

**ANTRIM COUNTY
CLERK
2021
ANNUAL REPORT**



Clerk:

Sheryl Guy

Hired: 6/11/1979

Elected: term January 2013-2016

Re-elected term: January 2017-2020

Re-elected: term January 2021-2024

Connie Wing, Chief Deputy 12/06/2020

Co Clerk Office, Clerk I - 3/2010, ROD 6/2005

Michelle Hocking, Clerk I- 1/20/2009

Missy Titus, Clerk II 7/1/2016 - Reclassified

10/20/2014 Clerk I – 12/07/2020

Shelley Dennis, Clerk II Equalization/Abstract

7/16/2018 Co. Clerk's Office 12/9/2020

Amy Gilman, Support Staff

Part-time: 6/29/2018

**ANTRIM COUNTY CLERK
ANNUAL REPORT 2021
Sheryl Guy
Antrim County Clerk**

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VITAL RECORDS.....Page 4

- Birth Records
- Death Records
- Marriage License
- Assumed Name Certificates
- Notary Public Appointees
- Concealed Weapons Permits
- County Officials Oaths
- DD-214 Veteran Discharge filing
- Veterans License Peddle his own goods

ELECTIONS.....Page 5, 6, 7

- Director/Coordinator of all elections held in the County
- Maintain Qualified Voter File
- Recount/Recall
- Township Election Workers Training
- Election Software

CIRCUIT COURT/FAMILY COURT.....Page 8, 9

- Record, open all cases, and records all incoming documents
- Maintain and keeper of court files – Civil, Criminal (Felonies), and Family Court – Attend all Court hearings
- Jury Trials (prepare notice jurors and attend all trials)
- Receive money for costs, fines, restitution, filing fees, in addition, other fees – keep track and records of payments.
- Process funds to state and victims (restitution).

SECRETARY AND CLERK FOR BOARDS AND COMMISSIONS AND COURTSPage 9, 10, 11, 12

- Clerk for: Board of Commissioners
- Circuit Court
- Family Court
- Jury Board
- Tax Allocation Board
- County Election Commission
- Board of Election Canvassers
- Apportionment Commission
- Commissioner District Descriptions
- Sanitation Appeals Board

FINANCIAL.....Page 11

- Payroll Processing
- Accounts Payable
- All County Utilities
- Oversee Budgets

OTHER.....Page 12, 13

- Michigan Municipal Risk Management Authority – Liability Insurance
- CompOne – Workers’ Compensation (Employees, Subcontractors, Audit)
- Notaries Public – Service free of charge
- Antrim County Directory – Compiles, Updates and Distribution
- Farmland & Open Space Preservation Program – PA 116
- Required Reports
- Covid-19 (Impact and Staffing)
- Communications
- Goals

SYSTEMS USED TO PERFORM DUTIES

- BS & A – Accounting, General Ledger, Receipts & Expenditures, Payroll, Timesheets
- JIS – Jury System and Juvenile Case Management
- AS 400/On Base/True File now MI File (November 2018) – Circuit and Family Courts (Civil, Criminal, Family)
- MCAPS – Caseload reporting yearend
- Deketo – Vital Records System Index/Record System
- EDRS – State Electronic Death (State of Michigan)
- VERA – State Electronic Birth (State of Michigan)
- QVF – Qualified Voter Registration File (State of Michigan)
- CPL – MICJIN Concealed Pistol License Portal (State of Michigan)

ANTRIM COUNTY VITAL RECORDS

<u>BIRTH RECORDS:</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Home birth/Midwife	6	4	12
Records start:	1868		

<u>DEATH RECORDS:</u>			
In County	161	194	194
Out of County	119	34	36
Total Deaths	280	228	230
Records start:	1867		

<u>MARRIAGE LICENSE:</u>	155	143	144
Records start:	1866		

Assumed Names Certificates	243	198	189
Notary Public Appointees	42	34	31
Concealed Weapons Permits	417	595	483
Admission to the Bar	-0-	-0-	-0-
Oaths of Office given and filed	22	68	37
DD-214 Veteran Discharges filed	-0-	-0-	-0-
Veteran's License (Peddles Goods) (Peddle goods)	-0-	-0-	-1-

Fees:

Marriage License – County residents \$20.00/\$30.00 for out of state residents getting married in Antrim County.

Certified Vital Record \$10.00 first copy each additional copy \$3.00

Senior Citizen rate \$5.00

Veteran's vital records used to establish and obtain benefits fees waived.

DBA's \$10.00 expires in five (5) years

Notary Public Application cost \$10.00/\$10.00 State of Michigan

New and Renewal Concealed Weapons Permit - \$115.00

Courtesy - Offer for Sale: Bulk purchase – Books-a-Million 20% discount passed on to public

Michigan Do it yourself Divorce Books with and without Children – pass on a reduced rate to the public.

With Children	\$32.00 (2018)	No Change in 2021
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Without Children	\$27.00 (2018)	No Change in 2021
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ANTRIM COUNTY ELECTIONS

BUREAU OF ELECTIONS:

- Report Election Results General Election, Primary Election and All State Proposal Elections
- Voter Registration Report – Quarterly
- New Voters Report to Townships – Weekly
- Process new roads and streets for voters – as they are established and named with GIS assistant
- Conduct and process Random BOE selected Township Election Audits (1 after each election)
- Assist Township with Bureau of Elections Arlo (Ballot audit conducted by Townships)

SPECIAL ELECTION – MAY 4, 2021 Township Ambulance Authority

Townships: Central Lake, Chestonia, Custer, Forest Home, Helena, Kearney, Mancelona Precinct #1 & #2, Star, and Warner

Registered Voters 13,244

Votes Cast 1,603 12.10% Turnout Passed

Gaylord Community Schools Sinking Fund Millage

Registered 221

Votes Cast 20 11.05% Passed

Cheboygan-Otsego-Presque Isle Educational Service District – Special Education Millage Renewal

Registered 221

Votes Cast 20 11.05%

East Jordan School Proposal

Votes Cast 85

August 3, 2021 Election:

Echo & Jordan – East Jordan Public Schools passed

November 2, 2021 Election:

Central Lake Village Police Proposal – passed

Yes – 103 No- 75

Votes Cast 178

Election of November 3, 2020 continued from 2020 Annual Report:

DISINFORMATION: DOMINION VOTING SYSTEM

Claims continued to spread like wildfire by many groups claiming, supporting and promoting the “**BIG LIE**” theory and there has been **no credible evidence** that the Dominion Voting System was designed to induce errors. **No** fraud was committed, **no** voters vote had been compromised and integrity by all systems, all jurisdictions and the County Clerk’s office involved have always been at the highest level. **Yes**, human error did occur, **not** on purpose, nor fraudulent: An honest mistake, owned, acknowledged and accepted by County Clerk.

Board Member Support of County Clerk:

I would like to thank the members who have supported and continue to support me throughout the “**BIG LIE**” theory of the November 2020 Election. Those who questioned our integrity, honesty and dedication stay tuned for my 2022 Annual Report.

William Bailey V Antrim County, Secretary of State Jocelyn Benson, in her official and individual capacity Court Case 20-9238-CZ

4/20/2021	Order Granting Motion to Quash County subpoenas Followed by Plaintiff's Attorney Matt DePerno objecting.
5/04/2021	Motion to Amend Complaint – Plaintiff's Attorney Matt DePerno seeking to add Jonathan Brater, in his individual capacity as Michigan's Director of Elections, Sheryl Guy, in her individual capacity and official capacity as the Clerk of Antrim County, Miller Consultations & Elections, Inc., dba Election Source, and Central Lake Township Quash non-party subpoenas such as Dominion Voting System and all townships systems in Antrim County.
5/18/2021	Dismissed by Court
6/09/2021	Pl's Motion for reconsideration /rehearing
6/24/2021	Decision and Order Denying Pl's motion for reconsideration
7/13/2021	Stay Order
7/15/2021	Claim of Appeal #1
7/19/2021	Claim of Appeal #2
8/15/2021	Decision and Order Denying Pl's motion to reconsider
9/03/2021	Order staying all matters
10/12/2121	Order denying intervening Def's SOS Jocelyn Benson motion to lift stay for limited purposes
11/04/2021	Case Dismissed as Moot

STATE OF MICHIGAN COURT OF APPEALS No. 357838

LEGAL FEES:	2020	\$ 21,684.50
	2021	\$ 74,187.60

ELECTION SOURCE – VOTING EQUIPMENT RENTAL: Due to Court Order

06/25/2021	\$3,000.00	
09/24/2021	\$3,000.00	
11/19/2021	\$3,000.00	\$ 9,000.00

Due to Court Order in the Bailey v Antrim County case to preserve and protect voting equipment we will continue to rent (3) Tabulators and computer for Election Night Reporting.

RECOUNTS: **2020** **2021**

1 -0-

RECALLS: **2020** **2021**

-0- -0-

ELECTION INSPECTORS TRAINING

(Certifications are good for a period of 2 years)

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Election Inspectors Training Sessions	6	12	0
In County Inspectors Certified	137	185	0
Out of County Certified	3	4	0
Certified Inspectors Total	140	189	0

ANTRIM COUNTY QUALIFIED VOTER FILE (QVF)

	2019	2020	2021
<u>Registered Voters:</u>			
Banks Twp.	1,354	1417	1387
Central Lake Twp.	2,009	2101	2009
Chestonia Twp.	410	450	455
Custer Twp.	1,043	1127	1101
Echo Twp.	738	812	781
Elk Rapids Twp.	2,376	2492	2358
Forest Home Twp.	1,628	1729	1701
Helena Twp.	935	976	929
Jordan Twp.	683	767	770
Kearney Twp.	1,604	1743	1618
Mancelona Twp.	3,446	3760	3704
Milton Twp.	2,150	2285	2236
Star Twp.	800	888	909
Torch Lake Twp.	1,097	1228	1199
Warner Twp.	272	307	282
TOTAL	20,545	22,082	21,439

ANTRIM COUNTY –QUALIFIED VOTER FILE QVF/REGISTERED VOTER TOTALS

2017	20,034
2018	20,491
2019	20,545
2020	22,082
2021	21,429



13TH CIRCUIT COURT ANTRIM COUNTY

The County Clerk is the Clerk of the 13th Circuit Court Civil, Criminal and Family Court Divisions and the Clerks’ office opens, maintains and is the keeper of all court files. The Clerk is present at all court hearings, Jury Trials and provides the Oaths.

- Jury Trials (prepare notice jurors and attend all trials)
- Receive money for costs, fines, restitution payments, filing fees, in addition, other fees – keep records of payments.
- Process funds to state and victims (restitution)

	<u>2019</u>	<u>2020</u>	<u>2021</u>
<u>CIVIL FILES</u>			
Civil Pending Cases:	20	21	29
New Cases/Reopened:	64	61	64
Total Dispositions:	62	53	67
Ending Pending:	2	29	26

<u>CRIMINAL FILES</u>			
Criminal Pending Case:	5	10	7
New Cases/Reopened:	93	47	65
Total Dispositions:	90	48	61
Ending Pending:	8	9	11

<u>APPEALS</u>			
Civil Admin Review Pending Case:	0	1	0
New Filings:	6	3	2
Total Dispositions:	4	4	1
Ending Pending:	2	0	1

FAMILY DIVISION CASES

Case Types: Divorce With & Without Minor Children, Custody, Paternity, Other Domestic Matters, UIFSA (Support & Paternity Establishment Incoming from another State)

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Family Pending Cases:	51	48	55
New Filings/Reopened:	131	106	103
Total Caseload:	182	154	158
Total Dispositions:	132	93	96
Ending Pending:	50	61	62

PERSONAL PROTECTION ORDERS

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Pending Cases:	0	0	0
New Filings/Reopened:	73	61	55
Total Caseload:	73	61	55
Ending Pending:	0	0	0

FAMILY DIVISION - JUVENILE PROCEEDINGS

	<u>Juvenile Delinquency:</u>			<u>Child Protective Abuse/Neglect:</u>		
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Pending Cases:	1	1	3	3	2	4
New Filings:	22	21	23	13	6	3
Total Caseload:	23	22	0	16	8	7
Caseload Closed:	23	16	26	15	4	5
Ending Pending:	0	6	4	1	4	2

Law Enforcement and the Prosecuting Attorney initiate all Juvenile matters by filing a Petition with the County Clerk. Case's may be opened, closed, reopened and reclosed until he/she reaches the age of 17.

ANTRIM COUNTY ADOPTIONS

	<u>Agency MCI Adoptions/Adoption by Family/Step-Parent Adoptions:</u>		
	<u>2019</u>	<u>2020</u>	<u>2021</u>
Pending:	1	4	1
New Filings:	6	9	15
Closed – Finalized:	3	12	9
Pending:	4	1	7

NAME CHANGES ADULTS AND MINORS

	<u>2019</u>	<u>2020</u>	<u>2021</u>
	6	9	16

BOARD AND COMMISSIONS CLERK/SECRETARY

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Meetings held and attended:			
<u>Board of Commissioners Regular:</u>	17	22	25
Budget Work Sessions	5	3	3

Antrim County Jury Board:

	<u>2019</u>	<u>2020</u>	<u>2021</u>
	12	12	14

6,500 names drawn

<u>Tax Allocation Board:</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Petition Initiating Procedures for The adoption of Separate Tax Limitations to electors of Antrim County and meets every 4 years.	0	0	1

<u>Board of Canvassers:</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Meet after each election to certify results.	3	12	3
Training of canvassers	0	0	0

<u>Sanitation Appeals Board:</u>			
	0	1	0

APPORTIONMENT COMMISSION:

Meets every 10 years next: After Census

Chair Republican Party/Chair Democratic Party/County Clerk/County Treasurer/County Prosecuting Attorney: Commission met three (3) times and reached final plan September 9, 2021, which reduced Board of Commissioners Districts from 9 to 5 as follows:

DISTRICT 1

TOTAL 4876

ALL OF ELK RAPIDS TWP - 2521

ALL OF MILTON TWP- 2355

DISTRICT 2

TOTAL 4959

ALL BANKS TWP - 1588

ALL CENTRAL LAKE TWP - 2159

ALL TORCH LAKE TWP- 1212

DISTRICT 3

TOTAL 4750

PART OF CUSTER TWP -358 BEING ALL OF BELLAIRE SCHOOL DISTRICT- DESCRIBED AS BEG AT THE NW CORNER OF CUSTER TWP, EAST ALONG THE NORTH TOWNSHIP BOUNDARY OF CUSTER TWP TO N 1/4 CORNER OF CUSTER TWP BEING DEL MASON RD, SOUTH ALONG THE NS 1/4 LINE OF CUSTER TWP BEING DEL MASON RD TO THE NW CORNER OF SEC 10, TH EAST ALONG THE N BOUNDARY OF SEC 10 TO THE NS1/4 LINE OF THE NW1/4 OF SEC 10 , TH SOUTH ALONG THE NS 1/4 LINE OF THE NW1/4 OF SEC 10 450 FT, TH W TO THE NS 1/4 LINE OF CUSTER TWP BEING DEL MASON RD, SOUTH ALONG THE NS 1/4 OF THE TWP TO THE NE CORNER OF SEC 16 BEING DB TRL, TH WEST ALONG THE NORTH LINE OF SEC 16, CONT WEST ALONG THE NORTH LINE OF SEC 17 TO THE NE CORNER OF SEC 18, TH SOUTH ALONG THE EAST LINE OF SEC 18 TO THE SE CORNER OF SEC 18 , TH WEST ALONG THE SOUTH LINE OF SEC 18 TO THE NS 1/4 LINE OF SEC 18, TH NORTH ALONG THE NS 1/4 LINE TO THE NORTH LINE OF SEC 18, TH WEST ALONG THE NORTH LINE OF SEC 18 TO THE NW CORNER OF SEC 18, TH NORTH ALONG THE WEST TOWNSHIP BOUNDARY TO THE NW CORNER OF CUSTER TOWNSHIP.

ALL OF FOREST HOME TWP- 1675

ALL OF HELENA TWP- 937

ALL OF KEARNEY TWP- 1780

DISTRICT 4

TOTAL 4430

PART OF CUSTER TWP -792 ALL OF MANCELONA SCHOOL DISTRICT DESCRIBED AS BEG AT THE NE CORNER OF CUSTER TOWNSHIP TH WEST ALONG THE NORTH BOUNDARY LINE OF CUSTER TOWNSHIP TO THE NORTH 1/4 CORNER OF CUSTER TWP BEING DEL MASON RD, TH SOUTH ALONG THE NS 1/4 LINE OF THE TWP BEING DEL MASON RD TO THE NW CORNER OF SEC 10, TH EAST ALONG THE N BOUNDARY OF SEC 10 TO THE NS 1/4 LINE OF THE NW1/4 OF SEC 10 , TH SOUTH ALONG THE NS 1/4 LINE OF THE NW1/4 OF SEC 10 450 FT, TH W TO THE NS 1/4 LINE OF CUSTER TWP BEING DEL MASON RD, SOUTH ALONG THE NS 1/4 LINE OF THE TWP TO THE NE CORNER OF SEC 16 BEING DB TRL, TH WEST ALONG THE NORTH LINE OF SEC 16, TH CONT WEST ALONG THE NORTH LINE OF SEC 17 TO THE NE CORNER OF SEC 18, TH SOUTH ALONG THE EAST LINE OF SEC 18 TO THE SE CORNER OF SEC 18, TH WEST ALONG THE SOUTH LINE OF SEC 18 TO THE NS 1/4 LINE OF SEC 18, TH NORTH ALONG THE NS 1/4 LINE OF SEC 18 TO THE NORTH BOUNDARY LINE OF SEC 18, TH WEST ALONG THE NORTH LINE OF SEC 18 TO THE NW CORNER OF SEC 18, TH SOUTH ALONG THE CUSTER TWP WEST LINE TO THE SW

CORNER OF CUSTER TWP , TH EAST ALONG THE TWP BOUNDARY TO THE SE CORNER OF CUSTER TWP, TH NORTH TO THE NE CORNER OF CUSTER TWP.

PART OF MANCELONA TWP-3638 THE WEST HALF FROM CINDER HILL RD DESCRIBED AS BEG AT THE NW COR OF MANCELONA TWP, S ALONG THE WEST TWP BOUNDARY TO THE SW CORNER, EAST ALONG TWP BOUNDARY TO CINDER HILL RD, TH NORTH ALONG CINDER HILL RD TO THE NORTH BOUNDARY OF THE TOWNSHIP, TH WEST ALONG THE NORTH BOUNDARY OF THE TWP TO THE NW CORNER OF MANCELONA TWP.

DISTRICT 5

TOTAL 4416

ALL CHESTONIA TWP-512

ALL ECHO TWP-952

ALL JORDAN TWP-887

ALL STAR TWP-1028

ALL WARNER TWP-364

PART OF MANCELONA TWP-673 BEING THE EAST SIDE OF THE TOWNSHIP FROM CINDER HILL RD DESCRIBED AS BEG AT THE NE CORNER OF MANCELONA TWP, TH SOUTH ALONG THE EAST BOUNDARY OF MANCELONA TWP TO THE SE CORNER, TH WEST ALONG THE SOUTH BOUNDARY TO CINDER HILL RD, TH NORTH ALONG CINDER HILL RD TO THE NORTH LINE BOUNDARY OF MANCELONA TWP, TH EAST ALONG THE NORTH TWP BOUNDARY TO THE NE CORNER OF MANCELONA TWP.

CENSUS FIGURES: Townships	<u>2010</u>	<u>2020</u>	
Banks Township	1,609	1,588	
Central Lake	2,198	2,159	
Chestonia	511	512	
Custer	1,136	1,150	
Echo	877	952	
Elk Rapids	2,631	2,521	
Forest Home	1,720	1,675	
Helena	1,001	937	
Jordan	992	887	
Kearney	1,765	1,780	
Mancelona	4,400	4,311	
Milton	2,204	2,355	
Star	926	1,028	
Torch Lake	1,194	1,212	
Warner	416	364	
TOTAL	23,580	23,431	-149

FINANCIAL:

Antrim County Payroll – Processing and Distribution
 Accounts Payable – Claims and Accounts/Contracts, etc.
 All County properties Utilities.

Maintains following budgets: Clerk, Elections, Jury Board, Communications, Canvassers Board, Tax Allocation, Liability Insurance, CPL Fund, Commissioners budget shared with the County Administrator, Special Projects and every 10 years Apportionment Commission.

MICHIGAN MUNICIPAL RICK MANAGEMENT AUTHORITY

Liability Insurance Claims: 18 in 2019

Liability Insurance Claims: 10 in 2020

Liability Insurance Claims: 8 in 2021

WORKERS' COMPENSATION COMPONE AUDIT:

YEARLY PAYROLL ESTIMATES: Based on earnings and rate of code for each group/department/etc. Quarterly payments.

SUB-CONTRACTORS – CompOne forms and W-9's (if not completed Antrim County pays for the workers' compensation based on code and cost per \$100 of earnings).

Risk Management Audit of County payroll resulted in a refund of \$22,571.66 for 2021

Due to persistence of staff to gather information from contractors to prove not County payroll eligible.

NOTARY PUBLIC:

All County Clerk employees are notaries and perform notary duties free of charge.

ANTRIM COUNTY DIRECTORY:

Compiles all the information for the County Directory.

Directories: Distributed to the Townships, County Offices and available for the public at no cost.

FARMLAND & OPEN SPACE PRESERVATION PROGRAM – PA 116:

2018 1

2019 0

2020 0

2021 0

DEPARTMENT - REQUIRED REPORTS:

MICHIGAN STATE POLICE:

-Concealed Pistol License –Yearly

-Monthly Invoicing

STATE COURT ADMINISTRATORS:

-Annual Jury Fee Report – January

-Court Appointed Attorney Fee Report – February

-Drug and Driving Drunk Report – March

- Court Costs Imposed and Collected - March

-Jury Fee Report – April & October

-Jury Statistics Report - March

-Outstanding Receivables & Cash Code Report - July

-Yearly Case Load Report

MICHIGAN SECRETARY OF STATE:

-The Drug Cases – March & December

-Abstracts – All Criminal Case Convictions related to Auto/Alcohol/Controlled Substance Abuse

GRAND TRAVERSE COURT ADMINISTRATOR:

-Trust & Agency Report – Monthly

-Marriage Counseling Report – Monthly

-Divorce Judgment Fees Report – Monthly

-Friend of the Court – License Suspension Fees Report – Monthly

STATE OF MICHIGAN

- Civil Filing Fee Fund – Monthly
- State Court Fund – Monthly
- Justice System Fund – Monthly
- Civil Jury Demand Fund – Monthly
- Crime Victim Rights Fund – Monthly
- Judicial Electronic Filing Fund – Monthly
- Driver’s License Clearance Fund – Monthly
- Notary Education & Training Fund Fees Report – Monthly
- Concealed Pistol Permits Fees Report – Monthly (MSP)
- Emergency Service – Report – Quarterly
- Probate/Family Court – Child Care Fund Report - Monthly

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH DIVORCE FOR VITAL RECORDS:

- Deaths, Births, Marriage, Divorces – Monthly

ANTRIM COUNTY – PAYROLL REPORTS

- FTJ Report – Each Payroll
- MassMutual Report – Each Payroll
- Nationwide Report – Each Payroll
- MERS 457 Report – Each Payroll
- Judges Retirement Report – Each Payroll
- Teamsters/POAM/FOPLC Reports - Monthly
- Friend of the Court Report – Each Payroll
- U.S. Census – Government Report – Employee Count Monthly
- W2’s all County Employees
- 1099 Reports – IRS Yearly
- 1096 Report – IRS Yearly

TOTAL Reports 407 + all abstracts sent to the Secretary of State Office

COMMUNICATIONS:

This is a very important function of the County Clerk’s Office in our daily business, our office works very closely with departments. As a high-functioning, multi-tasking department, it is a necessity to have good communication skills.

COUNTY CLERK GOALS:

Continue to maintain the highest level of public service and continue to cross train staff.

Respectfully submitted,
Sheryl Guy
Antrim County Clerk