

# PELLSTON REGIONAL AIRPORT

The Pellston Airport Staff consists of one county employee, and Pellston ARFF Inc., the contracted Fixed Based Operator (FBO) with 21 employees.

## Airport Director Responsibilities:

- Management of all airport facilities
- Compliance with federal, state, & county rules, policies, & regulations
- Organize & direct operations, business, & maintenance
- Develop & implement 5/10 year Capital Improvement Plan
- Coordinate Airport Layout Plan and Airport Master Plan
- Preparation and execution of annual airport budget
- Tenant management & assist with contract negotiation
- Project management for airport improvement projects
- Prepare and manage airport federal grants
- Assist in airport public relations and marketing
- Supervision of Fixed Based Operator (FBO) activities

## Pellston ARFF Inc. FBO Services Offered:

- Universal Communications (UNICOM) – Radio communication with aircraft on or near Pellston
- Aircraft Rescue and Firefighting
- Aircraft Refueling
- Ground Auxiliary Power
- Lavatory Service
- Aircraft De-Ice/Anti-Ice – General Aviation
- Passenger Movements
- After Hours Service Upon Request

## Airport Information:

- Public Use - Air Carrier Airport
- Hours of Operation: 5:30 AM – 11:00 PM
- 2 Runways
- Free Parking
- Contracted Operations – Pellston ARFF Inc
  - Aircraft Rescue & Firefighting (ARFF)
  - Snow Removal
  - Airport Inspections and Maintenance
  - Grounds Maintenance
  - Building Maintenance
  - Janitorial Services
  - Fuel Supply Maintenance
  - Airport Equipment Maintenance

Based on the 2017 Michigan Aviation System Plan (MASP), Pellston Airport activities generate over 20 million dollars in local income and 59 million dollars in local output annually. The largest source of revenue generation for the airport is general aviation jet fuel. In 2021, the airport sold 635,586 gallons of general aviation jet fuel (private and charter), 125,472 gallons of commercial jet fuel (Delta), and 16,925 gallons of 100 low lead fuel (small piston engine aircraft). All revenue generated on airport must stay "with" the airport, as it is federally obligated by the FAA.

In 2021, the airport generated 11,892 total air traffic operations and 59,933 Delta passengers flew in or out of Pellston. The funding for major airport projects comes from the Federal Aviation Administration Airport Improvement Program (AIP) and the recently added Bipartisan Infrastructure Law (BIL) funding. The airport receives an entitlement of one million dollars per year for eligible projects from AIP and just over one million per year for eligible projects under BIL.

**Airport Facilities:**

- Main Terminal
- General Aviation Terminal
- Snow Removal Equipment Building
- 22 – County T-Hangars (3 Buildings)
- 2 - County Box Hangars
- 13 - Privately Owned Hangars
- 3 Storage Buildings
- Power Vault for Airfield Lighting
- Pump House
- Fuel Farm

**Commercial Tenants:**

- Air Carrier – Delta (Operated by Skywest)
- Air Carrier Operations – Unifi Services
- Transportation Security Administration (TSA)
- Vehicle Rentals – Avis/Budget
- Shuttle Service – Mackinaw Shuttle
- Restaurant – Hoppies Landing
- Aircraft Repair – Northern Michigan Jet Services
- Fed-Ex

## 57<sup>TH</sup> CIRCUIT COURT

Circuit Court is referred to as the trial court of general jurisdiction because of its very broad powers. It has jurisdiction over all case types not specifically assigned to one of the other trial courts, i.e. the Probate and District Courts. The 57<sup>th</sup> Circuit Court was established by the Legislature in 2014. It serves only Emmet County. Judges serve 6 year terms. Judge Jennifer E. Deegan was appointed by Governor Whitmer in April 2021. Judge Deegan was recently re-elected in 2022.

Due to the historical nature of the Circuit Court, many of the Circuit Court services are provided by other departments. This requires coordination of services between offices. This is different from the Probate and District Courts which maintain all services within their department. For example, The Emmet County Clerk's office is responsible for housing and maintaining Circuit Court files.

All eight staff members in the Emmet County Clerk's office support and assist the Court, along with performing other duties of the office. Court work is the primary responsibility for three of these members of the Clerk's staff. In addition to having court records kept by a separate official, probation services for Circuit Court are provided by employees of the Michigan Department of Corrections assigned to the Court's Probation Office. There are six staff members in the Circuit Court Probation Office. Also, Circuit Court is assisted in cases involving minor children by the Office of the Friend of the Court. There are eight staff members in this office.

The caseload of Circuit Court falls primarily into three categories, (1) felony crimes, (2) domestic relations and (3) civil litigation. Felonies are the most serious crimes where the maximum sentence is over one year, and up to life in prison. Domestic relations includes divorces, paternity and support cases, and the related issues of custody, child support, alimony and property division. The court's civil docket consists of personal injury litigation and other cases where the amount claimed is over \$25,000, as well as real estate and zoning cases, personal protection orders and various other civil lawsuits. Complex cases such as medical malpractice, products liability, business disputes and employment discrimination are heard by Circuit Court. The Court also decides appeals from District Court and from administrative agencies.

Cheryl Fitzgerald is the Court Administrator. She has held this position since 2013. She directly supervises Deputy Court Administrator Rachelle Gaines. Ms. Fitzgerald indirectly supervises and coordinates the court services provided by staff of the County Clerk, the Probation Office and the Friend of the Court. Ms. Fitzgerald also serves as Collections Manager, in charge of collecting court assessments such as fines, court costs and restitution from criminal defendants.

The 57<sup>th</sup> Circuit Court was recently awarded an \$8,000 planning phase grant for implementation of a Hybrid DWI/Drug Court from the Michigan Supreme Court (MSC) State Court Administrative Office (SCAO) Drug Court Grant Program (MDCGP). The Court projects implementation of the program in October 2023.

## **Community Corrections**

Emmet County Office of Community Corrections (OCC) seeks to reduce state prison commitments for those convicted of a felony offense as well as enhance public safety by providing and supporting evidence-based programming shown to reduce recidivistic behavior. OCC also provides Pre-Trial Risk Assessments and Pre-Trial Supervision to those offenders meeting program eligibility criteria.

The OCC Grant is administered by the Michigan Department of Corrections and reimburses approved activities and administration cost.



# 90<sup>th</sup> District Court

The 90<sup>th</sup> District Court is often referred to as the "People's Court" as it has the most interaction with the public.

- District Court handles most traffic violations, as well as all traffic citations (Civil Infractions).
- District Court handles all criminal cases from inception and retains all misdemeanor cases. A misdemeanor charge is a charge that if found guilty is punishable by up to 1 year in jail. Felony cases begin in District Court but are bound over to Circuit Court with a finding of Probable Cause.
- District Court handles civil claims up to \$25,000 as well as all Landlord/Tenant matters and Small Claims.

## **CRIMINAL DIVISION:**

The Criminal Division of the District Court handles ALL criminal matters from inception. It is also responsible for setting bond conditions and assists in facilitating the appointment of attorneys.

Types of criminal hearings include arraignments, pleas, sentencings, preliminary exams, bench trials, jury trials, pre-trials and probable cause conferences, status conferences, probation violation hearings, and bond violation hearings.

The Criminal Division averages opening over 800 cases per year.

## **CIVIL DIVISION:**

The Civil Division of District Court handles Landlord/Tenant cases, Small Claims, and General civil suits under \$25,000.

Types of Civil hearings include pre-trials, status conferences, bench trials, jury trials, motion hearings, eviction hearings, and small claims.

The Civil Division averages opening over 700 new cases per year.

## **TRAFFIC DIVISION:**

The Traffic Division of District Court handles all Civil Infraction citations from all agencies citing tickets in Emmet County. This includes Emmet County Sheriff Department, Michigan State Police, Petoskey Public Safety Department, City of Harbor Springs Police Department, City of Mackinaw Police Department, and State of Michigan DNR.

This division of the court also handles Municipal Civil Infractions cited by municipalities including, but not limited to Emmet County Building and Zoning, City of Petoskey, City of Harbor Springs, West Traverse Township, and Little Traverse Township.

The traffic division averages handling over 1,000 tickets per year.

## **PROBATION DIVISION:**

Unlike Circuit Court which utilizes Michigan Department of Corrections to supervise their probationers, District Court has an in-house Probation Department to supervise individuals that are sentenced to a term of probation as part of their sanctions.

Each probation officer supervises approximately 150 probationers.

### **Treatment Courts**

The 90<sup>th</sup> District Court also operates two treatment courts under the supervision of our probation department.

Sobriety Court is an intense track of probation for individuals who plea to an Operating Under the Influence 2<sup>nd</sup> offense.

Veterans Treatment Court is an intense track of probation that serves qualifying Veterans in Emmet and Charlevoix Counties whose offense is somehow linked to their service.

Both specialty courts offer participants intensive supervision and extensive therapeutic services in addition to standard terms of probation.

### **STAFF:**

Angela J. Lasher, Chief 90<sup>th</sup> District Court Judge (Emmet and Charlevoix Counties)

Katrina Martin, Attorney Magistrate (Emmet and Charlevoix Counties)

Amanda Miller, Court Administration/Magistrate

Hannah May, Deputy Court Administrator

Brandon Stapor, Chief Probation Officer

Heather McCreery, Probation Officer

Megan Emery, Compliance Officer

Yvonne Olshove, Deputy Probation Clerk

Amber Wilber, Senior Criminal Clerk

Andrea Serveny, Deputy Criminal Clerk

Wendy Viles, Senior Civil Clerk

Jennifer Mancini, Deputy Civil Clerk

Michelle Ford, Traffic Clerk

If you are interested in learning more about the District Court or the treatment courts we offer, please do not hesitate to reach out to Judge Lasher or Amanda Miller at (231) 348-1754 or email [amiller@emmetcounty.org](mailto:amiller@emmetcounty.org)

## **Clerk's Office**

The duties of the County Clerk are provided for by Michigan Law. The County Clerk has a wide arrange of responsibilities and is dedicated to providing excellent customer service. The County Clerk's Office is one of the most diversified in county government and is governed by 596 statutes which fall into four major divisions. They are: Clerk to the Board of Commissioners, Clerk of the Circuit Court, Registrar of Vital Statistics, and Chief Election Official for the County. In addition, the Clerk's Office interacts with nearly all county offices.

**Clerk to the Board of Commissioners.** As Clerk to the Board of Commissioners, it is the responsibility of the Clerk to attend every board meeting where a quorum is present, record and maintain the official minutes of each Board of Commissioner's regular, special and executive meetings, prepare board agendas and board packets, prepare correspondence on the Board's behalf, maintain committees, correspondence to committees, and preparation of synopsis of regular board meetings to the three local papers.

**Clerk of the Circuit Court.** As the Clerk to the Circuit Court, it is the responsibility of the Clerk to file and maintain all circuit court files which consist of civil claims over \$25,000, all felony files, domestic relations files (divorce, paternity, custody), and PPO's (personal protection orders). The Clerk also collects all court ordered fees and transmits to the State, the County, and the victims. The Clerk is required to attend every session of the circuit court. The Clerk is also the Clerk to the Jury Board which maintains all jury records for all three courts.

**Registrar of Vital Statistics.** The Clerk records and maintains all vital statistics occurring in the county. These statistics consist of birth certificates, death certificates, marriage certificates, military discharges, assumed name certificates or DBA's, and notary bonds.

The County Clerk's Office is the access point for the public to obtain a concealed pistol license by accepting and processing applications, taking fingerprints, transmitting to the State of Michigan, and all correspondence and reminders to the applicants.

**Chief Election Official.** The County Clerk is the Chief Election Official and presides over every election held in the County. The Clerk is responsible for reminding/accepting candidate filings, voting equipment (programming, maintaining, purchasing), testing coding on the ballots and machines, preparing and ordering of ballots, distributing to the local jurisdictions, maintaining all campaign finance reports, training of all election inspectors from all jurisdictions, and tabulation of election results.

In conjunction with being Chief Election Official, the County Clerk is also the Clerk to the ***Board of Canvassers and the County Election Commission***. In this capacity, the County Clerk oversees and manages all reviews, audits and certifications of the election results, and oversees all recounts conducted within the County. The County Clerk also serves as the election coordinator for school districts, community colleges, and intermediate school districts. Finally, additional responsibilities of the Chief Election Official is to maintain the Qualified Voter File, Electronic Poll Books and conduct post-election audits.

**Dataworks Fingerprinting System.** The County Clerk office took on the responsibility of purchasing a fingerprinting system due to the high level of confusion on where to obtain fingerprints for concealed weapons permits, school districts, passport, etc. This office also sent correspondence out to all school districts, hospitals, and township officials that this service was now available at the County Clerk's Office. This has been profitable for the County and convenient for the public.

**Laserfiche Document Management.** The office implemented the Laserfiche system for file storage and easier management of files between the prosecutor's office, the courts, and the police departments. In addition, this will allow the office to e-file documents in the future.





## **Emmet Charlevoix County Fair**

Agnes Shaw, Manager  
info@emmetchxfair.org  
1129 Charlevoix Avenue  
P.O. Box 496  
Petoskey, MI 49770  
231-347-1010  
Fax: 231-347-5347  
www.emmetchxfair.org

### **EMMET-CHARLEVOIX COUNTY FAIR INFO**

- 2023 will be the 117<sup>th</sup> annual fair at the fairgrounds, established in 1905.
- After 10 years of planning meetings, the total grounds renovation took place in 2003-04 through a grant from Michigan Natural resources fund & matching Emmet Co. funds.
- The barns were renovated, new grandstand, bathhouse, fair office, community center etc. were also constructed according to the Master Plan.
- The purpose of the fair is to showcase agriculture & exhibits to fair visitors and provide an educational insight to 4-H and all of the project areas available for youth participation. The fair works hand-in-hand with 4-H, MSU Extension, Michigan Dept. of Agriculture and Rural Development, the Visitors & Convention Bureau, Chamber of Commerce and several volunteer organizations to promote the fair and youth involvement in the community.
- The community is also encouraged to exhibit projects at the fair such as gardening, quilting, sewing, photography, baking & food preservation and many more categories.
- Visitors are also able to enjoy carnival rides, food and merchandise vendors and a variety of grandstand attractions.
- Approximately 300 volunteers help promote and organize the fair throughout the year & work tirelessly during the 9 days of the fair.
- The Fair Advisory Board is comprised of Commissioners from Emmet & Charlevoix Counties and volunteers from both counties as well.
- The manager position is a part-time Emmet Co. employee. There is also a contracted administrative office assistant. These positions rely on volunteers to help with various duties throughout the year and during the fair.
- The fair itself is primarily governed by the Mich. Dept. of Agriculture and Rural Development.

Agnes Shaw  
Fair Manager



# Finance Department

## Staff:

- Finance Director – Pam Gibson
- Accounting Processes Manager – Michele Murray
- Billing and Account Reconciliation Clerk - Kelly Moses
- Accounts Payable Clerk – Laura Frizzell
- Finance Secretary - Brenda Harwood

The Finance Department provides accounting services and manages the finances of Emmet County. The responsibilities of the finance department include, budget, paying bills, billing customers, tracking assets and expenditures. Processing purchase orders, approving purchases from Amazon and Integrity. Ensuring staff are following internal controls and the procurement policy for Emmet County.

Checks are processed weekly. Our office processes anywhere from 100 – 300 checks per week. We verify that all vendor information has been received, such as insurance certificates for work comp and general liability, W-9 for vendors that will receive a 1099. Making sure that a Purchase Order is entered in BSA if it needs to. Finance Director, Accounting Processes Manager and or the Billing and Account Reconciliation Clerk approve every AP invoice on line before they are posted to verify the account posting to, is correct.

Maintaining credit cards and fleet management. Sort and process all mail – both incoming and outgoing for Emmet County; maintain postage machine.

Prepare and send financial reports to Department Heads and Board of Commissioners. Filing grants quarterly and yearly. Working with department heads on grant management. Review the records of each department to determine the company's financial position and any changes required to run the organization cost-effectively.

Budget preparation, reporting, analysis, project management and more. Emmet County contracts with an outside audit firm on a yearly basis to verify we are conforming to GASB standards. Our office prepares the schedules, reconciles all funds, and works hand in hand with the audit firm. Prepares year-end reports for the State of MI.

Reconciling bank statements, accounts receivable, deposits for rentals for Parks & Rec, and bonds, restitutions and other accounts. Prepare deposits and send to the Treasurer's Office for processing.

## **EMMET COUNTY FRIEND OF THE COURT**

The Friend of the Court Office is the investigative arm of the Circuit Court for domestic relations cases. The Emmet County Friend of the Court Office currently carries a caseload of approximately 1,500, and employs 10 individuals including; 1 Friend of the Court, 1 Deputy Friend of the Court, 1 Friend of the Court Referee, 3 Case Investigators, 2 Bookkeepers, 1 full- time Administrative Assistant and 1 part-time Office Assistant (currently vacant).

The Emmet County Friend of the Court staff perform investigative tasks and enforce court orders pertaining to child support, custody, and parenting time. Action for enforcement by the Friend of the Court Office may be initiated through a written complaint from either party, a motion to the court, or automatically through the Friend of the Court or the Michigan Support Enforcement System (MiCSES).

The Emmet County Friend of the Court Office offers Intake meetings to educate parties on their newly established Friend of the Court case. The Friend of the Court also offers Alternative Dispute Resolution meetings to assist clients in resolving disputes regarding custody, parenting time and change of domicile issues. Alternative Dispute Resolution meetings are voluntary and allow parties an opportunity to voice their concerns and offer solutions in a neutral setting, outside of the courtroom. Alternative Dispute Resolution meetings have proven to be effective in assisting parties with reaching a mutual agreement while maintaining open court time for other, more litigious, cases. Additionally, in order to assist parties in the transition to co- parenting, the Emmet County Friend of the Court Office provides a no cost, basic co-parenting program as well as additional, more intense, co-parenting programs that parties may request access to – or be Court Ordered to, at their cost.

The Emmet County Friend of the Court Office consistently meets or exceeds State of Michigan annual performance standards. In fiscal year 2021, this office collected and distributed approximately \$4.5 million in child support to the families within our county. Although the COVID-19 pandemic had negatively impacted enforcement capabilities, through post-pandemic re-established enforcement support by the Emmet County Sheriff's Department it is expected that this number will increase for fiscal year 2022.





## RECYCLING & WASTE

*Vision: To have systems that make best practices for waste reduction, reuse, recycle, and disposal the northern Michigan way of life.*

### Our Standout Model

- The system is sustainable (32 years and counting), comprehensive (60 materials recovered via drop sites, curbside collection, drop off center and food scrap collection) and thriving (80% of Emmet County households and 400+ businesses use our recycling program).
- **Our program does not rely on County tax dollars for operating, it is an enterprise fund.**
- With a pay-as-you-throw provision in the solid waste ordinance, the county has built-in an economic incentive for residents and businesses to recycle, compost and reduce their waste.
- The system thoughtfully combines the strengths of the public and private sectors to best serve the interest of the citizens and businesses of Emmet County.
- Staff consists of twenty-seven county employees including drivers, processors, attendants and administrative staff.

### Recycling

- Emmet County DPW utilizes a Dual Stream System: one for *Paper, Boxes & Bags* and one for *Containers*.
- Recycling services six municipalities with curbside offerings and 12 drop sites throughout the county.
- Our processing facility, or Materials Recovery Facility (MRF), received an updated containers line and the addition of robots in 2020. This increased efficiency by 43%.
- Ninety-Five percent of the materials recycled are commodities to factories we supply in the Midwest, supporting the local economy.
- Fees are charged to cover our costs to recycle the following items at the drop off center: mattresses, latex paint, plant plastics, scrap metal, appliances, tires, rubble.
- We are a hub and spoke system, which creates economies of scale, allowing contracts with Presque Isle and Cheboygan Counties to process their recyclables.
- Extensive customer education is required through print, web, social media, presentations, tours and more.
- Shredding services also available.

### Composting

- The 1990 amendment to Public Act 264 prohibits yard waste in landfills. When discarded at the landfill, green waste produces methane, which is more harmful to the atmosphere than carbon dioxide.
- Yard waste and brush drop off location available at our Harbor Springs facility.
- Food scrap drop off locations are accessible at our facility and available at local farmer's markets.
- Curbside commercial food scrap collection services hosted on a weekly basis.
- Community education on backyard composting and uses for finished compost offered by DPW staff and educational materials.
- Sales of finished compost, mulch and woodchips offered at the facility.



Emmet County  
Department of  
Public Works

## **RECYCLING & WASTE**

### **Transfer Station**

- Solid Waste Ordinance 11-04 mandates all Emmet County household garbage is taken to our facility. Construction and demolition garbage is exempt from this requirement.
- All counties are required to have a Solid Waste Management Plan. They have not been updated since 2000, and we hope to update ours in 2023.

### **Hazardous Waste**

- Electronics, motor oil, batteries and light bulbs are hazardous materials that can be dropped off year-round at the facility for a fee.
- Three Household Hazardous Waste events held each year by appointment at the drop off center.

**For more information, visit our website at [EmmetRecycling.org](http://EmmetRecycling.org)**



# Emmet County Emergency Medical Services

The EMS department began its service as a county department on January 1<sup>st</sup>, 2015. We provide emergency response, care, and transport for all residents and visitors to the county 24 hours a day, 365 days a year. In addition to the care and transport we provide, the department is also involved in collaborating with local law enforcement, fire departments, and first responder agencies to ensure we are ready to respond to any emergency. ECEMS also participates in many community events, including educational and safety awareness events, school career and safety events, holiday parades, and other large public gatherings and events. ECEMS also provides COVID vaccinations to homebound patients, and has hosted and participated in numerous COVID vaccination clinics throughout the county to promote the health of our community members, especially within the senior community.

The EMS department is funded through the payments we receive related to the medical care we provide and by the taxpayers through our approved millage. All patient care reporting, record keeping, and billing are done internally. This allows us to better assist our patients with access to their records and working with their insurance companies and other programs to ensure we are fairly compensated for the services we provide without putting an unnecessary financial burden on the patient.

The EMS department has three stations; Station 1 located at 1201 Eppler Street, Station 2 located on M-119 across from the Harbor Springs Airport, and Station 3 in Mackinaw City. These three stations provide crew quarters, crew office space, and garage space to allow for the 24/7 operation of the department and allow crews to be based throughout the county. Station 1 is also our main administrative office, housing the office and billing staff, director's office, as well as education and supervisor offices. Station 1 has a large training room and a smaller conference room that are used by our department, other county departments, and outside community groups at no cost. Station 1 also has an office, garage bay, and interrogation room that is used by the Sheriff's department. The Emmet County Office of Emergency Management is currently lodged at Station 1 as well.

The EMS department employs three full time administrative/office staff;

Brian Patten – EMS Director

Laura Emery – Office Manager

Elizabeth Walker – Billing Clerk

The department also employs 26 full-time staff members and 11 part-time staff members, all state licensed emergency medical technicians and paramedics, who staff our ambulance and respond to emergencies 24/7.

For 2022 we are on track to respond to over 4000 emergency 911 calls for service, resulting in over 3000 emergency medical transports to local emergency departments. In addition to emergency transports, we will also perform approximately 1000 non-emergent medical transport between facilities this year.

The entire EMS department takes great pride in being a county department and serving the citizens who have supported us and rely on us to respond and help in their time of need.

# **HUMAN RESOURCES DEPARTMENT**

## **Employee Relations**

- Union negotiations, CBA compliance, grievance response
- Ensure safe, productive and protected working environment
- Conduct staff related investigations as required

## **Compensation**

- Wage and Salary analysis to ensure compliance with internal and external market value.
- Ensure wages approved in the CBA's take place.
- Administer non-bargained wage and salary grid

## **Talent Acquisition**

- Consistent, accurate job descriptions for all staff positions
- Recruit for staff openings
- Onboard new staff – off board exiting staff

## **Payroll**

- Accurate processing of bi-weekly payroll
- Weekly payroll, General Leave payout.
- Produce W-2, 1095
- Reconciles pays state & federal taxes, retirements – 401a & 457, reconciles insurances (Health, Vision, Dental, STD, LTD, Life to general ledger,
- Quarterly reports to IRS as required.

## **Benefits Administration**

- Delivers benefit offering through annual Open Enrollment
- Claims experience analysis in order to make recommendations for product offerings that competitive, satisfy labor contract requirements and are fiscally sound.
- Administer benefit changes due to staff qualifying events throughout the year.
- Assist with staff benefit issues
- Benefit invoice reconciliation;
- Leave management and tracking – STD, LTD, FMLA, EPSL, EFML, ADA, and Workers Compensation

## **OSHA Reporting**

- Incident reporting, maintain OSHA 300 logs and postings

## **Policy Administration**

- Prepare policy modifications as required by changing legislation for approval by the Board.
- Provide consistent policy interpretation in concert with the Administrator.
- COVID-19 preparedness plan updates.

## **Training & Development**

- Provide mandated training by the State or Health Department
- Leadership Development, Individual contributor training sessions

**Other administrative or staff related projects as assigned or mandated**



# MAINTENANCE & GROUNDS DEPARTMENT

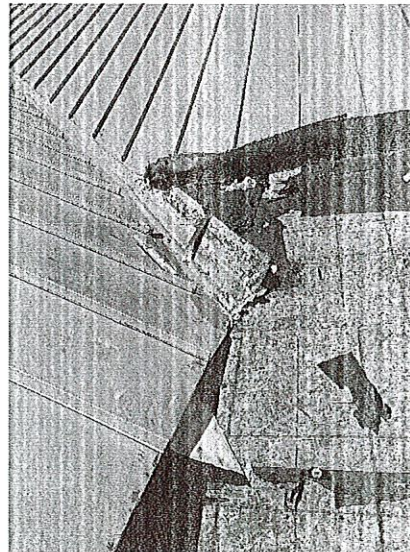
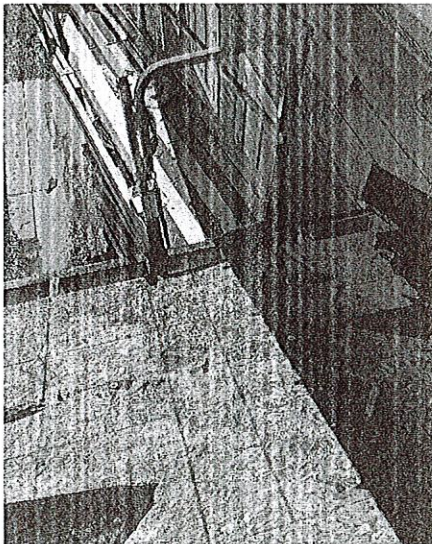
Maintenance department has six team members - Two that work days and four that work evenings.

Our primary purpose is to provide a clean, safe, sanitized, and attractive environment. Duties include cleaning, disinfecting, mowing, raking, snow removal, snow plowing, plumbing repairs, electrical repair, HVAC repair, trouble-shooting, roof repair, and small construction projects. A few years back we started to winterizing Camp Petosega campground, cabins, bathrooms and showers, and the Curtis building as well as the Fairgrounds.

There are seven buildings that we clean including the County Building/Courthouse, Jail, Lakeview Academy, Sheriff Road Patrol on M-119, Watson building on M-119, Transfer Station on Pleasantview Road, and EMS Station on Eppler Road.

We provide 24/7 emergency call-in care for fire alarm panels, fire sprinkler trouble, problems at the jail, bio-hazard clean up, and just about anything else. We have been called in at 3 am, and on Christmas Day. We also snow plow on the weekends if we receive additional accumulation.

During the COVID pandemic, staff worked hard to keep up with extra disinfecting. We used U.V. lighting for the offices and courtrooms almost nightly. The maintenance crew sanitizes touch points in hallways, public areas, and stairways constantly. We continue to try our best.



Above are just a couple of pictures of the T-barn roof at the Fairgrounds that staff repaired this spring.

We also completed a few construction projects within the last five years including new log siding on the Rec Hall at Camp Petosega, a 19th century barn at McGulpin Point Lighthouse with the help from the boy scouts, and put on new shingles at Cecil Bay pavilion.

## **EMMET COUNTY OFFICE OF EMERGENCY MANAGEMENT (OEM)**

Emergency Management is the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters.

The mission of Emmet County OEM is to: Prevent, mitigate, prepare for, respond to, and recover from emergencies, disasters, and threats to our community.

OEM provides for planning, mitigation, response and recovery from natural and human-made disasters within Emmet County under the authority of the Michigan Emergency Management Act.

Michigan Emergency Management Act (Public Act 390 of 1976, as amended)

The Office of Emergency Management is located at the EMS Station #1 on Eppler Road with the Emergency Operations Center (EOC) operated out of the conference room.

Matthew Blythe P.E.M. is the Emergency Management Coordinator and holds the designation of Professional Emergency Manager from Michigan State Police Emergency Management Homeland Security Division (MSP EMHSD).

The OEM office is responsible for Emmet Counties;

- Emergency Operations Plan (EOP),
- Essential Service Function Plans (ESF),
- Local Emergency Planning Committee (LEPC) and Hazardous Materials Plans,
- Local Planning Team (LPT),
- Hazard Mitigation Plan,

The office also works in coordination with the airports, schools and large event venues on their individual EOPs.

The coordinator is responsible for the Emergency Alerting System, Be Alert, throughout the county.

Emmet County OEM coordinates with the other 17 counties in MSP EMHSD's Region 7 and sits on the Region 7 Homeland Security Planning Board, Region 7 Health Care Coalition, and the USCG Area Maritime Security Committee.



## EQUALIZATION / GIS

### Department Staff:

Lynette Girard, Director, MMAO, Michigan Master Assessing Officer

Michael A. Larson, Deputy Director, MAAO, Michigan Advanced Assessing Officer

Peter Augustino, Field Appraiser, MAAO, Michigan Advanced Assessing Officer

Jacque Bester, Equalization/GIS Clerk, MCAT, Michigan Certified Assessing Technician

Devon Baker, GIS Coordinator

Dona Kahgee, Data Description Specialist/House Numbering Administrator

MAPS, Michigan Assessing Professional Services, LLC, Contracted for Commercial and Industrial Field Work and Studies (Jaime and Michael Houserman MMAO)

The responsibilities of County Equalization rest primarily with each County's Board of Commissioners. The State through the General Property Tax Act requires each County to employ a Certified Equalization Director to assist and advise the board in fulfilling their duties.

Main Functions of the Equalization/GIS Department are to assist the County Board of Commissioners with the following: Preparation of the Board of Commissioners Equalization Report, and the preparation of the Board of Commissioners Apportionment Report.

MCL 211.34 requires the preparation of the Equalization Report to the Board of Commissioners.

The Equalization Report is an analysis of the property values for each of the 16 Townships and 2 Cities that make up Emmet County. The analysis/studies ultimately determine the average level of assessments by class for all property throughout Emmet County.

This department enters all recorded transfer documents electronically received from the Register of Deeds to verify sale prices, owners and to determine their status for use in our studies. We conduct Sales Studies and Appraisal Studies. The State Tax Commission requires an independent study be conducted annually for all classes of property that include Agricultural, Commercial, Industrial, Residential, Timber Cutover, Developmental and Personal Property. The studies conclude new ratios for all classes of property and are submitted to each Assessor in December. The Assessors use these ratios to establish Assessment Rolls for the upcoming year. The Assessment Rolls are submitted to the Equalization Department after the March Board of Review (MBOR). The values and data on the Assessment Rolls are compiled by the Equalization Department and submitted to the County Board of Commissioners in April for their approval. The State Tax Commission then finalizes the values in May. This process is done annually before values are applied to Tax Bills.

Accurate property descriptions and property tax maps are an integral part of quality Assessment Administration. Our GIS Department assists local units in the development and maintenance of accurate property descriptions. GIS also assigns new parcel numbers for splits, combinations, platted property, subdivision lots and condominiums. We also assign addresses to most of the County. Our mapping Technician maintains the parcel and related layers used as the source for property information available on the County website. The interactive mapping and property search feature receive the most use of any link on the website.

Preparation of the Board of Commissioners Apportionment Report begins each year with the Equalization Department computing the millage reduction fractions used to calculate allowable mileages for each tax rate levied in the county. We provide each taxing entity with our calculations along with a sample tax rate request form (4029). When the form is returned, we audit it to insure that each millage rate requested to be levied is valid. These rates are then compiled and presented for approval to the County Board of Commissioners in October.

## **EMMET COUNTY PROBATE COURT**

The 7th Probate District Court, as part of the judicial branch, handles probate and certain family court matters in both Charlevoix and Emmet Counties. Each county provides the court with court facilities and court staffs. The probate court judge, Judge Valerie Snyder, serves in both counties. In Emmet County, the courtroom and offices are located on the second floor of the Emmet County Building.

The probate court has two “divisions.” The probate division handles the administration of estates, wills, and trusts; appointments of guardians and conservators for juveniles and adults; name changes; and, proceedings under the mental health code. The juvenile division handles certain family law cases pursuant to a Family Court Plan adopted by the probate court and the circuit court. The family law cases handled in the probate court include child abuse and neglect proceedings, juvenile delinquencies, adoptions, emancipation of minors, and personal protection orders involving minors.

Juvenile delinquencies generally comprise the bulk of the court’s juvenile division cases. The overriding goals of the juvenile justice system are to hold juveniles accountable and to address rehabilitative needs, and the court’s juvenile programming efforts to achieve those goals are an important part of the court’s operations. In addition to providing intensive in-home and formal probation services, the court is proud to operate both a juvenile drug treatment court and a court school program known as Lakeview Academy. Lakeview provides struggling youth a structured setting for academics, as well as therapeutic interventions, from a central location.

Lakeview Academy, which operates in conjunction with the Char Em ISD, is located across the street from the Emmet County Building on Bay Street, in a building dedicated to the court for this purpose. The court is committed to rehabilitating youth locally, in their own communities, whenever possible, as this type of programming has been proven to be more effective and less expensive than the alternative of out-of-home, residential placements. Recognizing the value of this approach, Emmet County has provided much-appreciated support of the court’s on-going efforts to provide such services for our youth.

In addition to Judge Snyder, our staff consists of:

- Matt Miller, Court Administrator and Juvenile Division Referee
- Emily Grindle, Program Director
- Debra Niswander, Probate Register
- Cynthia Brubacher, Juvenile Register
- Melissa Cranick, Deputy Register
- Sandy Kintz, Part-Time Deputy Register
- Marsha Stahmer, Financial Officer
- Kara Copeland, Lakeview Manager
- Jennifer Swenor, In Home Care Worker
- Gabe Rellinger, In Home Care Worker
- Andrew Rozema, In-Home Care Worker
- Preslye Granger, Formal Probation Officer

Thank you for your interest in learning about the probate court. We would be happy to provide a tour of Lakeview Academy, or our court facilities, when the circumstances permit. In the meantime, please do not hesitate to reach out to Matt Miller or Judge Snyder with any questions.



# Emmet County Prosecuting Attorney's Office

The Prosecuting Attorney's Office works in conjunction with the area law enforcement agencies and the Courts. James R. Linderman, Prosecuting Attorney, is the Chief Law Enforcement Official in Emmet County.

The Prosecuting Attorney's office is responsible for reviewing all requests for this county by law enforcement for crimes committed in Emmet County to determine if a crime was actually committed and what crime a suspect could be charged in the matter. This includes adult and juvenile offenders. Additionally, this office represents DHHS for all abuse and neglect cases against children.

If a defendant is charged with a crime, this office then appears for all court events in District, Probate, and/or Circuit on behalf of the People of the State of Michigan. The Prosecuting Attorney or one of his assistants are fully responsible for all court filings; communication with victims, defense attorneys, and the court; generating subpoenas for witnesses to appear; and everything else regarding the case. Occasionally, this office also has to take on Special Prosecutor cases for other counties which would require the exact same services as if it is an Emmet County case. This does require occasional travel to other counties by the Prosecutor, one of his assistance, and possibly one of the victim advocates.

## **The seven main law enforcement agencies this office handles paperwork for are:**

- Emmet County Sheriff's Office
- Michigan State Police
- Petoskey Department of Public Safety
- Harbor Springs City Police
- Mackinaw City Police
- Little Traverse Bay Band Police
- Straits Area Narcotics
- Department of Natural Resources

The Prosecuting Attorney must also represent the People of the State of Michigan in all formal hearings from civil infraction tickets, appeals to the Michigan Court of Appeals and/or Michigan Supreme Court, and undertake civil action to obtain financial support in paternity/child support cases. Additionally, our office represents the Secretary of State in driver's license pleadings in circuit court. The Prosecuting Attorney also represents the petitioner in mental hearings and prosecutes PPO contempt violations.

To handle this work load, the Prosecuting Attorney's Office has the following staff:

- James R. Linderman, Prosecuting Attorney
- Ashley Williams, Office Manager, legal secretary for Probate, the Court of Appeals
- Stephen Graham, Chief Assistant Prosecuting Attorney
- Christine Burke, Assistant Prosecuting Attorney
- Gabriel Mattice, Assistant Prosecuting Attorney
- Elise Plancon, Assistant Prosecuting Attorney
- Madison Tefo, legal secretary for Circuit Court
- Liz Pettengill, legal secretary for District Court
- RuthAnn Porter, Receptionist/Part-time Advocate and generating criminal misdemeanor complaint/warrants (partially grant funded)
- Kimberly Sweebe, Victim Advocate/Witness Coordinator (grant funded)
- Corinne Koury, Child Support Specialist (grant funded)

# EMMET COUNTY PARKS & RECREATION

## Parks:

- Camp Petosega
- Headlands International Dark Sky Park
- McGulpin Point Lighthouse
- Emmet County Fairgrounds
- Cecil Bay Park
- Crooked River Lock and weir
- North West State Trail – 7.0 Miles
- Little Traverse Wheelway - 6.7 Miles

## Staff:

- Ryan Bauman – Director of Parks and Recreation
- Nathan Burns – Camp Petosega and Crooked River Lock Park Manager
- Jamie Westfall – Headlands, McGulpin & Cecil Bay Park Manager
- Austin LaVigne – Park Programming
- Travis Oelke – Grounds Maintenance

**Camp Petosega** sits on nearly 300 acres, which houses our 94-site modern RV campground, with an additional 7 rentable cabins, pavilion, and Rec Hall. The campground has two modern campground bathhouses, and beach bathhouse. Camp Petosega has a small camp store, a number of hiking/cross country skiing trails, playgrounds, sandy beach along Pickerel Lake, canoe/kayak launch, fishing dock, and a number of other amenities visitors can take advantage of. Newly added in 2022 is a 18-hole disc golf course.

**The Headlands International Dark Sky Park** is a great observation area for dark sky viewing and seeing astronomy related activity. On clear nights, staff will have telescopes setup on the observatory platform for the public to use. The Waterfront Event Center is rented most weekends for weddings and other large gatherings. Our “Out of this world gift shop” has a number of souvenirs available for visiting guests. Spread out on the near 600 acres, is multiple miles of hiking trails. The Headlands also has a Guest House that sleeps 20, and a Stargazing House that can sleep an additional 8 people. Tens of Thousands of people visit the Headlands each year, with the peak season during June, July, August and September.

**The McGulpin Point Lighthouse** is a historic lighthouse that dates back to the early 1800s. The Lighthouse has a small gift shop filled with a variety of souvenirs. Guests can take a tour of the Lighthouse keeper’s quarters, and look out from the light tower. Also on the grounds is the McGulpin Point Cottage, which can sleep 4 people.

**The Emmet County Fairgrounds** has a number of rentable areas from green spaces, to barns. The primary facility on the grounds is the Community Center, frequently rented for weddings, or large community events, etc. The Fairgrounds is also the home to the Antique Show in July and August, the Emmet/Charlevoix County Fair the end of August, and Holiday Craft show in November.

**The Little Traverse Wheelway and the North Western State trail** is a non-motorized trail for biking, hiking, etc. Staff mows and maintains over 13 miles of these trails. Thousands of people utilize these trails annually. The North Western State Trail used by snowmobiles in the winter, and people can ride from Petoskey Brewing all the way north to Mackinaw.

**The Crooked River Lock and weir** is located in Alanson along the Inland waterway. The Lock helps maintain the water levels of Pickerel and Crooked Lakes, and allow safe passage of recreational vessels. The Inland waterway



connects multiple other bodies of water, and connects all the way to Lake Huron. Over 9000 vessels utilize the Locks each season to navigate the Inland Waterway. Emmet County does not own The Crooked River Lock – we simply operate it annually through a lease agreement with the Michigan DNR and US Army Corps of Engineers.

In addition, our **Programming Coordinator** puts on various park programs throughout all of the parks. Some of the past programming events has included various astronomy speakers, meteor shower events, Dark Sky observation nights with volunteers from NOMAC, fishing events, 5K run, Halloween events, craft shows, snowshoe hikes, Lighthouse tours, and many more!

Planning & Zoning is one component of the Planning, Zoning and Construction Resources Department.

Staff includes the Planning & Zoning Director/Zoning Administrator, Tammy Doernenburg, Assistant Planner & Soil Erosion Officer, Nancy Salar, Assistant Planning Director, Hillary Taylor, administrative staff members – serving the entire department include: Monica Linehan, permit processor; Travis Johnson, permit processor, & Trish Conti, receptionist.

The Planning & Zoning Department is responsible for all aspects of planning and zoning for 12 of the 16 townships within Emmet County. Staff is responsible for administration of the Planning Commission, Zoning Board of Appeals, Brownfield Redevelopment Authority and Sanitary Code Board of Appeals. They provide Administration and Enforcement of the Emmet County Zoning Ordinance and Soil Erosion and Sedimentation Control Ordinance. They write and administer grants from time-to-time. They collaborate and cooperate with other governmental agencies and organizations to optimize their role in the community.

## **Planning Commission (PC)**

The Planning Commission operates under the Michigan Planning Enabling Act (Act 33 of 2008 MPEA) and Michigan Zoning Enabling Act (Act 110 of 2006 MZEA). A local Planning Commission Ordinance, adopted by the Board of Commissioners on March 17, 2011, provides rules for operation of the PC. The Planning Commission reviews Zoning Action Applications for special use permits, site plans, rezoning, and zoning ordinance text amendments. They review the Emmet County Master Plan, which is required every 5 years. They act as the Zoning Coordinating Committee and review changes to township zoning and master plans for all municipalities adjacent to or within Emmet County. Educational opportunities are offered to the PC members throughout the year. The PC has 9 members and meets monthly. The Planning Commission Ordinance allows up to 2 Board of Commissioners to serve on the PC.

## **Zoning Board of Appeals (ZBA)**

The ZBA has 5 members and up to 2 alternate members (currently 1 alternate is appointed). It operates under the MZEA and the Emmet County Zoning Ordinance. The ZBA reviews dimensional variances, interpretations, expansion of non-conforming uses and appeals to zoning administrator decisions. They are a quasi-judicial body obligated to follow the strict standards of the Zoning Ordinance as detailed in that document. Their meetings are scheduled monthly, as needed, to act on zoning action applications. One member of the ZBA must also be a member of the Planning Commission, according to the MZEA.

## **Zoning Administration**

The Zoning Administrator issues zoning permits and enforces the Emmet County Zoning Ordinance. The role includes interpretation of the Zoning Ordinance, researching property history for potential developers and property owners, and preparing required notices and supporting materials for the PC and ZBA. The office also assists Little Traverse Township, through a memorandum of understanding, by issuing permits for them based on their own zoning ordinance.

## **Soil Erosion and Sedimentation Control (SESC)**

The SESC administration is done by state certified SESC officers, Nancy Salar and Tammy Doernenburg. Three building inspectors can also inspect sites for SESC compliance. SESC for Emmet County covers all of the county, except the City of Petoskey and road projects administered by the road commission or MDOT. All earth disturbance over 1 acre in area or on sites within 500' of a lake, river or stream require a SESC permit (with some exceptions). SESC is required to be administered by the County by PA 451 of 1994 (Part 91).

## **Sanitary Code Board of Appeals (SCBOA)**

The SCBOA meets as needed to review applications made by property owners related to septic tanks and drainfields. The office of planning and zoning staff prepares meeting notices, meeting minutes and supports the board administratively.

## **Other**

The Planning and Zoning office works closely with all townships having county zoning. Staff collaborates regularly with the Emmet County Road Commission, Michigan Department of Transportation, the Health Department of Northwest Michigan, Michigan Department of Environment, Great Lakes and Energy and other agencies as needed. Staff works in cooperation with many agencies throughout Michigan including Harbor, Inc., Tip of the Mitt Watershed Council, Michigan Association of Planning, Networks Northwest (Community Development Division), Michigan Erosion Sedimentation Control Agents, Little Traverse Bay Housing Partnership, Heritage Route Committee, and Petoskey Regional Chamber of Commerce. Current projects include Zoning Ordinance updates, review and implementation of the Master Plan, Scenic Resource Zoning District education, possible grant applications, and Hazard Mitigation Planning.



# **EMMET COUNTY SHERIFF'S OFFICE**

It's important to note that Chapter 51 of the Michigan Compiled Laws is the section that explains the Office of Sheriff. There are more than 300 separate statutes that empower, restrict, provide for the placement or otherwise direct the Sheriff of each county, what duties he/she is required to carry out.

## **CORRECTIONS DIVISION:**

The Emmet County Jail operates twenty-four hours per day, seven days a week to take care of prisoners sentenced or housed at the jail. Some of the daily operations of the jail include providing meals, health care, and to provide a safe/secure jail. Staffing consists of a Jail Administrator, four Sergeants, and twelve corrections officers working two twelve-hour shifts. One corrections officer is assigned to manage the inmate work release/crew program. We also have an office manager and reimbursement clerk. The reimbursement clerk bills inmates for services and housing. Reimbursements collected last year total \$105,372.67.00, but in years past have been as high of \$250,000.00. These fees collected are put into the County's General Fund.

## **LAW ENFORCEMENT DIVISION**

This operation also operates twenty-four hours per day, seven days a week to answer calls for service from citizens, both criminal and non-criminal in nature. Staffing consists of a Lieutenant, four Sergeants, one administrative Sergeant, one Det./Sgt. and, eighteen road deputies. One deputy is assigned to school resource officer (assigned to Alanson/Littlefield and Pellston School Districts), one undercover deputy assigned to SANE (Straits Area Narcotics Enforcement) and one deputy detective. One non-certified Animal Control Officer, three bailiffs, and Officer Manager.

There is one full time Recreational Deputy and two part-time seasonal marine deputies, and two part-time seasonal snowmobile deputies. The marine deputies patrol 68 miles of Lake Michigan Shoreline, 38 miles of the Federal Inland Waterway (connects Lake Huron west to Alanson MI) and five inland lakes. The snowmobile deputies patrol more than 125 miles of Michigan DNR designated snowmobile trails.

One of the fifteen road patrol deputies is assigned to the PA 416 Secondary Road Patrol. This is a State of Michigan Grant program to patrol the county's secondary roads. Another deputy is assigned as the Casino Car that patrols Resort and Bear Creek Township to handle complaints generated from the Odawa Casino and Resort (partially funded by the Casino Revenue Sharing Program).

Some of the other special programs offered by the Law Enforcement Division are the Victim Service Unit, K-9 Unit (trained in Narcotics and Tracking), Emergency Response Team, Seasonal Security Checks, Search and Rescue, and Dive Recovery Team.



## TECHNOLOGY DEPARTMENT

*ECIT is charged with establishing, monitoring and maintaining information technology systems and services.*

### **Overview of Services**

1. Standard IT services such as hardware and software management, user requests, education to resolve end-user issues.
2. 24/7 support, maintenance, and security of the County network.
3. Project management and planning to setup, build, and grow our physical and virtual infrastructure.
4. Assist with development strategies for local and cloud-based applications.
5. Support of all County audio visual needs.

## COMMUNICATIONS DEPARTMENT

*At this time, portions of the Communications Department are managed by the Emmet County IT Department.*

### **Overview of Services**

1. Prepare, build, and test all documentation and content updates, forms, etc. to all Emmet County managed websites: Emmet County, Headlands International Dark Sky Park, McGulpin Point Lighthouse, Camp Petosega, Emmet-Charlevoix County Fair, Emmet County EMS, and Pellston Regional Airport.
2. Manage County calendar with updates for meetings and events
3. Posting of Emmet County jobs
4. Assist with creative content development and review

# REGISTER OF DEEDS

The first constitution of Michigan established the Register of Deeds and then adopted by the United States Congress in 1835. It serves as the official recording office for all legal instruments pertaining to the transfer and encumbrances of properties. The Emmet County records date back to 1852 when Andrew Blackbird became the first Register. The historic original index books are stored in the Register of Deeds office along with other land records.

The Register of Deeds office is an integral part of many other county offices, recording documents used by the Treasurer, Equalization, Planning & Zoning as well as the Courts. They depend on the accuracy and recording timeliness that the Register of Deeds statutorily provides. Michigan is a race-notice State which means that all documents must be recorded timely and in the order in which received without exception. The Register's office records over 200 different types of documents for inspection not only by the public but attorneys, surveyors, title companies, banks, utility companies, IRS and other governmental units. The purpose of recording instruments & notices applicable to real property is to provide a legal means to protect the interests of owners & encumbrancers by notifying all creditors, subsequent purchasers and others about the ownership of encumbrances against the property. Recording a deed is only a small part of ensuring complete ownership and security. Documents presented for recording go through an eight-step process so each document is handled at least 8 times before it can be made available to the public. Note: 50 documents would be in actuality the same as handling 400 documents accounting for each step. Tax/assessing/mapping authorities use the documents recorded and records kept by the Register of Deeds to determine transfers of ownership, proper legal descriptions of the land and subsequent tax information. All Condominium Master Deeds & Plans are stored in original form and maintained by the Register of Deeds office as well as Historic Plats and Index Books. Emmet County has 384 Condominiums.

Probate Court documents are recorded when there is a death, will or guardianship involved. Circuit & District Court records managed by the Register of Deeds include judgments, divorce records, liens & death records just to name a few. The Register of Deeds manages foreclosure records through the final transfer of ownership following the redemption deadline.

All of the records maintained by the Register of Deeds are made available to the public. As mandated by Statute copies are \$1.00 per page and may be obtained in the office or electronically on the website. Computers are also available for public searching use. In 2021 the Register of Deeds collected **\$77,056.00 in copy fees.**

**Total staff including Register - 3**

**Total 2021 Collected Revenue: \$7,709,803.00 – 31.29 % over 2020 and 73.28% over 2019.**

**2022 Revenue collected through 3<sup>rd</sup> quarter \$6,541,989.00**

**Documents recorded in 2021 11,826.00.**

**Transfer tax paid to County \$ 713,316.00 out of total revenue collected. Transfer tax paid in 2021 to State of Michigan out of total revenue collected \$4,770,153.00 .**

**Funds collected for Register of Deeds Automation Fund: 59,250.00**

The Automation Fund is for use solely by the Register of Deeds for upgrades to anything pertaining to maintaining, indexing, imaging etc. For example: computers, scanner, printers, workstations & equipment.

**Funds collected in 2021 for the State of Michigan Remonumentation project: \$44,184.00**



# VETERANS AFFAIRS

The Emmet County Veterans Affairs is located at 3434 Harbor Petoskey Rd, Suite E, on the lower level of the Health Department of Northwest Michigan building.

## Department Staff:

Director: Jeff Urban

(PT) Veteran Service Officer: OPEN in 2023

## Overview of Services:

- Submits VA Healthcare enrollment applications
- Assistance veterans in service connection disability claims and appeals
- Collects the proper information for Veteran and Spouse Pension applications
- Assists in Federal headstone and death benefits
- Education and training benefits
- Adapted housing and automobile equipment grant applications
- Prints local Veteran IDs
- Establish communication and help indigent veterans and family members in times of need.
- Provides flags and markers to local cemeteries for Memorial Day.
- Processes emergency grants to qualified veterans that are in need.
- Arrange for veteran families to receive county burial benefits.
- Participate and host in local events and parades.

Emmet County has a Veteran population of 2,352. Our county veterans that receive disability and VA pension benefits got an estimated \$11,670,000 in 2021. The office has seen that figure jump by almost 2.5 million in incoming benefit money in the past 5 years.

The Emmet County Veterans Affairs also oversees the veteran's mentors in the 90<sup>th</sup> district veteran's treatment court program. This oversight and recruitment of the mentors include training volunteer veterans in helping the participants navigate the veteran's court, suicide prevention and awareness, addiction habits, and safety measures/boundaries.

It is important to note that the Veterans office falls under ACT 192 of 1953 which in 2007 the Emmet County BOC adopted. This act gives Emmet County the responsibility of appropriating funding as it sees best for the department (up to 1/10 levy tax). The act also establishes the Veterans Soldiers Relief fund. This fund gives the office the opportunity to help veterans in dire need of support with yearly allocated money from the county. The act also has a statute (MCL 35.621) that covers the responsibility of the veteran's committee. This statute gives the committee staffing decisions and other decisions related to Veterans Affairs.

# Emmet County Treasurer's Office



The Office of the County Treasurer was established by the Michigan State Constitution (Article VII, Section 4). The 4 year term of office is filled by partisan election.

## Emmet County Treasurer's Office Team:

- Mary Mitchell, Emmet County Treasurer
- Ravyn Schneider, Chief Deputy Treasurer
- Marina Neumaier, Property Specialist
- Gabriel Monroe, Reconciliation Clerk
- Valerie Budnik, Deputy Clerk

## Office Functions:

- Chief Custodian of all county funds MCL 48.40– Bank for all County Departments and Offices as well as Land Bank Authority, Road Commission and Medical Care Facility:
  - All monies collected by all county employees must be balanced and turned in to the County Treasurer's Office within 24 hours. (exception – inmate trust funds)
  - Internal controls
  - Daily bank reconciliations
  - Banking & Investing
    - Legality Public Act 20 of 1943
    - Principle focus: SLY (Safety, Liquidity, Yield)
    - Bank Ratings (analyze banks financial statements to ensure safety)
    - Laddering by investment vehicle, institution and maturity
- Tax Billing
  - Create and program the tax rolls for all 16 townships, 3 villages and 2 cities
  - Reconcile and program all Brownfields, TIFA's and DDA's
  - Reconcile and program all special acts
    - DNR Payment in Lieu of Tax (PILT)
    - Industrial Facilities Tax
    - Land Bank 5/50
    - Commercial Forest
    - Qualified Forest
    - Transitional Qualified Forest
    - Senior Housing Payment in Lieu of Tax (PILT)
  - Reconcile and program all special assessment districts (Paradise Lake Improvement, Oden & Bay View Light Districts)
  - Program all tax rate tables and delinquent special assessments (Delq water, sewer, trails, etc.)
  - After programming databases, we print and mail all tax bills and send the databases to locals.
- Settlement GPTA (General Property Tax Act) 206 of 1893
  - On March 1, local units can no longer collect & must turn their books over to us
  - We balance all 21 sets of books in an approximately 2 week period
  - Once balanced, we create a delinquent tax roll for all of the unpaid real property taxes
  - We pay every taxing authority the monies that they are due to make them whole
  - We mail out delinquent tax notices with the required statutory interest and admin fee



# Emmet County Treasurer's Office



- Adjustments/Chargebacks GPTA 206 of 1893
  - Any subsequent adjustments to the tax rolls are processed in our office
    - Michigan Tax Tribunals
    - Mutual mistakes of fact
    - Assessor Uncapping's or Recapping's
    - Principle residence exemption denials
    - July and December Board of Review adjustments
    - State Tax Commission adjustments
    - Michigan Department of Treasury adjustments
  - For changes resulting in an increased bill, we send an invoice to the taxpayer and pay each taxing authority the amount of taxes they are due
  - For changes resulting in a decreased bill, we send a chargeback invoice to the taxing authority and pay the taxpayer the refund amount
- Delinquent Tax Collection Process GPTA 206 of 1893 & PA123 of 1999
  - Delinquent Notices (over a 25 month period)
  - 1<sup>st</sup> Delinquent Tax Notice (first class mailing-owners, occupants & taxpayers)
  - 2<sup>nd</sup> Delinquent Tax Notice (first class mailing-owners, occupants & taxpayers)
  - Forfeiture Notice (certified mailing-owners, occupants & taxpayers)
  - Title search to find anyone with a recorded interest
  - Personal Site Visit Notice (certified mailing-owners, occupants & taxpayers)
  - Personal Site Visit conducted
  - Publication Notice (certified mailing-owners, occupants, taxpayers & lienholders)
  - Publication in Local Newspaper (listing all recorded lienholders)
    - What the newspaper publication is NOT:
      - Optional for the County Treasurer prior to foreclosure
      - A way to embarrass people into paying their taxes
      - A list of all the people who have delinquent taxes about to be foreclosed
    - What the newspaper publication IS:
      - Required by Michigan Law
      - The laws way of protecting people from lack of notice prior to foreclosure
      - List of all entities with a recorded interest that is in danger of foreclosure
  - Show Cause & Foreclosure Hearings Notice (certified-owners, occupants, taxpayers & lienholders)
  - Phone calls to ensure that owners are aware they are close to losing their property
  - Show Cause Hearing
  - Foreclosure Hearing
  - Extra Foreclosure Redemption Period Notice
  - Extra personal site visits, phone calls and mailings to structures & Principle residences
  - Forfeiture PA 123 of 1999 & GPTA 2006 of 1893
    - March 1 (13 months before foreclosure)
    - Property starts steps necessary to foreclose
  - Foreclosure PA 123 of 1999 & GPTA 206 of 1893
    - April 1
    - Property is owned by the County Treasurer & must be offered for sale
    - Prior owner has no redemption rights
    - All recorded liens have been removed
    - New process for prior owners to claim equity rights under MCL211.78t
      - Many new notices, deadlines and court appearances



# Emmet County Treasurer's Office



- Foreclosure Day
  - Draft & personally serve eviction paperwork on occupied structures
  - Change the locks on unoccupied structures
  - Photo document condition of property & structures
  - Perform inspection to determine safety & rehab ability
  - Secure and post no trespassing & informational signage at each entry point
  - Add all structures to the Road Patrol List & the MMRMA Insurance Policy
- Execute First Right of Refusal-where State, County, Local Unit or Land Bank can purchase
- Auction preparation
- Public advertising, education and property showings
- 1st Public Auction-minimum bid is taxes & fees owed
- New process for those with lien prior to foreclosure to claim remaining proceeds
- 2nd Auction/Scavenger Sale-minimum bid is only cost to bring to auction
- Chargebacks-we must bill back tax authorities for properties with taxes not collected at auction
- Land Banking PA 258 of 2003

## Many other office functions:

- Dog Licensing PA 339 of 1919
- Tax Certification of recorded deeds MCL 211.125
- Tax Certification of property splits & combinations PA 23 of 2019
- Annual Principle Residence Exemption Audits PA 105 of 2003
- Annual Delinquent Personal Property Audits
- Annual Brownfield, DDA & TIFA Property Audits
- Annual Special Assessment District Property Audits
- DNR Payment in Lieu of Tax (PILT) Audit
- Swamptax Audit & Revenue Distribution
- Prepare Commercial Forest Tax Returns for all townships, cities & villages
- Prepare Qualified Forest Tax Returns for all townships, cities & villages
- Training/Support for local township, city and village treasurer's
- Penal fine distribution
- Escheated funds monitoring
- Tracking & reconciling court ordered monies
- State Reporting-many
- Bi-annual bonding local units for monies collected on behalf of other taxing authorities MCL 211.43 (2)
- Daily, monthly, and annual reconciliations of all monies received
- Annual budget compilation for Treasurer's Office and Land Bank Authority
- All accounting and financial statement preparation for the Land Bank Authority
- Annual Countywide financial statement audit prep-work in conjunction with accounting
- Collection, reconciliation and distribution of State Education Tax PA 331 of 1993
- Apportionment

## 2022-2023 Special Projects:

- Leading the committee that is writing the standardized accounting for the State of Michigan with regards to the delinquent tax revolving fund.
- Legislative lead for our district with the Michigan Association of County Treasurer's
- Drafting new standard operating procedures (SOP's) for every function in our office.
- Reverse Principle Residence Exemption Audit
- Updating all banking processes to industry best practices for:
  - Emmet County
  - Medical Care Facility
  - Road Commission