

# CLINTON COUNTY BOARD OF COMMISSIONERS

**Chairperson**  
Bruce DeLong  
**Vice-Chairperson**  
Zach Rudat

**Members**  
Nicole Fickes  
Brian Hurtekant  
Robert Showers  
John Andrews  
Dwight Washington

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



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

## AGENDA

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

**THURSDAY, MARCH 12, 2026**

- 9:00 a.m. Call to Order  
Moment of Silence  
Pledge of Allegiance  
Roll Call  
Approval of Agenda  
Approval of Minutes
- February 24, 2026 Board of Commissioners Meeting
- 9:02 a.m. Public Comments (*limit of 3 minutes per speaker*)
- 9:15 a.m. Discussion on Planning & Zoning Services
- 9:25 a.m. Planning Commission Appointments
- 9:30 a.m. Administrator/Controller Comments
- 9:35 a.m. Commissioners' Comments
- Adjournment

*PACKET INFORMATION IS CURRENT AS OF POSTING DATE. NOTE: ADDITIONAL INFORMATION MAY BE PRESENTED ON SCHEDULED AGENDA ITEMS. AGENDA ITEMS MAY ALSO BE ADDED DUE TO BUSINESS NEEDS. TO REQUEST ACCOMMODATIONS OR MATERIALS IN AN ALTERNATIVE FORMAT, PLEASE CONTACT ADMINISTRATIVE SERVICES AT 989-224-5120 OR VIA EMAIL AT [ADMIN@CLINTON-COUNTY.ORG](mailto:ADMIN@CLINTON-COUNTY.ORG) NO LATER THAN 48 HOURS PRIOR TO THE MEETING.*

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

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This meeting is posted to the Clinton County Meetings YouTube Channel: <https://www.youtube.com/@ClintonCounty-MI>

**DATE 2/24/2026** The Clinton County Board of Commissioners met on Tuesday, February 24, 2026 at 9:00 a.m. with Chairperson Bruce DeLong presiding.

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

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

**COUNTY PERSONNEL** John Fuentes, Todd Campbell, Stephanie Dush and Neil Burt

**VISITORS** Jim Lawless, Donna Graham, Liz Braddock, Fred Boling, Keith Jones, Josh Taft, Anne Hill, Sharon Feldman, Katie Perlmutter, Ron Balzer, Melany Mack and Dawn Levey

**AGENDA** The agenda was amended to include the following item(s):

- Tax Allocation Board Appointment

**BOARD ACTION:** Commissioner Rudat moved, seconded by Commissioner Hurtekant to approve the agenda as amended. Motion carried.

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

- February 5, 2026 Board of Commissioners Special Meeting

Commissioner Fickes requested edits to her commissioner comments.

**BOARD ACTION:** Commissioner Fickes moved, seconded by Commissioner Showers to approve the minutes with edits. Motion carried.

**COMMUNICATIONS** The following communications were received:

1. City of Ovid Notice of Public Hearing – PA 198 Industrial Facilities Tax Exemption Application
2. Kalkaska County Resolution Supporting HB5152 and HB5153
3. St. Joseph County Resolution Opposing any Legislation Preempting Local Control for the Construction of Data Centers/Battery Storage Facilities
4. Washtenaw County Resolution Opposing Ballot Proposals that Would Impose Documentary Proof of Citizenship Requirements and Create Barriers to Voting in Michigan
5. Washtenaw County Resolution in Support of Michigan House Bills 5152 and 5153

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

ADMINISTRATOR/  
CONTROLLER'S REPORT

Administrator Fuentes provided the following report:

- Presented a draft letter of support for the Village of Elsie's Congressional Directed Spending request for water system improvements.

**BOARD ACTION:** Commissioner Rudat moved, seconded by Commissioner Hurtekant to provide a letter of support for the Village of Elsie's Congressional Directed Spending request to Congressman Tom Barrett, to Senator Elissa Slotkin and to Senator Gary Peters. Motion carried.

Administrator Fuentes reminded the members of the Board of Commissioners Special Meeting on Thursday, March 12, 2026 at 9:00 a.m. to continue the discussion on Planning & Zoning. He also noted the upcoming fairgrounds Master Plan Steering Committee meeting on Thursday, February 26, 2026 has been rescheduled from 6:00 p.m. to 5:30 p.m.

PUBLIC COMMENTS

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

- Fred Boling, Bath, MI;
- Donna Graham, Greenbush Township, MI;
- Jim Lawless, Bingham Township, MI.

MID-MICHIGAN DISTRICT  
HEALTH DEPARTMENT  
UPDATE

Chairperson DeLong welcomed Liz Braddock, Mid-Michigan District Health Department Officer, to present her monthly report.

RETIREE HEALTH CARE  
TRUST FUND ANNUAL  
REPORT

Chairperson DeLong introduced Fifth Third Bank Senior Investment Advisor, Alan Kort to present a summary of the Clinton County Post Retirement Investment Annual Report.

BROADBAND UPDATE

Chairperson DeLong welcomed Anna Lam with Guidehouse to provide a presentation on the Boardband Task Force.

RECESS

Chairperson DeLong called for a recess at 9:48 a.m. to allow time to set up a phone conference with Todd Kruse with Frontier Communications.

BROADBAND UPDATE  
CONTINUED

Chairperson DeLong reconvened the meeting at 9:57 a.m. and introduced Todd Kruse of Frontier Communications (operating as a Verizon Company), who joined via phone conference for an update.

PA116 FARMLAND  
APPLICATION

The following PA116 Farmland Application was presented for approval:

- 2026-1, Gary Chant & Kevin Bailey, Olive Township, Section 17

**BOARD ACTION:** Commissioner Showers moved, seconded by Commissioner Hurtekant to approve the PA116 Farmland Application submitted by Gary Chant and direct the Clerk to forward the application to the state. Motion carried.

APPROVAL OF  
COMMISSIONERS'  
EXPENSE ACCOUNTS

Commissioners' expense accounts were presented for review and approval.

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

**COMMITTEE REPORTS**

The following are reports of Committee meetings:

**WAYS AND MEANS  
COMMITTEE MEETING**

Commissioner Rudat, Chairperson of the Ways and Means Committee, reported on a meeting held February 19, 2026.

**ATTENDANCE AT  
COMMITTEE MEETING**

**Members Present:**

Zach Rudat, W&M Committee Chairperson  
John Andrews  
Brian Hurtekant  
Nicole Fickes  
Dwight Washington  
Robert Showers – Excused at 11:00 a.m.  
Bruce DeLong, Ex-Officio Member

**Staff Present:**

John Fuentes                      Todd Campbell  
Penny Goerge                      Rob Wooten  
Kate Rademacher                      Craig Thelen  
Sheriff Dush                      Captain McGuckin  
Kyle Thornton                      Lieutenant Dan Spitzley  
Steve Wiswasser

**Others Present:**

Marty Ruitter, Hobbs + Black  
Steve Willis  
Jim Lawless  
Dawn Lawless  
Anne Hill  
Larry Kindel

**CALL TO ORDER/APPROVAL  
OF AGENDA**

1. Ways and Means Committee Chairperson Rudat called the meeting to order at 9:00 a.m. Commissioner Showers moved, seconded by Commissioner Hurtekant, to approve the agenda as amended. Motion carried.
  - Addition to Agenda: Sheriff – Request to Apply for OHSP Traffic Grant – 3A

**PUBLIC COMMENTS**

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

**TOWNSEND ROAD CAMPUS  
MASTER PLAN/JAIL RE-USE  
OPTION STUDY REPORT**

3. Ways and Means Committee Chairperson Rudat introduced discussion regarding the Townsend Road Campus Master Plan/Jail Re-Use Option Study Report.
  - By way of history, the most recent update to the Townsend Campus Master Plan included development of a concept floorplan for construction of a new Public Safety Facility to meet the requirements defined by the space use program; this concept floor plan was used to develop construction cost estimates for a new Public Safety Facility;
  - An initial cost estimate for a remodel and addition to the existing facility was based on a cost per square foot calculation; given the relatively high cost of this estimate, compared to the new construction cost estimate, a detailed concept floor plan for the remodel/addition option was not further developed;

- In May 2025, a study to further develop a Jail Re-Use concept floor plan allowing for more accurate construction cost estimates was approved and the scope of this study included:
  - Development of a Jail Re-Use concept floor plan designed to satisfy the existing space use program
  - Development of a concept single phase and multi-phase construction schedules
  - Development of construction cost estimates for single phase and multi-phase Jail Re-Use options
  - Existing Jail facility condition assessment
  - Minor updates to the remainder of the Townsend Campus Master Plan
- Today the Board is being asked to develop a consensus to direct staff to either continue pursuing a project to remodel the current Public Safety Facility or discuss the current facility maintenance and improvement needs to guide immediate and multi-year capital improvement program (CIP) planning in preparation of the 2027 budget development process;
- The Townsend Road Campus Master Plan/Jail Re-Use Option Study that was prepared by Hobbs + Black was provided to the members and Marty Ruiter from Hobbs + Black explained the Public Safety Needs Study process that took place;
- Mr. Ruiter reported the following alternatives based on the defined space requirements:
  - Single phased renovation - \$90.5 million (including temporary housing/transportation of inmates)
  - Multi-phased renovation - \$95 million
  - New Facility construction - \$91 million (with improved efficiencies and future expansion capability)
- Following extensive discussion, members expressed interest in narrowing the scope and pursuing an approach addressing the renovation areas identified in Phase 1 (booking, medical, and isolation issues), as well as the utility location;
- The members discussed bed capacity impacts based on identified space requirements.

**COMMITTEE RECOMMENDATION:** Commissioner Showers moved, seconded by Commissioner Fickes, to **recommend** pursuing design development services to determine space requirements to address booking/receiving, medical, control room, and utility location; and to seek RFPs for these services including cost estimates with the following objectives:

1. Maintaining the current footprint
2. Maintaining the current bed capacity

Motion carried.

**BOARD ACTION:** Commissioner Rudat moved, seconded by Commissioner Showers to concur with the committee recommendation.

Commissioner Fickes offered a friendly amendment to the motion to state "...pursue design development services to determine *minimum* space requirements..."

Commissioners Rudat and Commissioner Showers amended the original motion and the second to include the amendment. Motion carried as amended.

SHERIFF – REQUEST TO  
APPLY FOR OHSP TRAFFIC  
GRANT

- 3A. Ways and Means Committee Chairperson Rudat introduced discussion regarding a request from the Sheriff's Office to apply for the OHSP Traffic Grant.
- The Clinton County Sheriff's Office is seeking authorization to apply for the 2026-2027 Traffic Grant through the Michigan Office of Highway Safety Planning (OHSP);
  - This is a reimbursement-based grant that supports enhanced traffic enforcement efforts for the areas of impaired driving, driving while distracted, seatbelt enforcement, and speeding;
  - Participation in this grant will allow Deputies to take part in coordinated statewide traffic safety campaigns conducted throughout Michigan addressing the afore-mentioned priorities;
  - The OHSP Traffic Grant is a reimbursement grant, and Clinton County will be reimbursed for all eligible overtime costs incurred by road patrol staff while conducting grant-funded enforcement activities;
  - There is no required local match for overtime enforcement activities under this grant.

**COMMITTEE RECOMMENDATION:** Commissioner Fickes moved, seconded by Commissioner Showers, to **recommend** approving the Sheriff's Office to apply for the 2026-2027 OHSP Traffic Grant, which will provide reimbursement funds for all overtime worked by Sheriff's Office road patrol staff in support of enhanced traffic safety enforcement efforts. Motion carried.

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

**PLANNING AND ZONING**

PLANNING AND ZONING  
DISCUSSION

- 4.
- A. Ways and Means Chairperson Rudat introduced discussion regarding the Planning and Zoning Department.
- Discussion followed regarding information required for discussion at the next meeting:
    - Proposals for extended contracted service;
    - Proposals on staff restructuring of Planning and Zoning Department (including returning to Community Development model);
    - Salary information on comparable Director positions under both models;
    - Liability Insurance options;
    - Recommendations/proposals on planning and zoning permitting fees;
    - Recommendations/proposals regarding subsidies from Townships.
  - Discussion took place about scheduling a date for the next Special Board of Commissioners meeting to continue discussion regarding Planning and Zoning services; it is suggested this meeting take place on March 12, 2026 at 9:00 a.m. to be added to the March meetings and events calendar.

No action required; for informational purposes only.

LIVESTREAM MEETINGS

- B. Ways and Means Committee Chairperson Rudat introduced discussion regarding livestreaming the Planning Commission Meetings.
  - It has been requested that the County Planning Commission meetings begin to be live-steamed similar to the Board of Commissioners and Board Committee meetings;
  - The IT Department has provided a procedural and cost estimate review to begin live-streaming Planning Commission meetings;
  - The IT Department will set up the necessary equipment and operate the live stream during the meetings, and the estimated annual cost will be \$5,000, as this will result in overtime hours;
  - Alternative compensation methods (e.g., flex time) were discussed; it was noted alternative options are offered but not required.

**COMMITTEE RECOMMENDATION:** Commissioner Hurtekant moved, seconded by Commissioner Fickes, to **recommend** authorizing the live streaming of the Planning Commission meetings by County staff and to approve the additional cost of \$5,000 in estimated overtime wages for fiscal year 2026 for IT Department personnel to set up all necessary equipment and operate the live stream during the Planning Commission meetings. Motion carried.

**BOARD ACTION:** Commissioner Rudat moved, seconded by Commissioner Fickes to concur with the committee recommendation.

Commissioner Hurtekant also suggested that Administration consider offering flex time as an alternative to paying overtime.

Motion carried.

VEHICLE USE POLICY AMENDMENT

- 5. Ways and Means Committee Chairperson Rudat introduced County Administrator/Controller Fuentes to discuss a proposed amendment to the Vehicle Use Policy.
  - The Prosecuting Attorney’s Office is asking for the Board’s consideration to assign a county-owned vehicle for the Prosecutor’s Office’s 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; the vehicle proposed to be assigned is a Chevy Tahoe and this may be reassessed in the future;
  - Additionally, 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.

**COMMITTEE RECOMMENDATION:** Commissioner Hurtekant moved, seconded by Commissioner Andrews, to **recommend** authorizing the Prosecutor’s request for a county-owned vehicle to be assigned to the Prosecutor’s Office’s Investigator position and to amend the Vehicle Use Policy accordingly, as presented. Motion carried.

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

AUDIT ENGAGEMENT  
LETTER AND TERMS

6. Ways and Means Committee Chairperson Rudat introduced discussion regarding the Rehmann Robson Audit Engagement Letter and Terms.
- Government Auditing Standards require that the auditor communicate certain information to the Clinton County Board of Commissioners during the planning stage of an audit;
  - The Board of Commissioners is being asked to acknowledge and accept the letter of understanding from Rehmann Robson for the year ending December 31, 2025;
  - Administrator/Controller Fuentes highlighted that Clinton County is subject to a federal single audit, as in past years.

**COMMITTEE RECOMMENDATION:** Commissioner Hurtekant moved, seconded by Commissioner Washington, to **recommend** the approval and signature of the Rehmann Robson Audit Engagement Letter and Terms for year ending December 31, 2025. Motion carried.

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

TRI-COUNTY METRO  
NARCOTICS SQUAD  
PAYMENT

7. Ways and Means Committee Chairperson Rudat introduced discussion regarding the Tri-County Metro Narcotics Squad payment.
- Discussion took place regarding Clinton County's annual 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; because of these cost savings measures, Tri-County Metro has reported that they took in more total revenue than expenditures;
  - Because of the positive offset amount, Clinton County has the option to receive \$2,916.26 from Tri-County Metro/City of Lansing in excess funds or apply this amount towards future reductions to the fund balances;
  - Administration recommends the excess be retained by the City of Lansing and applied toward future offsets.

**COMMITTEE RECOMMENDATION:** Commissioner Fickes moved, seconded by Commissioner Washington, to **recommend** applying Clinton County's share of Tri-County Metro FY24-25 excess revenues in the amount of \$2,916.26 towards future reductions to the fund balances. Motion carried.

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

OPIOID SETTLEMENT  
FUNDS GRANT AWARDS –  
QUARTERLY REPORTS

8. Ways and Means Committee Chairperson Rudat introduced discussion regarding the quarterly reports that were submitted by the Opioid Settlement Funds Grant Recipients.
- The members reviewed the second quarter reports that were submitted by Bath Twp Library, Clinton County Journey Court, Community Mental Health Authority of Clinton, Eaton & Ingham Counties, Recovery Worx and Clinton County Veterans Treatment Court in accordance with their agreements for the Opioid Settlement Fund Grant Awards.

**COMMITTEE RECOMMENDATION:** Commissioner Fickes moved, seconded by Commissioner Washington, to **recommend** accepting the Opioid Settlement Funds Grant Quarterly Reports and placing them on file. Motion carried.

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

MARCH 2026 COMMITTEE MEETING CALENDAR

9. Ways and Means Committee Chairperson Rudat introduced discussion regarding the proposed March 2026 Open Meetings and Events Calendar as amended.

- Add Special BOC Meeting – March 12, 2026 at 9:00 a.m.

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

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

ACCOUNTS PAYABLE INVOICES PAID TOTALS

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

**COMMITTEE ACTION:** Commissioner Washington moved, seconded by Commissioner Andrews, to approve the invoices paid from January 3 through February 6, 2026, in the amount of \$2,357,147.72. Motion carried.

COMMISSIONERS' COMMENTS

11. Ways and Means Committee Chairperson Rudat requested Commissioners' comments. There were none.

ADMINISTRATOR'S REPORT

12. Ways and Means Committee Chairperson Rudat requested the administrator's report from Administrator/Controller Fuentes.

- Equalization Director Harger is re-organizing staff assignments to accomplish the Ag Studies in-house with increased temporary/part time personnel (in budget); further staffing discussion is anticipated during 2027 budget development;
- Administrator/Controller Fuentes met with the representatives of LEAP to refine the quarterly reporting metrics based on Committee feedback; the next report will be presented in April;
- Administrator/Controller Fuentes reported Facility and Fleet Services Director Wooten is developing a recurring capital improvement report based on committee feedback;
- There was some discussion at the last meeting regarding the Purchasing Policy; Administrator/Controller Fuentes reported that he has initiated a review of the current policy and will need additional information from committee members to determine policy objectives to be accomplished through revisions; the members were encouraged to share their thoughts with Administrator/Controller Fuentes so he can propose the revisions for consideration by the Board;
- The members received an update regarding a FOIA request that was denied by the Board of Commissioners last year; the individual is pursuing litigation, and legal counsel has been assigned by MMRMA;
- Commissioner Fickes will present a draft Letter of Support for Village of Elsie appropriation request at upcoming Board meeting.

ADJOURNMENT OF COMMITTEE MEETING

13. Ways and Means Committee Chairperson Rudat adjourned the meeting at 11:19 a.m.

**HUMAN RESOURCES COMMITTEE MEETING**

Commissioner Fickes, Chairperson of the Human Resources Committee, reported on a meeting held February 19, 2026.

ATTENDANCE AT  
COMMITTEE MEETING

**Members Present:**

Nicole Fickes, HR Committee Chairperson  
Brian Hurtekant

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

**Members Excused:**

Robert Showers

**Staff Present:**

John Fuentes  
Penny Goerge  
Todd Campbell  
Kyle Thornton  
Kate Rademacher  
Craig Thelen  
Sheriff Dush

**Others Present:**

Anne Hill  
Jim Lawless

CALL TO ORDER/ APPROVE  
OF AGENDA

1. Human Resources Committee Chairperson Fickes called the meeting to order at 11:29 a.m. Commissioner Rudat moved, seconded by Commissioner Washington, to approve the agenda as amended. Motion carried.
  - Addition to Agenda – County Clerk/ROD Request – 3A

PUBLIC COMMENTS

2. Human Resources Committee Chairperson Fickes requested limited public comments.
  - Jim Lawless from Bingham Township offered public comments.

PARKS AND GREEN SPACE  
SEASONAL PARK STAFF

3. Human Resources Committee Chairperson Fickes introduced Kyle Thornton, Parks and Green Space Coordinator, to discuss a request from the Parks and Green Space Department.
  - The Board is being asked to authorize revised job descriptions for seasonal parks staff that include Lead Park Ranger (formerly called Park Manager/Intern) and Park Ranger;
  - A revised staffing model of four lead rangers and eight rangers is being proposed, and a wage increase is recommended for the seasonal park staff as follows:
    - Lead Park Ranger - \$15.00 per hour
    - Park Ranger - \$14.00 (to exceed 2026 state minimum wage)
  - It was noted that the revised staffing model would provide annual budget savings of \$24,400 compared to the model used to develop the budget.

**COMMITTEE RECOMMENDATION:** Commissioner Hurtekant moved, seconded by Commissioner Rudat, to **recommend** approving the revised job descriptions, position titles and hourly wage rate for seasonal parks staff as presented (based on the revised staffing model of four lead rangers and eight rangers) effective immediately. Motion carried.

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

COUNTY CLERK/ROD  
REQUEST

- 3A. Human Resources Committee Chairperson Fickes introduced discussion regarding a request from the County Clerk/Register of Deeds.
- Stephanie Dush, Chief Deputy Clerk/Register of Deeds, has been appointed to Clerk/Register of Deeds effective May 1, 2026;
  - Due to the upcoming transition within the office, as well as 2026 being a busy election year, the Board is being asked to authorize the posting and filing of the Chief Deputy Clerk/Register of Deeds position to allow for some overlap for training and a smooth transition;
  - This position plays a critical role in several key operational areas including assisting the Clerk/Register and staff with operational and procedural matters and having authority to fulfill all the duties of the Clerk/Register in his/her absence;
  - It would also be advantageous for the office, staff, and the citizens we serve for a new hire to receive as much training as possible prior to Clerk Sutherland's retirement.

**COMMITTEE RECOMMENDATION:** Commissioner Rudat moved, seconded by Commissioner Andrews, to **recommend** authorizing the Clerk's Office to post and fill the vacancy of Chief Deputy/Register of Deeds (Grade 10) position effective immediately. Motion carried.

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

HOLIDAY/EMPLOYEE  
APPRECIATION LUNCHEON  
REQUEST

4. Human Resources Committee Chairperson Fickes introduced discussion regarding this year's employee appreciation luncheon.
- The 2026 Clinton County Holiday/Employee Appreciation Luncheon is tentatively scheduled to take place on Friday, December 18<sup>th</sup> at Agro Liquid;
  - To begin preparations for the event, authorization is suggested for a budget not to exceed \$5,700 to cover the cost of the hall rental, catering and decorations for approximately 180 staff (including retirees);
  - This number represents a 3-4% increase from last year's request to account for inflation;
  - The cost for this event is included in the current 2026 budget.

**COMMITTEE RECOMMENDATION:** Commissioner Washington moved, seconded by Commissioner Rudat , to **recommend** authorizing funding of up to \$5,700 for the Clinton County Employee Appreciation Luncheon at Agro-Liquid on Friday, December 18, 2026, and close the Courthouse from 11:30 a.m. to 1:00 p.m. for employees to attend. Motion carried.

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

COMMITTEE/COMMISSION  
APPOINTMENTS

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

**COMMITTEE RECOMMENDATION:** Commissioner Rudat moved, seconded by Commissioner Andrews, to recommend the following:

- Reappoint Steven Bassette to the Construction Appeal Board for a two (2) year term expiring December 31, 2027;
- Appoint Kate Rademacher to the Building Authority for the remainder of a three (3) year term expiring December 31, 2027.

Motion carried.

REAPPOINTMENT OF  
STEVEN BASSETTE  
CONSTRUCTION APPEAL  
BOARD

**BOARD ACTION:** Commissioner Fickes moved, seconded by Commissioner Andrews to concur with the committee recommendation to reappoint Steven Bassette to the Construction Appeal Board for a two (2) year term expiring December 31, 2027. Chairperson DeLong called for further nominations. There were none. Motion carried.

APPOINTMENT OF  
KATE RADEMACHER  
BUILDING AUTHORITY

**BOARD ACTION:** Commissioner Fickes moved, seconded by Commissioner Rudat to concur with the committee recommendation to appoint Kate Rademacher to the Building Authority for the remainder of a three (3) year term expiring December 31, 2027. Chairperson DeLong called for further nominations. There were none. Motion carried.

APPOINTMENT OF  
DAVID POHL  
TAX ALLOCATION BOARD

**BOARD ACTION:** Commissioner Fickes moved, seconded by Commissioner Rudat to appoint David Pohl to the Tax Allocation Board. Chairperson DeLong called for further nominations. There were none. Motion carried.

HIRING PROCESS

6. Human Resources Committee Chairperson Fickes introduced discussion regarding Clinton County's hiring process.
- The members received a copy of the Human Resources section of Chapter 6 of the Guide to Michigan County Government by MSU Extension;
  - HR Chairperson Fickes noted there are certain things that the County can do to provide more consistency and clarity; she would like to have more discussion about this during the Special BOC Meeting on March 12, 2026.

No action required.

COMMISSIONERS'  
COMMENTS

7. Human Resources Committee Chairperson Fickes requested Commissioners' Comments.
- Commissioner Rudat, Commissioner Washington, Commissioner Hurtekant, Chairperson DeLong, and Commissioner Fickes all offered comments.

ADMINISTRATOR'S REPORT

8. Human Resources Committee Chairperson Fickes requested the administrator's report. There was no report provided.

ADJOURNMENT OF  
COMMITTEE MEETING

9. The meeting was adjourned at 11:52 a.m.

**END OF COMMITTEE  
REPORTS**

COMMISSIONERS'  
COMMENTS

- Chairperson DeLong called for Commissioners' comments.
- Discussion followed regarding the county's ability to adopt an animal control ordinance;
  - Administrator Fuentes was directed to move forward working with the Sheriff to development of an animal control ordinance and will provide an update at the next Ways and Means Committee meeting;
  - Commissioner Rudat voiced his interest in a joint planning model similar to that utilized by several townships in Wexford County, adding that it is a local unit decision. He also announced that the Village of Maple Rapids is set to receive federal and state funding for its bridge project.

ADJOURNMENT

**BOARD ACTION:** With no further business to come before the Board, Chairperson DeLong declared the meeting adjourned at 10:41 a.m.

*Debra A. Sutherland*

Debra A. Sutherland, Clerk of the Board

NOTE: These minutes are subject to approval on March 24, 2026.

John F. Fuentes  
County Administrator/Controller

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Todd J. Campbell  
Deputy Administrator




Kate Rademacher  
Finance Director

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[www.clinton-county.org](http://www.clinton-county.org)

**To:** Clinton County Board of Commissioners

**From:**   
Todd J. Campbell, Deputy County Administrator

**Date:** March 3, 2026

**Subject:** BOC Special Meeting – Planning & Zoning Services Discussion

The attached document was previously submitted by County Commissioner Showers regarding information relevant to the planning & zoning services discussion.

**Suggested Action:**

For your review and discussion

## **County Planning and Zoning**

**I have to ask the question. Why does Clinton County continue to provide planning and zoning services that neither the State Constitution nor Legislative enactment requires us to do so?**

**In other words contrary to the opinions of many, Clinton County government has no legal responsibility to provide or administer planning and zoning services. The County can end this agency relationship with proper notice should we choose to do so. It should be remembered that planning and zoning is a local responsibility not a county one. Under the State constitution, township governments as well as cities and villages are empowered to administer this service. The 10 township governments at some time in the distant past chose to relinquish this duty to county government. Of course since county government was controlled by township supervisors prior to 1963 clearly they had no compunction about providing county planning and zoning services without charge. \* See Board of Supervisor history explained below.**

**Most county services are mandated or required by the State Constitution or Legislative enactment. Most provide neither a direct nor indirect benefit to every county tax payer. In a democratic society paying taxes for the “common good” is part of being a member of that society.**

**In this regard we keep hearing the argument that county planning and zoning is a part of the “common good”. This is patently untrue!! This function is not mandated by the State Constitution nor is there any Legislative enactment that requires county planning and zoning. Then to be clear this service does not meet the definition of “the common good” and the vast majority of county tax payers are paying for service that is not required.**

**The question remains why do we still provide this non-mandated unrequired service?**

**This falls under the category of “we have always done it this way”. No one alive today has any idea of why we still administer planning and zoning. This factual ignorance is a lingering reminder of the historical rural cultural paradigm.**

**This is a nice way of saying there was a time when most Michigan counties were rural in character and demographic. In those days up until the early 60s county government was controlled by a Board of Supervisors made up mostly of Township Supervisors. This governing body chose to shift this township responsibility and related costs to all county taxpayers. This all changed in 1963 when the Michigan State Constitution was amended. The Board of Supervisors was replaced by an elected board of County Commissioners based on population by district. Of note in 1964 the US Supreme Court decided in the case of Reynolds v Sims that all States were required to pass legislation to apportion legislative districts based on population for all legislative bodies including counties. This ruling invalidated the system of representation that disproportionately empowered less populated townships over more populated cities.**

**Even after the State Constitution was amended in 1963 the Clinton County Board of Commissioners remained primarily rural in their background and mindset. As such asking township governments to cover planning and zoning shortfalls was never something they thought about. Primarily, because there was no population growth in most of the county until about 30 years ago. Clinton County is no longer a predominantly rural culture. Asking suburban people to pay for a non-mandated service that only benefits a few rural township governments is blatantly unfair.**

**We have also heard the assertion that only residents of the 10 townships should serve on the planning commission. This prejudicial mindset says these townships have some inherent right to control the planning process. This is completely contrary to assuring compliance with the principle of equal representation based on population. This is a county board not a township board. To assure objectivity and to blunt rural prejudice the board should be made up of residents from every part of the county. This is the best way of preventing potential costly litigation.**

#### **PLANNING AND ZONING USE IN MICHIGAN:**

**Villages, Cities, Charter Townships and many General Law Townships administer their own planning and zoning responsibilities.**

**There are 1240 Charter and General Law Townships in Michigan.**

**850 or 69% administer their own planning and zoning services. This number will increase as Eaton County is ending planning and zoning effective 7/31/2026 for 12 general law townships.**

**204 or 18% use county planning and zoning services. This number will dwindle to 192 after 7/31/2926.**

**186 or 15% have chosen to forgo planning and zoning services.  
Clearly the vast majority of townships administer their own programs.**

#### **PLANNING AND ZONING IN CLINTON COUNTY:**

**There are 28 municipalities in Clinton County.**

**18 of these administer their own planning and zoning responsibilities.**

**Only 10 use this unrequired service without cost.**

#### **COUNTY CONTROL**

**Does Clinton County Government gain some control advantage or financial gain by administering planning and zoning for these 10 general law townships?**

#### **Control Advantage?**

**There is no pent up demand for residential, commercial or industrial development in these 10 general law townships. Development has been essentially nonexistent with the exception of Bingham Township. Bingham is well situated for rational development which they favor. Development will happen in Bingham Township whether Clinton County is involved or not. Residential growth in the 10 townships in the aggregate demonstrates a loss of 71 people between the 2010 census through the 2020 census. In the last 5 years there has been no real change with the exception of Bingham Township. The Bingham growth has made no noticeable impact on the general stagnancy in the 10 townships.**

**Commercial growth has been essentially stagnant.**

**Industrial Growth in the aggregate is non existent**

#### **Why no growth?**

**The majority of residents in these townships are resistant to unfettered growth or development that would harm agriculture pursuits. This is their right and I wholeheartedly defend their right. However a pragmatic review of the facts demonstrates these municipalities have inadequate water and sewer facilities, in most cases no quick access to major highway systems, minimal local shopping amenities or entertainment venues, nothing that will attract "outsiders". No developer is going to invest millions of dollars in these communities because of the reasons listed above.**

**IMPORTANT NOTE: The County never promoted the chip plant. Has never promoted solar arrays or wind turbines. Our responsibility as agents for township governments is to make decisions on the propriety of the applications we receive for planning and zoning issues. We are required to follow State and Federal Law. If townships administered their own planning**

**and zoning issues they would have no magic that would allow them to decide differently than the county does.**

**So the question of county control to promote growth in these townships is meaningless.**

**Financial Advantage?**

**Hardly!!**

**For starters the governments of these 10 general law townships pay nothing for county planning and zoning services and gladly use us as shields against the anger expressed by their residents over decisions we must make in accordance with existing State and Federal laws. The reality is every business and resident located in every Village, City, Charter Township and now three general law townships in Clinton County are paying the majority of the costs these 10 township governments should be paying. There is no justifiable reason for the county to continue to waste funds on planning and zoning.**

**These townships should join Bengal, Dallas and Eagle Townships and administer their own planning and zoning.**

**HOW IS THIS COST SHIFTING DETERMINED?**

**Using the 2024 Equalization Report for data.**

**The residents and businesses in these 10 general law townships pay 28.21% of total county property tax (CPT) revenue.**

**The residents and businesses in the other 18 municipalities pay 71.79% of total county property tax (CPT) revenue.**

**The 2025 planning and zoning budget shortfall was \$182,000.00. This shortfall was covered by transferring this amount from the general fund.**

**BREAKDOWN OF WHO PAID THE SHORTFALL.**

**Residents and businesses of the 10 townships paid 28.21% of the short fall.**

**$\$182,000.00 \times 28.21\% = \$51,342.20$**

**Residents and business of the other 18 municipalities paid 71.79% of the short fall**

**$\$182,000.00 \times 71.79\% = \$130,657.80$**

**The 10 general law township governments will need to pay by some determined equitable formula of that portion of the short fall paid by those residents and businesses who are domiciled in the 18 non participating municipalities.**

**TOWNSHIP COSTS AND SKILLS NEEDED TO ASSUME PLANNING AND ZONING FUNCTIONS.**



**This service does not meet the definition of “the common good” as there is no constitutional or legislative mandate that requires county planning and zoning service.**

**There is no legal or factual reason to continue providing these services. There is no benefit to the people of Clinton County to administer this service. We can either end it in a cooperative fashion or require those participating township governments to pay their proportional share of the short fall as well as future cost increases.**

**Should we continue this function the 10 need to understand they are not entitled to exercise or demand some level of managerial control or negotiate some lesser level of financial contribution or demand that all planning commission members be residents of their townships? This is a county planning commission whose members will be selected from every part of the county.**

**If this is unacceptable the 10 could create their own self-governing joint township planning and zoning organization following the Wexford Joint Planning Commission created by 10 Wexford County Townships. They could also create their own individual township planning and zoning service.**

**If the 10 townships wish to preserve their rural way of life they need to move quickly to assume planning and zoning responsibilities. It is a fact that Clinton County is no longer a rural county holding to a rural cultural perspective. The vast majority of the population and property tax revenue is coming from the suburban areas of the county. These residents are far less conservative in their political and cultural perspectives. To ignore this reality and its impact on future development is to the 10s detriment.**

John F. Fuentes  
County Administrator/Controller


\_\_\_\_\_  
Todd J. Campbell  
Deputy Administrator



Kate Rademacher  
Finance Director

\_\_\_\_\_  
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**TO:** Board of Commissioners

**FROM:**   
\_\_\_\_\_  
John Fuentes, County Administrator/Controller

**SUBJECT:** Planning & Zoning

**DATE:** March 2026

Attached please find a communication provided to a neighboring County discussing the community-wide benefit of County Zoning funded at the county level.

**Suggested Action:**

For your review and discussion.



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Connie Sobie, Eaton County Controller  
Jim Mott, Chair of the Board of Commissioners  
1045 Independence Boulevard  
Charlotte, MI 48813

RE: The Benefits of County Zoning

Dear Ms. Sobie and Mr. Mott:

Progressive Companies has been working with the Eaton County Department of Construction Codes & Planning and Zoning ("the Department") to update the current county zoning code to, among other things, provide more options for local units of government to opt into the county's zoning jurisdiction. As such, we have been asked by the Department to provide a summary of the benefits of county-wide zoning in Eaton County for your consideration. I would also greatly value the opportunity to discuss this issue with you in-person, as a planning practice that works across the state, we see potential for Eaton County to serve as a model for effective county-wide land use regulation in a time of increasing uncertainty and reduced capacity in rural communities as it relates to land use.

#### **LOCAL ADOPTION OF A COUNTY ZONING CODE**

In our experience and based on our understanding of Michigan zoning legislation as professional planners, not attorneys, there are a few items that are important to keep in mind:

1. Participation by a local unit of government in the county's zoning jurisdiction is entirely voluntary. Each municipality within Eaton County may "opt into" county zoning by repealing its local zoning code and adopting the County Zoning Code.
2. The entirety of the municipalities within the county are not required to opt in collectively. The decision of one municipality not to participate does not preclude the county from adopting and enforcing a zoning code for other municipalities that decide to participate.
3. It is not uncommon for municipalities or townships to come into and out of a county zoning jurisdiction. This typically does not require any change to the ordinance text, but rather a simple amendment to the zoning map to reflect the change.
4. Michigan law requires zoning ordinances to be based on a plan. Therefore, any jurisdiction participating in county zoning should be included within the county's Master Plan.

#### **WHY COUNTY ZONING**

From our perspective, as professional planners that have worked in a wide range of community types throughout the state, there are several very tangible benefits to maintaining a county-wide zoning ordinance—and **the benefits accrue to both the county and local jurisdictions participating in county zoning.**

1. **Consistency.** County zoning provides greater certainty for development and consistency in review of projects across many townships that would otherwise have highly varied regulations and approaches. If a home builder in Eaton County is constructing a home in Vermontville Township and in Belmont Township, they can expect to go through the same process for review and approval. Under a system without county zoning, those processes are likely to vary significantly making the development process longer and more costly. Furthermore, the county zoning ordinance serves as a guide for other jurisdictions adopting their own ordinance, so there is general consistency in language and approach. Without the county zoning ordinance in place, these ordinances often vary widely.

2. **Exclusionary Zoning.** County-wide zoning provides protection against exclusionary zoning issues. For example, rather than having to provide for industrial land use in every township, the county can allocate industrial land use to the most suitable locations across the county, allowing rural townships to remain rural. In addition, housing development of various types and densities can be dispersed throughout the county, bolstering existing main streets and town centers, where it makes sense. The same concept applies to renewable energy sources, which can be positioned where they can best enhance utility production, while also maintaining and protecting rural areas within the county. While these uses may be pre-empted by state review, so far developers trend toward the local review process due to the time, expense, and uncertainty of review at the state level. Without county zoning, each individual zoning jurisdiction must provide for each type of legal land use.
3. **Fiscal Responsibility.** County-wide zoning is a financial win-win scenario for the county and participating jurisdictions. As we know well as consulting planners, the cost of drafting, amending, and enforcing a zoning code is substantial. The cost of drafting of a new zoning ordinance is between \$25,000 and \$50,000. In addition, the cost to effectively administer and ordinance, particularly in areas that have significant development pressure or are experiencing interest from renewable energy projects is in the range of \$15,000 to \$30,000 or more. In sum, the total cost of drafting and enforcing 11 new township zoning codes in year one of the county repealing its zoning ordinance would likely well-exceed \$500,000 for townships currently under county zoning authority.

On the other hand, the county has the opportunity raise revenue necessary to support the cost of enforcing the county-wide zoning ordinance through a combination of applicant fees and contractual agreements with participating jurisdictions. Given its expertise and history in this role, the county can provide the service much more efficiently and effectively than individual townships or small municipalities.

In addition to the known cost, there is a significant additional legal liability that local units of governments assume with new zoning authority. Highly experienced and professional units of government currently face mounting legal costs related to land use. Suddenly transitioning this responsibility to individual townships without experienced staff, planning commissioners, and elected officials well-versed in land use issues is very likely to drive significant costs for townships with limited resources and create greater uncertainty for county residents.

Maintaining the county's existing zoning ordinance and potentially expanding the opportunity to participate to small cities and villages provides certainty for developers, is a net positive in terms of revenue for all the governmental entities involved, and ensures a rational approach to land use regulation for Eaton County's residents.

Please feel free to contact me with any questions. I am also glad to come speak with you about this issue and share any resources or information that would be helpful.

Sincerely,

Jason Ball

Digitally signed by Jason Ball  
DN: C=US,  
E=jball@weareprogressive.com,  
O=Progressive Companies, OU=Urban  
Design and Planning, CN=Jason Ball  
Reason: I am approving this document

Jason Ball, AICP  
Senior Planner

John F. Fuentes  
County Administrator/Controller


\_\_\_\_\_  
Todd J. Campbell  
Deputy Administrator



Kate Rademacher  
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**TO:** Board of Commissioners

**FROM:**   
\_\_\_\_\_  
John Fuentes, County Administrator/Controller

**SUBJECT:** Planning & Zoning Fee Information

**DATE:** March 2026

Attached please find information related to Planning & Zoning fee schedules from the County User Fee Study Final Report dated September 26, 2022. The information was utilized to develop the amendment to the Departmental fee schedule adopted by the Board of Commissioners which became effective January 1, 2023.

Attached materials include:

1. Fee table, with cost recovery calculations, including Department Recommendations.
2. September 2022 Ways & Means Committee materials, including redline fee schedule resolution.
3. Methodology and Considerations excerpt from the County User Fee Study Final Report.

Note: These activities were staffed under the Community Development model at the time the study was conducted.

**Suggested Action:**

For your review and discussion.

Clinton County, MI  
Community Development: Building and Planning  
FY 21-22 Budget

TABLE 6 Planning and Zoning			Hours	Per Customer			Budget Impact			
			Current fee	Annual Demand	Hours	Cost	Net	Department Recommends	Current Revenue	Cost
<b>REZONING</b>										
Non Resident for the 1st acre	\$500	4	10.00	\$907	-\$407	\$750	\$2,000	\$3,628	-\$1,628	3,000
Non Resident for additional acres, per acre (Max of \$1,000)	\$50			\$0	\$50	\$50	\$0	\$0	\$0	-
Resident for the 1st acre	\$200	8	10.00	\$907	-\$707	\$750	\$1,600	\$7,255	-\$5,655	6,000
Resident for additional acres, per acre (Max of \$1,000)	\$20		0.30	\$27	-\$7	\$25	\$0	\$0	\$0	-
<b>SPECIAL LAND USE PERMIT</b>										
Application/Preliminary Review	\$100	-	4.00	\$363	-\$263	\$200	\$0	\$0	\$0	-
First 1st Acre	\$500	8	10.00	\$907	-\$407	\$750	\$4,000	\$7,255	-\$3,255	6,000
Each additional acre, per acre (Max of \$1,000)	\$50			\$0	\$50	\$50	\$0	\$0	\$0	-
Large Acreage Fee - Over 100 Acres (New Fee)			122.00	\$11,065	-\$11,065	\$11,000	\$0	\$0	\$0	-
Minor Change to Special Land Use Permit	\$150	-	5.00	\$453	-\$303	\$300	\$0	\$0	\$0	-
Major Change to Special Land Use Permit	\$250	-	10.00	\$907	-\$657	\$750	\$0	\$0	\$0	-
Major Change, per additional changes (Max of \$1,000)	\$25			\$0	\$25	\$25	\$0	\$0	\$0	-
Transfer of Special Land Use Permit	\$100	-	2.00	\$181	-\$81	\$200	\$0	\$0	\$0	-
Special Land Use Permit Compliance Inspection	\$50	-	2.00	\$181	-\$131	\$100	\$0	\$0	\$0	-
<b>RESIDENTIAL SITE PLAN REVIEW</b>										
Application/Preliminary Review	\$100	-	4.00	\$363	-\$263	\$200	\$0	\$0	\$0	-
Application Fee	\$300	3	6.00	\$544	-\$244	\$500	\$900	\$1,632	-\$732	1,500
Application Fee, per additional residential unit/ dwelling (Max of \$1,000)	\$5		0.15	\$14	-\$9	\$10	\$0	\$0	\$0	-
Minor Change to Site Plan	\$100	-	3.00	\$272	-\$172	\$200	\$0	\$0	\$0	-
Major Change to Site Plan	\$150	-	6.00	\$544	-\$394	\$500	\$0	\$0	\$0	-
Major Change - per Addtl. unit (Max of \$1,000)	\$2.50		0.10	\$9	-\$7	\$10	\$0	\$0	\$0	-
Extension of Site Plan Approval	\$150	-	4.00	\$363	-\$213	\$300	\$0	\$0	\$0	-
Site Plan Compliance Inspection	\$50	-	2.00	\$181	-\$131	\$100	\$0	\$0	\$0	-

Clinton County, MI  
Community Development: Building and Planning  
FY 21-22 Budget

TABLE 6 Planning and Zoning	Current fee	Annual Demand	Hours	Per Customer			Budget Impact			
			Hours	Cost	Net	Department Recommends	Current Revenue	Cost	Net	Department Recommends
<b>COMMERCIAL SITE PLAN REVIEW</b>										
Application/Preliminary Review	\$100	-	4.00	\$363	<b>-\$263</b>	\$200	\$0	\$0	\$0	-
For the 1st acre	\$200	1	6.00	\$544	<b>-\$344</b>	\$500	\$200	\$544	<b>-\$344</b>	500
Per additional acre (Max of \$1,000)	\$50			\$0	\$50	\$50	\$0	\$0	\$0	-
Minor Change to Site Plan	\$100	-	3.00	\$272	<b>-\$172</b>	\$200	\$0	\$0	\$0	-
Major Change to Site Plan - 1st acre	\$100	-	6.00	\$544	<b>-\$444</b>	\$500	\$0	\$0	\$0	-
Major Change to Site Plan - per addtl. Acre (Max of \$1,000)	\$50			\$0	\$50	\$50	\$0	\$0	\$0	-
Extension of Site Plan Approval	\$150	-	4.00	\$363	<b>-\$213</b>	\$300	\$0	\$0	\$0	-
<del>Site Plan Compliance Inspection</del>	<del>\$50</del>	-		\$0	\$50	Remove Fee	\$0	\$0	\$0	
<b>Subdivision Plats/Site Condos Prelim Review Fee</b>										
<del>Application/Prelim Review – 1st 2 lots</del>	<del>\$100</del>			\$0	\$100	Remove Fee	\$0	\$0	\$0	
<del>Application/Prelim Review – per addtl. lot (Max of \$1,000)</del>	<del>\$5</del>			\$0	\$5	Remove Fee	\$0	\$0	\$0	
<del>Tentative Preliminary Plat Review/Preliminary Site Condo Plan Review – 1st 2 lots</del>	<del>\$500</del>			\$0	\$500	Remove Fee	\$0	\$0	\$0	
<del>Tentative Preliminary Plat Review/Preliminary Site Condo Plan Review – per addtl. Lot (Max of \$1,000)</del>	<del>\$5</del>			\$0	\$5	Remove Fee	\$0	\$0	\$0	
<del>Final Preliminary Plat Review/Final Site Condo Plan Review – 1st 2 lots</del>	<del>\$500</del>			\$0	\$500	Remove Fee	\$0	\$0	\$0	
<del>Final Preliminary Plat Review/Final Site Condo Plan Review – per addtl. lot (Max of \$1,000)</del>	<del>\$5</del>			\$0	\$5	Remove Fee	\$0	\$0	\$0	
<del>Final Plat Review – 1st 2 lots</del>	<del>\$100</del>			\$0	\$100	Remove Fee	\$0	\$0	\$0	
<del>Final Plat Review – per addtl. lot (Max of \$1,000)</del>	<del>\$3</del>			\$0	\$3	Remove Fee	\$0	\$0	\$0	
<del>Renewal of Preliminary Plat/Approval/Preliminary Site Plan</del>	<del>\$100</del>			\$0	\$100	Remove Fee	\$0	\$0	\$0	
<b>Zoning Board of Appeals</b>										
Variance Request (Existing Single-Family Residential)	\$200	11	7.00	\$635	<b>-\$435</b>	\$500	\$2,200	\$6,983	<b>-\$4,783</b>	5,500
Variance Request (New Single-Family Residential)	\$300	-	7.00	\$635	<b>-\$335</b>	\$600	\$0	\$0	\$0	-
Variance Request (Non-Residential)	\$300	2	7.00	\$635	<b>-\$335</b>	\$600	\$600	\$1,270	<b>-\$670</b>	1,200

Clinton County, MI  
Community Development: Building and Planning  
FY 21-22 Budget

TABLE 6 Planning and Zoning	Current fee	Annual Demand	Hours	Per Customer			Budget Impact			
			Hours	Cost	Net	Department Recommends	Current Revenue	Cost	Net	Department Recommends
Appeal of Administrative Decision	\$200	-	6.00	\$544	-\$344	\$400	\$0	\$0	\$0	-
Appeal of Planning Commission Decision	\$300	-	7.00	\$635	-\$335	\$600	\$0	\$0	\$0	-
Request for Interpretation of Zoning Map/Ordinance	\$200	-	6.00	\$544	-\$344	\$400	\$0	\$0	\$0	-
<b>Administrative Procedures Admin Site Review</b>										
Administrative Site Plan Review (includes minor non-residential additions, sign permits, and others as defined by the Zoning Ordinance)	\$100	20	3.00	\$272	-\$172	\$200	\$2,000	\$5,442	-\$3,442	4,000
Single-Family Zoning Permit (including agricultural building, fence, sign, etc.)	\$50	247	1.00	\$91	-\$41	\$75	\$12,350	\$22,401	-\$10,051	18,525
Review of Land Division Application	\$50	-	2.00	\$181	-\$131	\$75	\$0	\$0	\$0	-
Certification of Zoning or Land Use Compliance (Non-Residential)	\$50	-	1.25	\$113	-\$63	\$100	\$0	\$0	\$0	-
Certification of Zoning or Land Use Compliance (Residential/Agricultural)	\$25	-	1.00	\$91	-\$66	\$50	\$0	\$0	\$0	-
<b>Miscellaneous</b>										
Special Meeting of the Planning Commission/Zoning Board of Appeals	\$200	-	7.00	\$635	-\$435	\$500	\$0	\$0	\$0	-
							<b>\$25,850</b>	<b>\$56,411</b>	<b>-\$30,561</b>	<b>\$46,225</b>

Craig Longnecker  
County Administrator


Todd J. Campbell  
Deputy Administrator



Cindy Moser  
Finance Director

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**TO:** Ways and Means Committee

**FROM:**   
Todd J. Campbell  
Deputy County Administrator

**SUBJECT:** Clinton County Fee Study

**DATE:** October 11, 2022

Clinton County partnered with MGT Consulting this summer to conduct a fee study of the following departments: County Clerk, Sheriff’s Office, Animal Control, Equalization, Drain Office and Community Development (Planning/Zoning and Building/Soil Erosion). The last fee study was completed in 2005.

The project methodology that MGT utilized involved the cost calculation, assessment of current level of cost recovery, annualizing cost & revenue data and development of proposed changes to fees. Note: the details of the cost calculation included – identifying staff members involved with specific services, calculating direct labor & material costs, calculating indirect costs and applying fully burdened labor rates to average time to provide the service.

Four of the six departments (County Clerk, Sheriff’s Office, Animal Control and Equalization) are proposing minor changes to their current fees. The Drain Office and Community Development are proposing more significant changes to current fees. The minor proposed changes are listed below. The Drain Office and Community Development will present their proposed fee changes to the Ways & Means Committee individually.

**COUNTY CLERK**

The County Clerk’s department is responsible for setting fees related to services such as photocopies, notarial certifications, copy of documents, divorce packets and vital records copies to name just a few. MGT analyzed the various services offered through this department and found that many of the current fees are set at what it is actually costing to provide the service. For these fees, staff have recommended no changes to the current fee. Staff have recommended to remove the Search Criminal Records fee from the schedule since this service is no longer provide by the Clerk’s department.

### **New Fees**

There is one new fee that was added to the fee schedule. This new fee is called QVF (Qualified Voter File) Custom List – Electronic Format. The fee rolls the current QVF List – CD Format, List Format and Label fees into just one fee, thus simplifying the schedule.

### **Result Findings**

The cost analysis for the County Clerk's department is showing an overall recovery of 83% (\$60,527) with an under recovery of 17% (\$12,445). The full cost of services according to the analysis is \$72,972. If staff recommendations are adopted, the recovery level would increase to 98% (\$71,306) which would be an increase of \$10,779 in revenue annually. Note that these revenue projections assume no change in demand. (See Attachment A)

### **ANIMAL CONTROL**

The Sheriff's department oversees Animal Control for the County. The Animal Control fees are under recovering which is not unusual. Fees are often set below what it cost to provide the services for animal control because it is viewed as a benefit to the community.

### **New Fees**

Staff did not recommend any new fees to be added to this fee schedule.

### **Result Findings**

The cost analysis for the Animal Control division is showing an overall recovery of 15% (\$3,537) with an 85% (\$20,301) subsidy. If staff recommendations are adopted, the recovery level would increase to 20% (\$4,740) which would be an increase of \$1,203 in revenue annually. Note that these revenue projections assume no change in demand.

The primary difference in revenue comes from the Boarding fees. The County charged 85 days of boarding fees but due to other animals housed for court cases or owner surrenders that are waiting to be transferred to another agency/rescue for adoption, the total number of boarding days was 328. The difference of 243 was not charged to anyone. (See Attachment B)

### **SHERIFF/JAIL**

The Sheriff's department has only five (5) fees on their schedule. The Notary fee is the only fee that does contain a limitation on what can be charged due to state law. Michigan Law on Notarial Acts, Act 238 of 2003, 55.285, and included in subsection 7 states that the fee shall not be more than \$10.00 for any individual transaction or notarial act. It should be noted that the County Clerk's department does have a notarial certification fee which they are recommending increasing to \$5. This is aligned with the Sheriff's cost as well.

### **New Fees**

Staff did not recommend any new fees to be added to their fee schedule.

### **Result Findings**

The cost analysis for the Sheriff's department is showing an overall recovery of 99% (\$19,511) with an under recovery of 1% (\$167). If staff recommendations are adopted, the recovery level would remain neutral at 99% (\$19,515). Any changes are due to rounding. (See Attachment C)

## **EQUALIZATION**

The Equalization department is currently only charging a data mining fee of \$1,000. The department is recommending changing the way this fee is being charged so that it is in alignment with other surrounding jurisdictions. Staff recommends changing the data mining fee to a per parcel charge. There are 39,200 parcels in the County and consistently six (6) vendors that request this information annually. The new fee would be \$0.15 per parcel. Revenues for this fee would increase by \$29,264 by implementing this change.

### **New Fees**

In addition to the structural change for the data mining fee, three (3) new fees are recommended to add to the fee schedule –

- Parcel addressing: Individual Parcels
- Parcel Addressing: Subs/Condos: 4-25
- Parcel Addressing: Subs/Condos: 26-100

### **Result Findings**

The cost analysis for the Equalization user fee activities is showing an overall recovery of 15% (\$6,000) with an 85% (\$33,486) subsidy. The current subsidy comes from not having the proper current fees in place to charge for parcel addressing and the changing in the way data mining would be charged. If staff recommendations are adopted, the recovery level would increase to 100% (\$39,486) which would be an increase of \$33,486 in revenue annually. (See Attachment D)

## **DRAIN COMMISSIONER**

The Drain Commission made significant changes to their current fee schedule. Many of the current fees are based on a minimum number of hours plus additional hourly charges after the minimum has been exceeded. This method of charging takes a significant amount of staff time to track and then bill after the services were provided. MGT and staff are recommending moving away from the current way the fees are charged and setting new flat (fixed) fees with the ability to charge hourly in extenuating situations. The new flat fees are based on the typical time it takes to provide the service. Should the project require a greater number of hours to complete, the department would have the ability to charge for the additional time at the updated hourly rate of \$146 per hour. This should reduce the amount of time staff are spending to track and bill their services after the service is provided.

### **New Fees**

In addition to changing the way some current fees are charged, staff have added ten (10) new fees to the fee schedule. Some of these new fees are the result of restructuring existing fees or splitting some existing fees into major and minor categories. The new fees are better aligned with the services being provided.

### **Result Findings**

The cost analysis for the Drain Commission is showing an overall recovery of 20% (\$11,975) with an 80% (\$47,892) subsidy. If staff recommendations are adopted, the recovery level would increase to 102% (\$61,345) which would be an increase of \$49,370 in revenue annually. Note that these revenue projections have estimated volumes applied to

the new fees and that the current volume may not include all of the additional hours charged, thus under reporting the current revenue. (See Attachment E)

### **COMMUNITY DEVELOPMENT (PLANNING/ZONING/BUILDING/SOIL EROSION)**

Community Development revenues come from a variety of sources including but not limited to building construction fees, soil erosion, planning and zoning fees. The majority of the fees charged by Community Development are flat rate fees. However, the department also charges building construction fees based on the construction valuation value. MGT focused their analysis on these user fee activities.

#### **New Fees**

Staff did not recommend any new fees to be added to their fee schedule. However, recommendations were made to remove five (5) fees from the soil and erosion section and ten (10) fees from the planning/zoning section.

#### **Result Findings**

The cost analysis for Community Development is showing an overall recovery of 63% (\$513,945) with a 37% (\$302,294) subsidy. If staff recommendations are adopted, the recovery level would increase to 85% (\$691,945) which would be an increase of \$178,000 in revenue annually. Note that these revenue projections assume no change in demand. Any residual subsidy amount would be covered by the other source of funding.

Recovery levels range from 45% to 74% within the different user fee sections in Community Development. The recommended fee increase result in recovery levels increasing between a 6% increase in the 'Misc building permit/soil and erosion sections' to a 36% increase in the planning/zoning fee section.

Construction valuation permits are recommended to increase by 26% to get to 100% full cost recovery. This is standard practice and in line with industry standards across the nation. (See Attachment F)

#### **Suggested Action:**

Recommend The Board of Commissioners adopt the resolutions amending the following Clinton County departments fee schedules as presented – Clerk's Office, Animal Control, Sheriff's Office, Equalization, Drain Office and Community Development (Planning & Zoning, Building, Soil Erosion) and to make the new fees effective January 1, 2023.

ATTACHMENT F  
Community Development (Planning/Zoning/ Building/Soil Erosion) Detail  
Current Fee Schedule/Proposed Fee Schedule Changes

**Clinton County Community Development**

*100 E. State Street, Ste. 1300*

*St. Johns, MI 48879*

*Building Department: (989) 224-5181*

*Planning & Zoning Department: (989) 224-5292*

*Fax: (989) 227-6492*

[www.clinton-county.org](http://www.clinton-county.org)

**MEMORANDUM**

TO: Ways and Means Committee

FROM: Doug Riley, Community Development Director

SUBJECT: **Community Development Related Services/Applications - Fee Resolutions**

DATE: October 6, 2022

Community Development related fees for services/applications have not been adjusted since 2005 (i.e., 17 years). Attached are the recommended fee resolution adjustments beginning in January of 2023.

This includes 3 different resolutions covering: Planning/Zoning services, Code Enforcement (construction related) services and Soil Erosion and Sedimentation Control (SESC) services. The current fees are shown along with the proposed adjustment or changes shown in red.

These proposed adjustments are based upon several factors which include a user fee study, Consumer Price Indexing (CPI) since 2005, an area/jurisdiction comparative analysis of similar fees, and Department recommendations based upon local customer/development expectations.

While in many instances the recommended increases do not represent 100% cost recovery based on the user fee study/demands, my experience is that there are always some subsidizations in Community Development related fees. This is due to not wanting to unreasonably derail development/economic activity or creating fees so large that homeowners (in particular) may not obtain permits – especially those with life/safety components such as electrical or mechanical permits. I also want to continue to foster the Department as being viewed as facilitators, and not simply regulators, in regard to development/economic activity and protecting the community public health, safety and welfare.

While I do not recommend an annual CPI adjustment to fees, I would recommend that the County evaluate/adjust fees every five (5) or ten (10) years moving forward.

Staff will be at your October meeting to answer any questions you may have.

# CLINTON COUNTY BOARD OF COMMISSIONERS

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



**Administrator**  
Craig Longnecker  
**Clerk of the Board**  
Debra A. Sutherland

## RESOLUTION #2022- [XX] PLANNING AND ZONING RESOLUTION ESTABLISHING FEES

<b><u>Residential Rezoning:</u></b>	\$200 <del>\$750</del>	First acre, plus \$20 per acre up to a maximum of \$1000 <del>\$25</del>
<b><u>Non-Residential Rezoning:</u></b>	\$500 <del>\$750</del>	First acre, plus \$50 per acre up to a maximum of \$1000
<b><u>Special Use Permit:</u></b>	\$100 <del>\$200</del>	Application/Preliminary Review Fee
	\$500 <del>\$750</del>	First acre, plus \$50 per acre up to a maximum of \$1000
	<del>\$11,000</del>	<i>Large Acreage Fee – Over 100 acres (new) (i.e., regional impact/review projects – solar/wind farms)</i>
	\$150 <del>\$300</del>	Minor Change to Special Use Permit
	\$250 <del>\$750</del>	Major Change to Special Use Permit, plus \$25 per additional acre up to maximum of \$500
	\$100 <del>\$200</del>	Transfer of Special Use Permit
	\$50 <del>\$100</del>	Special Use Permit Compliance Inspection
<b><u>Residential Site Plan Reviews:</u></b> (Including Multi-family Apts., Condominiums, etc. <del>Excludes Plats &amp; Site</del> Condominiums, etc.)	\$100 <del>\$200</del>	Application/Preliminary Review Fee
	\$300 <del>\$500</del>	Plus \$5 per residential unit/dwelling <del>\$10</del>
	\$100 <del>\$200</del>	Minor Change to Site Plan

\$150	Major Change to Site Plan, plus \$2.50 per additional unit
<del>\$500</del>	
\$150	Extension of Site Plan Approval
<del>\$300</del>	
\$50	Site Plan Compliance Inspection
<del>\$100</del>	

**Commercial Site Plan Reviews:**

\$100	Application/Preliminary Review Fee
<del>\$200</del>	
\$300	First acre, plus \$50 per additional acre
<del>\$500</del>	
\$100	Minor Change to Site Plan
<del>\$200</del>	
\$100	Major Change to Site Plan
	First Acre, plus \$50 per additional acre
<del>\$500</del>	
\$150	Extension of Site Plan Approval
<del>\$300</del>	
\$50	Site Plan Compliance Inspection

**Subdivision Plats/Site Condo's:**

	<i>*Covered under Site Plan Review Fees</i>
\$100	Application/Preliminary Review Fee for 1st two lots, plus \$5 per additional lot
\$500	Tentative Preliminary Plat Review/Preliminary Site Condo Plan Review for first two lots, plus \$5 per additional lot
\$250	Final Preliminary Plat Review/ Final Site Condo Plan Review for first two lots, plus \$2.50 per additional lot
\$100	Final Plat Review for 1st two lots, plus \$2.50 per additional lot
\$100	Renewal of Preliminary Plat Approval/Preliminary Site Plan

**Zoning Board of Appeals:**

\$200	Variance Request (Existing Single-Family Residential)
<del>\$500</del>	
\$300	Variance Request (New Single-Family Residential)
<del>\$600</del>	
\$300	Variance Request (Non-Residential)
<del>\$600</del>	
\$200	Appeal of Administrative Decision
<del>\$400</del>	
\$300	Appeal of Planning Commission Decision
<del>\$600</del>	
\$200	Request for Interpretation of Zoning Map or Zoning Ordinance
<del>\$400</del>	

**Administrative Procedures:**

\$100	Administrative Site Plan Review
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## Methodology

MGT's standard approach for analyzing the cost of providing fee-related services is commonly referred to as a "bottom-up" approach. The bottom-up approach was used to analyze all the County's fees for service. A general description of the bottom-up approach is as follows:

### **1. Identify all direct staff time spent on the fee related activity or service**

MGT conducted a series of meetings to identify work directly in support of fee related services. Direct staff costs are incurred by employees who are "on the front line" and most visible to the customers. Once all direct staff were identified, subject matter experts estimated how much time those employees spend, on average, performing each fee service.

Developing time estimates for fee related services can be challenging and staff should be commended for the time and effort they put into this. Although MGT provided direction with templates and other tools to assist them in developing average or "typical" time estimates, these calculations were necessarily developed by the subject matter experts within each fee area.

### **2. Calculate direct cost of the staff time for each fee using productive hourly rates**

"Productive hours" means the time staff are in their office or in the field. A full-time County employee typically has 2,080 paid hours per year (40 hours x 52 weeks). However, cost studies reduce this number to account for non-productive hours (sick leave, vacation, holidays, training days, meetings, etc.). MGT calculates the productive hourly rate for each staff classification by dividing annual salary and benefits by annual productive hour figures. The average productive hours for the County's staff providing services ranged was 1,800 hours per year.

### **3. Determine indirect or "overhead" costs**

Generally, there are two types of indirect costs: department (or division)-specific and countywide overhead. These indirect costs are allocated across user fee services in order to capture the full cost of providing the service. If a department performs non-fee related services, a commensurate amount of indirect cost is segregated and not allocated to the fee related services.

Departmental overhead costs – these costs include managers, supervisors, and support staff as well as other operational costs, such as materials and supplies that are incurred for a common purpose and not readily assigned to a particular service or program.

Centralized overhead costs – each department that charges fees receive support from central departments whose main function is to keep the County running. An example of a central service department is Treasurer. These costs are distributed to each receiving department through the cost allocation plan.

#### **4. Compare total costs to the current fee schedule**

Once all direct and indirect costs are calculated, MGT compared the total cost for each fee-related service to the fee currently charged to the public. In most cases we found the total cost of providing a service exceeded the fee charged. In these instances, the fee can be increased to recover these subsidies, up to the maximum allowed fee. In some cases, the fees may have come in lower and staff are recommending to stay with the current fee rather than lower it.

#### **5. Costs and revenues are annualized by incorporating annual volume figures**

Up to this point we have calculated fee costs and revenues on a per-unit basis. By incorporating annual volume figures into the analysis, we extrapolate the per-unit results into annual cost and annual revenue information. This annualization of results gives management an estimate of the fiscal impact of proposed fee adjustments.

Because annual volume will vary from one year to the next, these figures are estimates only. Actual revenue will depend on future demand level and collection rates.

#### **6. Recommend fee adjustments**

MGT provides fee adjustment recommendations based on full cost information, staff recommendations and industry best practices. Of course, MGT's recommendations are advisory in nature only, ultimately the Board must decide what fee levels are appropriate.

## **Legal, Economic & Policy Considerations**

Calculating the true cost of providing county services is a critical step in the process of establishing user fees and corresponding cost recovery levels. Although it is a principal factor, other factors must also be given consideration. County decision-makers must also consider the effects that establishing fees for services will have on the individuals purchasing those services, as well as the community as a whole.

The following legal, economic and policy issues help illustrate these considerations:

#### **LEGAL RESTRICTIONS**

If a fee is set by the state, then that fee needs to be charged based on the state's limitations.

#### **ECONOMIC BARRIERS**

It may be a desired policy to establish fees at a level that permits lower income groups to use services that they might not otherwise be able to afford.

#### **COMMUNITY BENEFIT**

If a user fee service benefits the community as a whole to some extent, it is appropriate to subsidize a portion of the fee.

### **PRIVATE BENEFIT**

If a user fee primarily benefits the fee payer, the fee is typically set at, or close to, 100% full cost recovery. Development related fees generally fall into this category; however, exceptions are sometimes made for services such as appeal fees or fees charged exclusively to residential applicants.

### **SERVICE DRIVER**

In conjunction with the third point above, the issue of who is the service recipient versus the service driver should also be considered. For example, code enforcement activities benefit the community as a whole, but the service is driven by the individual or business owner that violates county code.

### **MANAGING DEMAND**

Elasticity of demand is a factor in pricing certain County services; increasing the price of some services results in a reduction of demand for those services, and vice versa.

### **COMPETITION**

Certain services, such as park usage or facility rentals, may be provided by neighboring communities or the private sector, and therefore demand for these services can be highly dependent on what else may be available at lower prices. Furthermore, if the County's fees are too low, demand enjoyed by private-sector competitors could be adversely affected.

### **INCENTIVES**

Fees can be set low to encourage participation in a service, such as obtaining a water heater permit.

### **DISINCENTIVES**

Penalties can be instituted to discourage undesirable behavior. Examples include fines for construction without a building permit and fines for excessive false alarms within a one-year period.

## **Analysis Highlights**

Below is a brief discussion of findings for each department's analysis. Please see the user fee summary sheets in Chapter 4 of this report for the details on each fee calculation and cost analysis.

### **COUNTY CLERK**

The County Clerk's department is responsible for setting fees related to services such as photocopies, notarial certifications, copy of documents, divorce packets and vital records copies to name just a few.

MGT analyzed the various services offered through this department and found that many of the current fees are set at what it is actually costing to provide the service. For these fees, staff have recommended no changes to the current fee. Staff have recommended to remove the Search Criminal Records fee from the schedule since this service is no longer provided by the Clerk's department.

John F. Fuentes  
County Administrator/Controller

Todd J. Campbell  
Deputy Administrator



Kate Rademacher  
Finance Director

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St. Johns, Michigan 48879  
(989) 224-5120 • Fax: (989) 224-5102  
www.clinton-county.org

**To:** Clinton County Board of Commissioners

**From:**   
Todd J. Campbell, Deputy County Administrator

**Date:** March 3, 2026

**Subject:** BOC Special Meeting – Planning & Zoning Services Discussion

During the February 5<sup>th</sup> Special Board of Commissioners (BOC) meeting and the February 24<sup>th</sup> Regular BOC meeting, Commissioners requested additional information regarding County planning & zoning services in preparation of the upcoming March 12<sup>th</sup> Special BOC meeting. The attachments to this memo are informational items reflective of the BOC's requests.

**Attachment #1:** Includes the former Community Development Department staffing model (2023 - combined the Planning & Zoning and Building/Soil Erosion functions into one department with one department head (Community Development Director) responsible for oversight of the department in its entirety), The current staffing model for the separate departments of Planning & Zoning and Building Code Enforcement, includes Soil Erosion (late 2024 to present) and the conceptual Community Development Department Re-Organization model (2026)

**Attachments #2 - #9:** Job description for the former Community Development Director position and job descriptions for the current staffing model of two separate departments – Planning & Zoning Director (also serves as the Zoning Administrator), Assistant Planner, Planning & Zoning Secretary, Building Department Director (also serves as the Building Official and the Soil Erosion Administrator), Building Inspector/Soil Erosion Enforcement Officer, Building Secretary/Accounting Clerk and Part-Time Soil Erosion Secretary.

**Attachment #10:** Community Development/Planning & Zoning Type Position Vacancies around Michigan (spreadsheet) **Note:** The Community Development Director salary was approved at \$105,000/annually at the top of the scale in May 2024 by the BOC. Adding annual cost of living increases of 3% would increase the wage to \$111,395 in 2026.

Please contact Administration with any questions.

**Suggested Action:**

For your review and discussion

**Community Development Department Staffing model (2023) (FTE = 5.5) –**

	Funding Source	
	G/F	Code Enforcement S/R
• Community Development Director	60%	40%
• Building & Zoning Administrator	25%	75%
• Planning/Permit Technician	100%	-
• Building Inspector/Soil Erosion	-	100%
• Building Secretary/Acct Clerk	-	100%
• Soil Erosion Secretary (.5FTE)	-	100%

**Current Departmental Staffing models (2026) (FTE = 6.5) –**

	Funding Source	
	G/F	Code Enforcement S/R
<b>Planning and Zoning</b>		
• Planning/Zoning Director	100%	-
• Assistant Planner	100%	-
• Planning/Zoning Secretary	100%	-
<b>Building Code Enforcement</b>		
• Building Official	-	100%
• Building Inspector/Soil Erosion	-	100%
• Building Secretary/Acct Clerk	-	100%
• Soil Erosion Secretary (.5FTE)	-	100%

**Conceptual Community Development Re-Organization (2026) (FTE = 6.5) –**

	Funding Source	
	G/F	Code Enforcement S/R
• Community Development Director	60%	40%
• Asst Planner/Zoning Administrator	100%	-
• Planning/Zoning Secretary	100%	-
• Building Official/Plan Reviewer	-	100%
• Building Inspector/Soil Erosion	-	100%
• Building Secretary/Acct Clerk	-	100%
• Soil Erosion Secretary (.5FTE)	-	100%

# CLINTON COUNTY JOB DESCRIPTION

## COMMUNITY DEVELOPMENT DIRECTOR

**Supervised By:** County Administrator

**Supervises:** Building Director, Inspectors, and Building & Zoning Administrative/Clerical

### **Position Summary:**

Under the direction of the County Administrator, directs departmental operations which include planning, zoning, building and economic development. Supervises support staff and provides staff support to the Planning Commission and Zoning Board of Appeals. Participates on various planning related committees.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Supervises all Community Development Department staff, either directly or indirectly through senior staff or Division Administrator(s). Develops department wide goals, objectives, policies and procedures.
2. Conducts studies and develops long-range development plans to guide County and local officials in making decisions regarding community development and land use planning.
3. Administers County zoning regulations, includes preparing new and revised zoning ordinances.
4. Explains zoning ordinance, floodplain ordinance, soil erosion and sedimentation act, and other ordinances and regulations related to land use.
5. Responds to inquiries from developers, owners, architects, contractors, local officials and others regarding planning and zoning regulations and procedures as well as issues related to specific plans and projects. Answers questions concerning violations and complaints.
6. Administers applications for special use permits, variances, and rezonings which includes conducting research, preparing detailed reports and presenting to appropriate board or committee at public hearing.
7. Prepares for and attends substantial number of evening meetings (Planning Commission, ZBA, Townships) and serves as staff to the Planning Commission and Zoning Board of Appeals. Provides staff recommendations on issues such as lot splits, subdivisions, special use permits, mineral extraction, planned unit developments, and related land use issues.

8. Prepares for public hearings and ensures that procedures are in compliance with the Clinton County Zoning Ordinance and State Enabling Legislation.
9. Monitors staff activities to ensure compliance with building, zoning, and soil erosion control laws and ordinances. Reviews all departmental reports and presentations. Acts as the Department's Freedom of Information Act (FOIA) Coordinator.
10. Facilitates economic development in Clinton County. May assume role in regional economic development efforts. Represents the Department on state/regional/local boards as directed by the County Administrator.
11. Performs various administrative tasks such as preparing the departmental budgets for Planning, Zoning and Building divisions, developing policies and procedures, preparing department activity and status and special reports as requested by the County Administrator, Planning Commission and the Board of Commissioners.
12. Ensure the County Administrator and Board of Commissioners are kept fully informed on the condition of the Department and any trends, events, or emerging issues of significance to the Department's success.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in regional planning or closely related field.
- Four years of planning and zoning experience with substantial experience in land use planning, site reviews, regional planning and zoning enforcement.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry, GIS, BS&A, and the ability to learn new software programs applicable to the position.
- Michigan Vehicle Operator's License.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Walks over uneven terrain to inspect property to arrive at a decision on building and zoning applications.
- Travels to various locations to attend meetings and represent the department.

# CLINTON COUNTY JOB DESCRIPTION

## PLANNING & ZONING DIRECTOR

**Supervised By:** County Administrator/Controller

**Supervises:** Assistant Planner and Planning & Zoning Secretary

### **Position Summary:**

Under the direction of the County Administrator/Controller, directs departmental operations which include planning, zoning and economic development. Supervises support staff and provides staff support to the Planning Commission and Zoning Board of Appeals and the County Board of Commissioners. Participates on various planning & zoning related committees. Serves as the County Zoning Administrator.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Supervises all Planning & Zoning Department staff. Responsible for training, scheduling and approving leave, assigning work, reviewing and evaluating performance and with the County Administrator/Controller for hiring and employee relations issues. Also, develops department wide goals, objectives, policies and procedures.
2. Administers County zoning regulations, includes preparing new and revised zoning ordinances.
3. Reviews zoning compliance applications.
4. Administers applications for special use permits, variances, rezonings and any other planning and zoning related issues which includes conducting research, preparing detailed reports and presenting to appropriate board or committee at public hearing. This also includes being responsible for conducting site plan reviews (for planning purposes), variance reviews, site inspections, field work and report writing.
5. Prepares for and attends substantial number of evening meetings (Planning Commission, ZBA, Townships, various committees such as advisory committees and taskforces) and serves as staff to the Planning Commission and Zoning Board of Appeals Provides staff recommendations on issues such as lot splits, subdivisions, special use permits, mineral extraction, planned unit developments, and related land use issues.
6. Prepares for public hearings and ensures that procedures are in compliance with the Clinton County Zoning Ordinance and State Enabling Legislation.

7. Conducts studies and develops long-range development plans to guide County and local officials in making decisions regarding community development and land use planning. Conducts research, analysis and organizes data.
8. Explains zoning ordinance and regulations related to land use.
9. Responds to inquiries from developers, owners, architects, contractors, local officials and others regarding planning and zoning regulations and procedures. Answers questions concerning planning & zoning violations and complaints.
10. Monitors staff activities to ensure compliance with planning & zoning laws and ordinances. Reviews all departmental reports and presentations. Acts as the Department's Freedom of Information Act (FOIA) Coordinator.
11. Coordinates economic development activities with regional economic development partner agencies.
12. Performs various administrative tasks such as preparing the departmental budgets for Planning & Zoning, developing policies and procedures, preparing department activity and status and special reports as requested by the County Administrator/Controller, Planning Commission, Zoning Board of Appeals and the Board of Commissioners.
13. Responsible for the completion of the County's Comprehensive Plan Five-Year Update. Participates in the zoning ordinance amendment process and review of planning & zoning fee schedules.
14. Ensure the County Administrator/Controller and Board of Commissioners are kept fully informed on the condition of the Department and any trends, events, or emerging issues of significance to the Department's success.
15. Performs other duties as directed.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in regional planning or closely related field.
- Four years of planning and zoning experience with substantial experience in land use planning, site reviews, regional planning and zoning enforcement.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry, GIS, BS&A, and the ability to learn new software programs applicable to

the position.

- Valid Michigan Vehicle Operator's License.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While conducting site visits, walks over uneven terrain to inspect property to arrive at a decision on planning and zoning applications.
- Travels to various locations to attend meetings and represent the department.

**CLINTON COUNTY  
JOB DESCRIPTION  
ASSISTANT PLANNER**

**Supervised By:** Planning & Zoning Director

**Supervises:** No supervisory responsibility

**Position Summary:**

Under the direction of the Planning & Zoning Director, with the primary focus on the interpretation and enforcement of the County zoning ordinances and Comprehensive Plan. Also assists residents, business owners and developers in understanding and applying zoning and other ordinance requirements and assists the Planning & Zoning Director in providing staff support to the Planning Commission, Zoning Board of Appeals and County Board of Commissioners as needed. May participate in various planning related committees.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Investigates zoning ordinance complaints and works towards compliance, issues tickets, writes field correction/violation notices and writes warrant requests on those individuals who do not comply with the zoning ordinance requirements as necessary. Appears in court to present testimony regarding code and ordinance violations and complaint cases.
2. Responds to inquiries from developers, owners, architects, contractors, local officials and others regarding planning and zoning regulations and procedures. Answers questions concerning planning & zoning violations and complaints.
3. Assists the Planning & Zoning Director in conducting site inspections related to zoning ordinance requirements, including, but not limited to site plan reviews, special land use permits and zoning violation complaints.
4. Assists the Planning & Zoning Director, as needed, in administering and reviewing applications.
5. Provides staff support and attends Planning Commission, Zoning Board of Appeals, County Board of Commissioners and Township meetings in the Planning & Zoning Director's stead as necessary.
6. Explains zoning ordinance and regulations related to land use.
7. Assists in the conducting of studies and the development of long-range development plans to guide County and local officials in making decisions regarding community development and land use planning as directed by the Planning & Zoning Director (for example the County Comprehensive Plan Five-Year Up).

8. Assists Planning & Zoning Director with preparation of annual departmental budget as needed.
9. Performs other duties as directed.

**Required Knowledge, Skills, Abilities And Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential function of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in urban and/or regional planning or other relevant degree and/or experience.
- Minimum one (1) year of experience in planning & zoning and experience in land use planning, reviews for site plans, special land use, rezoning and variance applications at the county/municipal level.
- Extensive knowledge in the use of office equipment and technology, including Microsoft Suite applications, database entry, GIS, BS&A and the ability to learn new software programs applicable to the position.
- Valid Michigan Vehicle Operator's License.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics describe here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk, climb stairs, use hands and fingers, reach with hands and arms, talk, hear and make frequent presentations at public meetings. The employee is frequently required to communicate by telephone and various electronic means (email, text, virtual), read regular and small print, use limited mobility in an office setting, and view and prepare documents and reports. The employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.
- While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly travels to various locations for meetings and to evaluate properties specific to land use applications/permits using a motor vehicle. Walks over uneven terrain to inspect property to arrive at a decision on planning and zoning applications.
- The noise level in the work environment varies from quiet to loud.

# CLINTON COUNTY JOB DESCRIPTION

## PLANNING AND ZONING SECRETARY

**Supervised By:** Planning & Zoning Director

**Supervises:** No supervisory responsibility

### **Position Summary:**

Under the general supervision of the Planning & Zoning Director, accepts and reviews various planning, zoning, building and soil erosion applications/permits. Performs a variety of clerical/administrative support tasks for a number of boards and commissions involved with community development activities. Attends, records and publishes various meeting minutes related to planning and zoning issues. Prepares and processes correspondence, applications and other documents. Responds to phone calls and walk-ins regarding departmental questions. Assists the Planning & Zoning Department staff in delivery of planning and zoning services as needed. Also serves as the backup to the Building Secretary.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives and assists telephone callers and walk-in customers with questions regarding public hearings/meetings, zoning regulations, application processes, compliance issues and related concerns.
2. Accepts, reviews and processes various planning & zoning applications received in the office. Ensures applications are properly completed and forwarded in a timely manner. Notifies applicants of relevant County meetings or public hearings. Collects permit fees and assists with preparing documents and transmittals to the Treasurer's office.
3. Prepares and distributes a variety of documents including correspondence, legal notices, applications, agendas and meeting packets to the numerous boards and commissions involved with Planning & Zoning.
4. Schedules meetings, prepares agendas and notices, attends meetings and records and publishes minutes for the Planning Commission and Zoning Board of Appeals in accordance with legal requirements.
5. Maintains files, records and reports concerning development proposals for all relevant boards, commissioners and the Planning and Zoning Department.

6. Maintains files for planning, zoning and code enforcement in the software database. Schedules inspections and generates reports as requested.
7. Prepares and processes departmental requisitions, purchase orders and invoices.
8. Maintains and updates the various information on departmental website.
9. Provides assistance to the Planning & Zoning Director and Assistant Planner in researching various issues and requests concerning past and present case files, records status, deeds and bonds and related items.
10. Assists the Planning & Zoning Director with FOIA requests with research, copies, correspondence and itemized statements.
11. Serves as backup to Building Secretary.
12. Performs other duties as assigned.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- Education: High school diploma or equivalent supplemented by college or vocational training in office administration, office technology or a similar field and two years of progressively more responsible experience in providing clerical and administrative support.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Knowledge of the principles and practices of administrative support, office procedures, and records management.
- Ability to learn some regulations and processes pertaining to site plans, special use permits, variances and planning and zoning ordinance.
- Michigan Vehicle Operator's License.
- Prior clerical experience with emphasis in strong organizational skills and ability to multi-task required. Proficiency in computer use including databases and Microsoft

Office suite of programs.

- Prior BS&A software program experience desirable.
- Ability to attend evening meetings.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel, and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

# CLINTON COUNTY JOB DESCRIPTION

## BUILDING DEPARTMENT DIRECTOR

**Supervised By:** County Administrator/Controller

**Supervises:** Subordinate Building Department employees

### **Position Summary:**

Under the supervision of the County Administrator/Controller, plans, directs, and supervises the inspection of newly constructed or renovated buildings and the enforcement of building code that provide for the safe construction of buildings within the county. Performs plan reviews of proposed building projects. Supervises staff engaged in conducting building and trade inspections, reviewing building and trade applications and issuing permits, soil erosion and other services related to departmental responsibilities. The Building Department Director serves as the County Building Official and Soil Erosion Administrator.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Supervises all Building Department staff. Responsible for training, scheduling and approving leave, assigning work, reviewing and evaluating performance and with the County Administrator/Controller for hiring and employee relations issues. Also, develops department wide goals, objectives, policies and procedures.
2. Completes the preparation of the budget for the department, which includes data gathering, tracking permits and proposing adjustments to fee schedules accordingly.
3. Reviews building plans and blueprints for building projects prior to their approval and issuance of building permits, ensuring compliance with building, soil erosion and ensuring that approved products, materials and techniques are used during construction.
4. Directs the inspection of new and existing buildings, assigning tasks or personally conducting inspections at various locations throughout the County, ensuring compliance to building codes.
5. Responds to inquiries from developers, owners, architects, and others regarding building and soil erosion regulations and procedures as well as issues related to specific plans and projects.
6. Responds to complaints from property owners, contractors, architects, and local units of government regarding inspections of the building department and related matters. Investigates complaints, collects background information, reviews relevant documents

and attempts to resolve complaints or explain actions. Informally mediates disputes between builders and homeowners.

7. Investigates complaints, issues tickets, writes field correction notices, and writes warrant requests on those individuals who do not comply with building code or soil erosion ordinance requirements. Appears in court to present testimony regarding code and ordinance violation and complaint cases.
8. Administration of floodplain and wetlands regulations as pertaining to construction permitting.
9. Attends meetings and serves as staff to the Construction Board of Appeals and the Zoning Board of Appeals on an as needed basis.
10. Coordinates Building Department operations with other county departments and agencies and township officials.
11. Regularly performs all the functions of a Building Inspector.
12. Administration of the County's Soil Erosion Department and Ordinances.
13. Attends and serve as staff for Planning Commission, Zoning Board of Appeals and Board of County Commissioners meetings on an as needed basis.
14. Attend, serve, or present for various board or committee meetings such as advisory committees, taskforces, and local township meetings as needed.
15. Participate in special projects such as review of the County's Comprehensive Plan (every 5 years), Zoning and Soil Erosion Ordinance Amendment process, and review of Fee Schedule (Building and Soil Erosion) as requested.
16. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma supplemented by additional college or vocational training in building construction, construction management or a related field and eight years of progressively more responsible experience in building construction and building with supervisory experience.
- The county, at its discretion, may consider an alternative combination of formal

education and work experience.

- Valid Registration as a Building Code Official, Plan Reviewer and Building Inspector in the State of Michigan.
- Valid Michigan Department of Environmental Quality Soil Erosion certification.
- Valid Michigan Vehicle Operator's License.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration, and resource management, and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of plan review, building inspections, and building construction.
- Considerable knowledge of reading blue prints and architectural plans, applicable building codes, performing building inspections, maintaining detailed and accurate records, and applicable local, state, and federal laws, rules, and regulations.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing and making presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with county employees, contractors to the county, representatives of other governmental units, professional contacts, elected officials, and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry and the ability to learn new software programs applicable to the position.
- Skill in the use of photographic, audio, and video equipment.
- Ability to attend meetings scheduled at times other than normal business hours.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, climb

stairs, use hands and fingers, reach with hands and arms, talk, and hear. The employee is frequently required to communicate by telephone, read regular and small print, use limited mobility in an office setting, and view and prepare documents and reports. The employee is occasionally required to sit, stoop, and crawl as necessary to observe building components. The employee must lift or push/pull objects of up to 40 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly travels between work sites using a motor vehicle. The noise level in the work environment varies from quiet to loud.

# CLINTON COUNTY JOB DESCRIPTION

## BUILDING INSPECTOR/SOIL EROSION ENFORCEMENT OFFICER

**Supervised By:** Building Department Director

**Supervises:** No supervisory responsibility

### **Position Summary:**

Under the supervision of the Building Department Director, conducts on-site inspections of commercial, industrial, and residential building projects throughout the county to ensure full compliance with state building codes for new construction, additions, and alterations. Ensures that construction is in conformance with plans and specifications approved by the Building Department and requires that code violations be corrected. Assists contractors and the general public with information regarding construction and code related matters. Administers the county's Soil Erosion and Sedimentation Control program. Responds to questions regarding construction and ensures that construction and grading projects are in compliance with appropriate state laws. Performs plan reviews and site inspections as they pertain to soil erosion and storm water runoff. Prepares and issues soil erosion permits, and conducts seminars on soil erosion and sedimentation.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Reviews plans, specifications and blueprints of proposed buildings or buildings being remodeled for compliance to codes and ordinances. Approves permit applications for construction or remodeling when requirements are complied with. Reviews soil erosion control plans and evaluates the effectiveness of proposed control measures within the scope of the county's soil erosion and sedimentation control program.
2. Conducts inspections of building sites to ensure compliance with State and building codes setback requirements. Inspects materials and construction to ensure compliance with approved plans and specifications including inspecting footings, backfill, rough framing, barrier free design, final building, and all other aspects of construction as it relates to code compliance. Prepares and issues soil erosion and sedimentation control permits in conjunction with the Building Department Director, who is the designated county enforcing agent.

3. Seeks voluntary compliance where standards are not met, advising for corrections, issuing violation notices when necessary, and performing re-inspections to determine actions taken to bring the structure into compliance with standards.
4. Schedules and inspects soil erosion control measures, process inspection reports and follows through with enforcement as necessary.
5. Investigates complaints, issues tickets, writes field correction notices, and writes warrant requests on those individuals who do not comply with building code requirements. Testifies in court and at appeal on behalf of the Building Department.
6. Gives approval of on-site conditions for temporary and permanent certificates of occupancy.
7. Works closely with other governmental agencies to promote better understanding of environmental protection through soil erosion control and enforcement, including effective permit issuing during the construction process.
8. Answers inquiries from property owners, contractors, architects, local units of government, and others regarding code interpretation, clarification of Building Department policies and procedures, violation complaints, soil erosion program activities and general information. Provides information and advice to owners, contractors, developers, engineers and architects regarding building code requirements and construction procedures and offers assistance in making applications for permits.
9. Reviews records of permits issued and denied, inspection requirements needed, complaints and their investigation, and prepares reports and correspondence. Conducts annual review of the county's Soil Erosion and Sedimentation control program and makes recommendations for improvement as may be necessary.
10. Participates in continuing education to maintain required certifications for building and soil erosion. Attends various meetings, seminars, workshops, and conferences to keep current on the latest methods and techniques in building trades, housing and code inspection and enforcement.
11. Participates in departmental cross-training to be able to assist with general office functions. This may include application entry, data entry, receiving permit fees and processing departmental mail.
12. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma supplemented by additional college or vocational training in building construction, construction management or a related field and six years of progressively more responsible experience in building construction and building and zoning code enforcement.
- The county, at its discretion, may consider an alternative combination of formal education and work experience.
- Valid Registration as a Plan Reviewer and Building Inspector in the State of Michigan.
- Valid Michigan Vehicle Operator's License.
- Valid State of Michigan Department of Environment, Great Lakes & Energy (EGLE) Soil Erosion certification.
- Thorough knowledge of the principles and practices of building inspections and building construction.
- Considerable knowledge of performing building inspections, applicable building codes, general plan review for residential and/or light commercial structures, reading blue prints and architectural plans, maintaining detailed and accurate records, and applicable local, state, and federal laws, rules, and regulations.
- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with county employees, contractors to the county, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry and the ability to learn new software programs applicable to the position.
- Skill in the use of photographic, audio, and video equipment.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, climb stairs, use hands and fingers, reach with hands and arms, talk, and hear. The employee is frequently required to communicate by telephone, read regular and small print, use limited mobility in an office setting, and view and prepare documents and reports. The employee is occasionally required to sit, stoop, and crawl as necessary to observe building components. The employee must lift or push/pull objects of up to 40 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly travels between work sites using a motor vehicle. The noise level in the work environment varies from quiet to loud.

# CLINTON COUNTY JOB DESCRIPTION

## BUILDING SECRETARY/ACCOUNTING CLERK

**Supervised By:** Building Department Director

**Supervises:** No supervisory responsibility

### **Position Summary:**

Under the general supervision of the Building Department Director, performs a variety of tasks to assist with the clerical and accounting processes of the Building Department. Activities include conducting file searches, answering questions from the public, maintaining office files, scheduling building and trades inspections, tracking permits, payment processing and maintaining permit database. Takes complaints on the phone and in person and provides general information in response to requests. Serves as back up to Soil Erosion Secretary and Planning & Zoning Secretary as needed.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives telephone calls and assists walk-in visitors, providing them with information, answering their inquiries or directing them to the appropriate person regarding building, electrical, plumbing and mechanical permits.
2. Takes complaints from concerned parties and forwards to the Building Department Director or an inspector. Notifies individuals of the progress of complaint investigations as appropriate
3. Completes and/or verifies all pertinent information on applications, inputs information into permits program, prepares permits, collects fees and processes payments. Prepares documents and transmits money to the Treasurer's office weekly.
4. Schedules building and trade inspections and prepares inspection schedule for each inspector daily. Prepares and sends building violation notices to permit holders and residents.
5. Maintains data bases in building software regarding the status of particular permits, payments, violations, notices and related timetables.
6. Uses the Department of Licensing and Regulatory Affairs website to verify contractor licenses.

7. Types a variety of materials such as letters, memoranda, permits, applications, and reports.
8. Processes daily incoming and outgoing mail.
9. Orders and maintains office supply inventory.
10. Oversees and reconciles all processed payments (cash, check and credit card). Oversees the Building Department and Planning & Zoning Department on-line credit card payment system.
11. Responsible for petty cash fund.
12. Manages/tracks special (e.g. impact fee) payments for specific building/development projects.
13. Prepares and reconciles bi-weekly trade inspector disbursements.
14. Prepares Department review/expenditure reports.
15. Acts as the primary point of contact with the County Treasurer's Office and Accounting Department regarding financial transactions.
16. Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices while using Tyler Hub, a financial application.
17. Posting appropriate website content aligned with the organization's strategy using Civic Plus.
18. Assists management with new employee training, and acclimation.
19. Assists trade inspectors with computer data input and helps with troubleshooting computer software and/or hardware.
20. Prepares paperwork and requests for refunds to the Accounting Department and credit card agency.
21. Assist with various Building Department and Planning & Zoning Department projects such as end of year reports, budget reports, FOIA reports, and archived scanning project.
22. Notary services for Building Department and Planning & Zoning Department.
23. Prepares and distributes a variety of documents including correspondence, notice, applications, agendas and meeting packets to the Construction Board of Appeals (CBA).
24. Participates in CBA meeting with a setup of equipment, role call votes, and minutes.

25. Performs other duties as directed.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or equivalent supplemented by college or vocational training in secretarial science or a similar field and two years of progressively more responsible experience in providing clerical and administrative support.
- The county, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of administrative support, office procedures, and records management.
- Knowledge and skill in maintaining accurate electronic records and providing customer service.
- Skill in assembling and analyzing data, and preparing reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with county employees, contractors to the county, representatives of other governmental units, professional contacts, elected officials, and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry and the ability to learn new software programs applicable to the position.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic

documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel, and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

# CLINTON COUNTY JOB DESCRIPTION

## PART-TIME SOIL EROSION SECRETARY

**Supervised By:** Building Department Director

**Supervises:** No supervisory responsibility

### **Position Summary:**

Under the general supervision of the Building Department Director, performs a variety of tasks for the Building Department. Receives information and implements the County Soil Erosion and Sedimentation Control (SESC) program. Also serves as the backup to the Building Department Secretary.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives and processes miscellaneous single trade, building and soil erosion applications. Issues approval of permits as appropriate.
2. Verifies all information on applications to be complete, inputs information into BS&A, prepares permits and collects fees.
3. Processes all SESC paperwork including permit issuance and letters of completion for all closed permits. Responsible for releasing any/all security bonds in correlation with final commercial approval.
4. Schedules all SESC inspections and records all results of any/all SESC inspection/investigations and complaint investigations.
5. Types a variety of materials such as letter, memoranda, permits, applications and reports.
6. Serves as daily backup to Building Secretary.
7. Processes daily incoming and outgoing mail.
8. Assists the Building Department Director in responding to FOIA requests regarding SESC bonds.

9. Receives, processes and responds to building department email correspondence and phone calls/voicemails.
10. Checks and processes building department inspection line voicemails.
11. Daily office coverage for building and soil erosion departments.
12. Greeting and assisting in person customers, contractors and clients when they arrive in the Building Department.
13. Receives and records any complaints. Schedules and records any related inspections and subsequent enforcement activity. Sends written or email correspondence for enforcement activity under the direction of the Building Department Director.
14. Performs all other duties as directed.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- Education: High School graduate or equivalent.
- The county, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Prior clerical experience with emphasis in strong organizational skills and ability to multi-task required. Proficiency in computer use including databases and Microsoft Office suite of programs.
- Prior BS&A software program experience desirable.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry and the ability to learn new software programs applicable to the position.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel, and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

**Community Development Director/Planner/Zoning Administrator Job Postings (as of February 23, 2026)**

Comparable to Clinton County Comm Dev Dir Position				
Employer	Position	Salary/Wage	Requirements	Yrs of Experience
City of Garden City Population: approx. 26,410	Director of Community Development	\$90,000-\$100,000	BA in Urban Planning, Public Admin, business management or related	3 to 5 yrs
Cascade Charter Twp Population: approx. 20,172	Zoning & Code Administrator	\$65,728-\$89,939	BA w/course work in public admin, engineering, architecture, planning or related field or Associates Degree w/equivalent combo of minimum of 2 yrs of related experience - zoning and inspections	1 to 2 yrs
Village of Brooklyn Population: approx. 1,313	Community & Economic Development Director	\$50,000-\$60,000	BA in community or economic planning, public admin, Masters preferred	2 + yrs
ROWE Prof. Services Company	Senior Planner I	???	BA in Urban or Regional Planning	minimum 10 yrs
McKenna	Senior Level Planner	???	Graduate degree in Urban Planning or related	4 to 6 yrs
City of East Lansing Population approx. 48,964	Director of Planning, Building & Housing	\$99,962-\$139,952	BA in planning, public admin or related, Masters preferred	minimum of 7 yrs
Charter Twp of Oxford Population: approx. 23,104	Planning & Zoning Executive	\$65,000-\$75,000	BA in Urban and/or regional planning	2 to 3 yrs
SEMCOG	Planner - with interest in environmental & sustainability	\$54,856-\$83,423	BA in planning urban studies, public admin or related environmental field	minimum 1 to 7 yrs
City of Deaborn Population: approx. 109,976	Planner	\$59,178		
City of Dearborn Population: approx. 109,976	Planning & Zoning Manager	\$95,081		
SEMCOG	Planner II/III - Economic & community vitality team	\$60,506- \$83,423		
City of Wyoming Population: approx. 76,518	Director of Community & Economic Development	\$101,000-\$145,000	BA in city & regional planning, urban planning, public admin or related field	
City of St. Joseph Population: aprox. 7,862	Zoning Administrator	???	BA in urban planning, community development, public admin or related field	
Charter Twp of Delta Population: approx. 33,211	Associate Planner	\$65,000-\$78,000	BA in urban and/or regional planning or relevant area	minimum of 1 yr
City of Grand Ledge Population: approx. 7,838	Zoning Administrator	\$61,339-\$82,162	BA in planning, land use/zoning, public admin or related field	minimum of 1 yr
West Bloomfield Twp Population: approx. 65,888	Planning & Development Services Deputy Director	\$84,917-\$129,231	BA in construction management, planning, engineering, architecture or related AICP, Professional Engineer or Building Official certification preferred	3 to 5 yrs