

**Approved: March 11, 2021**  
**Resolution No. 21-20**

Section 11 of the County Boards of Commissioners Act, being MCL 46.11, assigns to the Board of Commissioners authority to establish rules and regulations in reference to the management of the interest and business concerns of the county as the board considers necessary and proper in all matters not especially provided for under the laws of the state. Section 5 of the Act, being MCL 46.5, requires that executed contracts be deposited with the County Clerk. To assure that appropriate contract documents are prepared, executed and recorded in a proper manner, the following procedures shall be implemented.

**History:** 2021, Resolution 21-20, Effective March 11, 2021; -- Amended 2023, Resolution 23-72, Effective May 11, 2023

**A. 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.

**History:** 2021, Resolution 21-20, Effective March 11, 2021; -- Amended 2023, Resolution 23-72, Effective May 11, 2023

**B. 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 Ogemaw County unless others are authorized to sign by Board resolution. The Vice-Chairperson is authorized to sign in the Board Chairperson's absence.

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. The requesting department is responsible for delivering the fully executed contract to vendors service providers.

**C. Electronically-Signed Contracts**

In the event a contract is signed electronically, it is the responsibility of the department to submit one fully executed contract to the County Administrator. The County Administrator shall otherwise take the same steps as outlined in the Execution of Contracts above.

D. Contract Expiration

It is up to each department to monitor expiration dates of contracts that involve their departments to determine if the 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 before the Board of Commissioners before expiration of the agreement.