it is part of my plan.

Suggestions for Engagement

I received two suggestions: first, to select a fiction book for our community read to cater to those who may not enjoy non-fiction; and second, to screen a movie about addiction, followed by community discussions for both events.

I noticed that everyone appreciated having food at our previous community read, and I hope to provide refreshments again to encourage attendance.

7. Give a summary of the funds from the Award Amount expended to this point: The funds have been utilized to support programs such as the Community Read and N.A. I believe this is crucial because it not only raises awareness about our services but also aids in reducing stigma through open conversations. Additionally, we have allocated funds for lock bags, which are still being distributed.

I discovered an error in our previous report and have corrected the numbers accordingly. I am also providing a ledger of the expenses to align with our updated figures. As of 1/15/2025, we have spent 2499.87. 1453 of that amount has gone into book collection for stigma reduction and lock bags for harm reduction. We have also spent 250 for our safe needle drop off contract. We have spent 797 on programing which included Narcotics Anonymous, and our community read and community conversation.

CMHA CEI

Quarterly Report on Program Progress – 2nd Quarter 1/15/26

1. List the staff who are working on the Program:
Virginia Besant, CPRC

2. Indicate the community partners involved with the Program:

Clinton County Counseling Center, Bath Township Library, Recovery Worx, Clinton County Health Department, Ovid Police Department, St. Johns Police Department, Beacon of Hope, Clinton County Mental Health and Sobriety Court, Clinton County Pre-trial Services, Clinton County Sheriff's Department, Clinton Area Transit

3. Summarize any challenges and/or barriers experienced within the associated timeframe:

While providing services to individuals in the Clinton County Jail, Virginia has noticed a few individuals who have been enrolled in a health insurance plan that does not provide comprehensive coverage for substance use disorder treatment. Virginia has been successful in assisting individuals with contacting their insurance provider to cancel this coverage and enroll them in health insurance that will better suit their needs. The rural environment in Clinton County continues to pose a barrier to reach individuals in need of Peer Recovery Coach services. With this barrier, Virginia has utilized her partnerships to continue to increase her services.

4. Summarize the successes experienced within the associated timeframe:

During the reporting period, Virginia obtained 18 new referrals to provide services to individuals with substance use disorders (SUD). Virginia connected 12 individuals to their next level of care by assisting with connection to SUD services and transporting individuals to these services. She has supplied naloxone (opioid overdose reversal medication) to individuals she has met with. In November, 2025 Virginia joined Clinton County Specialty Court Team meetings to assist individuals within the court system and provide her unique experience with SUD needs and treatment options. Virginia has assisted numerous individuals with connecting to resources for their basic needs such as clothing, food items, and housing needs.

5. Indicate your anticipated next steps:

As Virginia is certified as a SMART Recovery facilitator, she is looking forward to host SMART Recovery meetings within the Clinton County Jail and open meetings in the Clinton County community. Virginia will utilize her partnerships within the Sheriff's Department and community partners to organize a time and date for these meetings to fit the community's needs. Virginia will also continue to build partnerships within the community and engaging in upcoming events to bring awareness to the services that she is able to provide. She is scheduled to attend the Emerging Drug Trends in Michigan meeting in January, 2026.

6. Give a summary of the funds from the Award Amount expended to this point:

For the period of October 1 through December 31, 2025, CEI incurred \$16,840.28 in expenses. The costs were for employee salaries (\$10,810.67), fringes such as FICA/Medicare, Retirement, Health, Dental, Vision, Life/STD/LTD (\$3,833.05), and indirect costs such as supervisory and other administrative supports (\$2,196.56).

Journey Court

Quarterly Report on Program Progress – 2nd Quarter 1/15/26

1. List the staff who are working on the Program:

Program Coordinator/Case Manager: Tia Ware
Presiding Judge: Shannon Schlegel

2. Indicate the community partners involved with the Program:

CMH, Recovery Worx, Clinton County Sheriff Dept, MDOC, Clinton County Pretrial Services, MDHHS, Safe Center, Debruin Law, Rise Recovery.

3. Summarize any challenges and/or barriers experienced within the associated timeframe:

Journey Court has experienced budget issues due to cuts in state funding. We plan to submit a request for addition funds from SCAO after second quarter FY26.

4. Summarize the successes experienced within the associated timeframe:

Multiple Journey Court participants have completed in patient treatment, utilized funding for transitional housing, and have become gainfully employed.

5. Indicate your anticipated next steps:

Journey Court will continue to work towards the goal of bringing the program to capacity while providing supportive services and resources to our active participants.

6. Give a summary of the funds from the Award Amount expended to this point:
We are currently working on our end of year financials and will submit this information as soon as it becomes available.

Recovery Worx

Quarterly Report on Program Progress -2nd Quarter 1/15/26

1. List the staff who are working on the Program:
 - Sarah Ward – Paid Executive Director
 - Dillon Benner – Volunteer President
 - Alicia Braun – Board Member
 - Hunter Taylor – Board Member
 - Tim Hulliberger – Board Member

2. Indicate the community partners involved with the Program:
 - Basic Needs Center
 - Compassion Church
 - St. John's Lutheran Church
 - Bear River Health
 - Journey Court
 - Lifeboat Recovery Services
 - RISE Recovery Community
 - Saint Johns Business and Tax
 - Mint City Storage
 - Walmart
 - Butler Financial
 - 508 Motorsports
 - Maid 2 Clean
 - Clinton Area Chamber
 - Clinton Area Transit
 - Bath Public Library
 - Jet Speed Printing
 - Clinton Area Senior Center
 - Michigan Graphics and Signs
 - Building Stronger Communities Counsel
 - Clinton Substance Abuse & Prevention Coalition
 - Community Mental Health
 - Mid-Michigan Recovery Services
 - Clinton County Jail

3. Summarize any challenges and/or barriers experienced within the associated timeframe:

During the October–December 2025 reporting period, Recovery Worx experienced several challenges that are typical of a newly established program. The primary barrier has been community awareness, as the program is newly open and still building rapport and visibility within the county. It has taken, and will continue to take, time for community members and referral sources to become aware that Recovery Worx is open, available, and actively providing services. To address this, we plan to go to Township meetings throughout the county to share about our organization and continue connecting with local businesses and agencies.

Additional challenges included limited staffing capacity. With only one employed staff member, managing day-to-day operations, outreach, program development, and participant support has been demanding. To address this barrier, Recovery Worx is actively applying for and exploring additional grant opportunities to expand staffing capacity.

Transportation and access barriers for participants have also been a significant challenge. Many individuals face difficulty accessing services due to limited transportation options, making it harder for them to consistently engage with the program. We have requested a transportation grant and are hoping to receive this to better help the community.

Another major challenge involves building trust and credibility with larger, established recovery programs, including programs such as Bear River. Initial outreach and communication proved difficult; however, through persistence and relationship building, Recovery Worx has successfully established rapport and is now working collaboratively alongside these programs to support multiple shared clients.

4. Summarize the successes experienced within the associated timeframe:

During the October–December 2025 reporting period, Recovery Worx experienced several significant successes despite the challenges of being a newly established program. One of the most notable accomplishments was receiving approval to begin working within the county jail. This approval represents a major milestone and has allowed Recovery Worx to engage with individuals at a critical point in their recovery journey.

Recovery Worx has successfully began assisting individuals in accessing treatment services by providing recovery support, system navigation, and coordination with community partners. These efforts have helped reduce barriers to treatment entry and improve continuity of care for participants.

Additionally, Recovery Worx has made progress in developing a jail-based recovery support program. This includes building collaborative relationships with jail staff and community treatment providers, establishing referral pathways, and supporting individuals as they transition from incarceration into treatment and recovery services.

Additionally, Recovery Worx is an official member of the Association of Recovery Community Organizations (ARCO), a nationally recognized body that supports and promotes high quality recovery community organizations.

Recovery Worx also successfully implemented the Recovery Data Platform (RDP) to track participant engagement, services provided, and program outcomes.

These successes have laid a strong foundation for continued program growth, expanded partnerships, and increased community impact moving into the next reporting period.

5. Indicate your anticipated next steps:

During the next reporting period, Recovery Worx anticipates focusing on increasing community awareness and strengthening outreach efforts to ensure individuals and referral sources are aware of available services. This includes continued relationship-building with community partners, increased visibility within the county, and ongoing education about the role of peer recovery support.

Recovery Worx also plans to further develop and formalize the jail-based recovery support program. Anticipated next steps include consistent in-jail engagement, expanded reentry planning, and strengthened coordination with treatment providers to ensure smoother transitions from incarceration to treatment and recovery supports.

Additional next steps include pursuing funding opportunities to expand staffing capacity, addressing transportation barriers for participants, and continuing to build internal program infrastructure to support sustainable growth and increased service delivery.

In addition, Recovery Worx will participate in a collaborative planning board focused on exploring the development of a homeless shelter within the community. Participation in this effort allows Recovery Worx to contribute a recovery-oriented perspective while strengthening collaboration aimed at addressing housing

instability, a significant barrier to long term recovery.

These next steps are intended to build on early successes, reduce existing barriers, and expand Recovery Worx’s ability to serve individuals and families impacted by substance use disorders.

6. Give a summary of the funds from the Award Amount expended to this point:

10/8/25	Insurance (Allaby & Brewbaker / Westbend) (Liability Insurance)	\$49.44	\$18,488.43
10/10/25	Computer / Back Market (Computer)	\$848.92	\$17,639.51
10/23/25	Computer Case / amazon - (Computer)	\$15.08	\$17,624.43
10/23/25	Computer Case / amazon - (Contingency)	\$6.11	\$17,618.32
11/6/25	Opioid Settlement Check (2nd)	\$12,000.00	\$29,618.32
11/6/25	Payroll S Quickbooks (Salary)	\$1,582.10	\$28,036.22
11/13/25	Payroll S Quickbooks (Salary)	\$287.76	\$27,748.46
11/26/25	Payroll S Quickbooks (Salary)	\$1,249.08	\$26,499.38
12/2/25	Faces & Voices of Recovery (RCO membership)	\$500.00	\$25,999.38
12/2/25	Faces & Voices of Recovery (Documentation)	\$50.00	\$25,949.38
12/4/25	Verizon Phone (phone)	\$176.99	\$25,772.39
12/4/25	Postal Connections - Bear River Intake / stamp (contingency)	\$44.08	\$25,728.31
12/10/25	Faces & Voices of Recovery (Documentation)	\$1,000.00	\$24,728.31
12/11/25	Payroll S Quickbooks (Salary)	\$1,142.54	\$23,585.77
12/15/25	IRS Tax payment (salary)	\$826.00	\$22,759.77
12/15/25	IRS Tax payment (payroll taxes)	\$315.14	\$22,444.63
12/17/25	Canva (Contingency)	\$114.00	\$22,330.63
12/18/25	Amazon - Heater (Contingency)	\$139.99	\$22,190.64
12/22/25	Amazon - Printer Ink (Contingency)	\$43.77	\$22,146.87
12/22/25	Verizon Phone (phone)	\$105.85	\$22,041.02
12/30/25	Payroll Substitute Check (salary)	\$1,655.17	\$20,385.85

Veterans Court

Quarterly Report on Program Progress – 2nd Quarter 1/15/26

1. List the staff who are working on the Program:

Presiding Judge: Shannon Schlegel

Program Coordinator/Case Manager: Tia Ware

2. Indicate the community partners involved with the Program:

CMH, Recovery Worx, Clinton County Sheriff Dept, MDOC, Clinton County Pretrial Services, MDHHS, Safe Center, Debruin Law, Dept of Veteran Affairs, Veteran Mentors, Rise Recovery.

3. Summarize any challenges and/or barriers experienced within the associated timeframe:

CCVTC has experienced budget issues due to cuts in state funding, we plan to request additional funding from SCAO after FY26 second quarter.

4. Summarize the successes experienced within the associated timeframe:

Clinton County Veteran's Treatment Court has one active participant and has accepted two more into the program. We also have active referrals in the process of being screened for participation.

5. Indicate your anticipated next steps:

Clinton County Veteran's Treatment Court will continue to focus on identifying justice involved veterans in the community who qualify for participation in the program. We will also focus on continuing to build the pool of veteran mentors.

6. Give a summary of the funds from the Award Amount expended to this point:

We are currently working on our end of year financials and will submit this information when it becomes available.

Clinton County Open Meetings and Events Calendar

March 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 6:00 pm Materials Management Plan—Public Hearing (BOC Room)	4	5	6 5:00 pm 1st Cutoff	7
8	9	10	11	12 6:00 pm Planning Commission	13 8:30 am Parks & Green Space Comm	14
15	16	17 5:30 pm Solid Waste Council (DeWitt) 6:00 pm Zoning Board of Appeals	18	19	20 5:00 pm 2nd Cutoff	21
22	23	24	25	26 9:00 am W&M and HR Comm. Meetings	27	28
29	30	31 9:00 am Board of Commissioners				