

Approved: February 17, 2026

Resolution No. 26-366

1. **PURPOSE:** The purpose of this policy is to ensure that appropriate contract documents are prepared, executed, and recorded in a proper manner.
2. **AUTHORITY:**
 - 2.1 Authority to establish rules and regulations in reference to the management of the interest and business concerns of the county is vested with the Gratiot County Board of Commissioners (MCL 46.11(m)).
 - 2.2 The duties and powers of the Chairperson include execution of contracts (MCL 46.3(5) and Rules of Organization (2.1.1.3)).
 - 2.3 Records and accounts of the Board of Commissioners, including contracts, must be deposited with the County Clerk (MCL 46.5).
3. **APPLICATION:** This policy applies to all department heads, elected officials, and agencies of Gratiot County.
4. **RESPONSIBILITY:** The Administrator shall be responsible for the implementation and administration of this policy
5. **DEFINITIONS:**
 - 5.1 “*Administrator*” means the Gratiot County Administrator or designee.
 - 5.2 “*Agency*” refers to any organization, unit, or activity that utilizes Gratiot County as its funding unit.
 - 5.3 “*Chairperson of the Board of Commissioners*” means the duly elected Chairperson of the Board of Commissioners or the Vice-Chairperson of the Board of Commissioners in his/her absence.
 - 5.4 “*Contract*” means a written agreement, especially one concerning employment, sales, or tenancy, that is intended to be enforceable by law.
 - 5.5 “*County Counsel*” means the private firm designated by the Board of Commissioners to represent the County in all legal matters. See Legal Services Policy No. 1210.
 - 5.6 “*Department head*” refers to the leader, manager or chief of a specific division or unit of County government responsible for the overall supervision, direction, coordination and evaluation of activities within their department.

5.7 ***“Elected official”*** means a constitutional county officeholder selected by the voters of Gratiot County.

6. POLICY:

6.1 **Contract Negotiation.** When negotiation of a purchase price or service fee is required, such negotiations require participation of the County Administrator acting on behalf of the Board of Commissioners.

6.2 **Execution of Contracts.** After approval by the Board of Commissioners, department heads shall submit two hard copies of contracts executed by the vendor to the County Administrator for county signatures. Signatures must be obtained through the County Administrator.

The Board Chairperson is the only authorized signatory for Gratiot County unless others are authorized to sign by Board resolution, state statute, or case law. The Vice-Chairperson is authorized to sign in the absence of the Board Chairperson. All contracts shall be subject to review as to form by County Counsel prior to execution.

Once the contract documents are completely executed, the County Administrator shall submit one copy to the County Clerk’s Office for filing, and one copy to the appropriate department. Department heads are responsible for delivery of a fully executed contract to vendors service providers.

In the event a contract requires electronic signatures, all rules for approval apply. It is the responsibility of the department head to print and submit fully executed contract documents to the County Clerk’s Office and the County Administrator.

6.3 **Contract Expiration.** It is the responsibility of department heads to monitor expiration dates of contracts that involve their respective departments and to determine if an agreement needs to be renewed or if the services are no longer necessary. If the contract needs to be renewed, a resolution to renew the agreement should be scheduled for Board approval prior to expiration of the agreement.

6.4 **Unauthorized Contracts.** If any elected official, department head, or other county employee or agent signs a contract which is contrary to this policy, forbidden by statute, or otherwise disallowed, the County Board of Commissioners reserves the right to set aside such contract. Furthermore, said person shall be individually responsible for any damages to the County because of the unauthorized signature. Violation of this policy may result in disciplinary action up to and including termination of employment.

7. ADMINISTRATIVE PROCEDURES

7.1 The County Administrator shall provide for the administration and processing of County contracts.

7.2 Exceptions: Any exceptions or unusual circumstances not provided for in this policy must have specific prior written approval from the Chairperson of the Board of Commissioners or the County Administrator

8. ADMINISTRATOR AND LEGAL COUNSEL REVIEW

The County Administrator shall approve all new and amended policies as to substance. County Counsel shall approve all new and amended policies as to legal content. These approvals shall accompany draft policies and amended policies submitted to the Board of Commissioners for consideration.