

GRATIOT COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH
ADMINISTRATIVE SECRETARY POSITION**

**RESOLUTION NUMBER 26-434
ADOPTED JUNE 16, 2021**

WHEREAS authority to manage the interest and business concerns of the county is vested with the Gratiot County Board of Commissioners (MCL 46.11(m)); and

WHEREAS on April 21, 2026, the Gratiot County Board of Commissioners adopted Resolution 26-420 to reorganization of the community development activity structure and directed the County Administrator to oversee implementation of the new structure; and

WHEREAS the activity structure approved by the Board included conversion of a co-op student position to a regular part-time clerical position; and

WHEREAS the part-time position is necessary to assure efficient processing and continuity in issuing building permits, building inspection assignments, zoning permit processing, zoning enforcement, blight enforcement, and soil erosion control permit processing.

THEREFORE, BE IT RESOLVED that the Gratiot County Board of Commissioners hereby approved conversion of the community development co-op student position to a regular part-time secretary position at 25 hours per week, the cost of which is estimated to be approximately \$8,500.00 for the duration of Fiscal Year 2026.

BE IT FURTHER RESOLVED that the County Administrator is directed to oversee implementation of the new structure and to consult with the Finance Director on necessary budget amendments to align with that structure.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner _____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS: _____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 16th day of June 2026, and that notice of such meeting was given as required by law.

Angie Thompson, Gratiot County Clerk