

GRATIOT COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH
ADMINISTRATIVE SECRETARY POSITION**

RESOLUTION NUMBER 26-438

ADOPTED JULY 21, 2026

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

WHEREAS the Animal Control Department has benefited from assignment of co-op student to perform clerical and other duties for several years; and

WHEREAS co-op students assigned to the department have demonstrated the need for a part-time position to assure animal-related complaints are processed efficiently, to maintain public hours at the animal shelter, to answer citizen inquiries, to assist with animal care activities, and numerous other daily tasks at the animal shelter.

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

BE IT FURTHER RESOLVED that the Finance Director is authorized to implement any necessary budget adjustments consistent with this resolution.

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

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

AYES: _____

NAYS: _____

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

STATE OF MICHIGAN)

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COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 21st day of July 2026, and that notice of such meeting was given as required by law.

Angie Thompson, Gratiot County Clerk