

GENERAL GOVERNMENT

ELECTED

OVERVIEW – BOARD OF COMMISSIONERS

The Board of Commissioners is the policy-making body for the County and they are responsible to complete a number of functions which are mandated by State statute. For example, the Board is mandated to approve an annual budget, appoint an Emergency Management Coordinator and Medical Examiner, as well as to fund various county functions including repairs and maintenance to the County Jail, Courthouse, and other county facilities. In addition, the Board is permitted by State statute to do such things as issue bonds or appoint a County Administrator/Controller.

In cases where the Board of Commissioners has undertaken some of the permitted activities there may be mandates associated with those actions. For example, the County is permitted to issue bonds and should the Board choose to do so, they are required to follow certain mandated steps. In addition, should the County appoint an Administrator/Controller there are specific requirements that must be included in the contract.

Pursuant to Public Act 261 of 1966 the number of Board of Commissioners is based upon the total population of the County and the number of Districts that are created by the Apportionment Commission. In Kent, the Board currently has 19 members and is limited by statute to no more than 21 members.

Each member of the Board of Commissioners is elected from a District which is established by the Apportionment Commission. The configuration of the Districts that are represented are reviewed every ten years following the completion of the Decennial Census. Commissioners are elected to serve two-year terms and are not subject to term limits.

The Board of Commissioners is supported by the work of the Executive Assistant to the Board and the County Clerk which performs many of the mandated functions which include public notices and meeting minutes which are required to be published pursuant to state statutes.

The Board of Commissioners is also permitted, but not required to do certain things pursuant to State statute. For example, the Board may adopt countywide ordinances or rules to operate by to ensure compliance with the Open Meetings Act. While these actions are permitted, they are not mandated, but considered necessary for the efficient and effective operation of government.

Because counties are only enabled to do that which is permitted by law, the Board of Commissioners is restricted in what it can do; however, changes to State statutes over the years have broadened the services that can be provided to include such things as owning and operating a countywide parks system and zoo, which are included elsewhere in this report.

Board of Commissioners

Function	Mandated						Non-Mandated							
	Statute	Fully Funded	Un-Funded	Partially Funded			Board Authorized Agreement	Board Resolution	Necessary	Discretionary	Funding Source			
				Designated State/Feds	User Fees / Fines	Other					Gen. Fund.	User Fees	State/Fed Grant	Other
Appointments														
Appoint a commissioner or hold a special election to fill a vacancy	MCL 46.412	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appoint representatives to various boards and commissions	Various Statutes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Various Agreements		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appoint the County Administrator/Controller		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appoint the County Medical Examiner	MCL 52.201	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appoint the Emergency Management Coordinator	MCL 30.409(9)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriations														
Adopt the annual budget	MCL 141.434(4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate funds for repairs to the courthouse, jail, and all other public offices of the County	MCL 46.7(7)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate funds for the operation of the Circuit, Probate, and District Courts	MCL 600.591; 600.837; 600.8271	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish public hearing dates for the annual budget	MCL 141.434(5)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Citizen Representation														
Respond to constituent requests for information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Function	Mandated						Non-Mandated							
	Statute	Fully Funded	Un-Funded	Partially Funded			Board Authorized Agreement	Board Resolution	Necessary	Discretionary	Funding Source			
				Designated State/Feds	User Fees / Fines	Other					Gen. Fund.	User Fees	State/Fed Grant	Other
Policy Making														
Adopt countywide ordinances as permitted by statute		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Various	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adopt fee schedules as permitted by statute	Various Statutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adopt legislative priorities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adopt policies for operation of county services		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adopt rules for the operation of Board meetings to comply with the Open Meetings Act		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appoint a Chair and Vice Chair	MCL 46.3(4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approve the Apportionment Report	MCL 211.37	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approve the purchase, disposal, and location of County facilities and property		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Establish county priorities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-13-10-33	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hold an annual meeting	MCL 46.1(1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OVERVIEW – COUNTY CLERK/REGISTER OF DEEDS

The County Clerk is an elected office mandated by Article 7, Section 4 of the Michigan Constitution. The County Clerk performs functions with the processing and recording of vital County records as well as functions associated with public elections held in the County.

In addition, the Clerk is mandated by law to process applications for concealed weapons permits.

The County Clerk also serves as the Clerk of the 17th Circuit Court.

VITAL RECORDS

The County Clerk is the “local registrar” for Kent County as defined in MCLA 333.2804 and is, therefore, charged by state law to process, record and issue vital records on behalf of County residents. The law also requires the Clerk to record the vital information in each case in an “index” as defined by Vital Records Inspection and Disclosure Rule #325.3231(c).

Cities with a population over 40,000 may designate the County Clerk as its “local registrar” to eliminate any duplication of effort and to centralize the vital records registration function. Two Board resolutions exist approving such an agreement with the cities of Grand Rapids and East Grand Rapids. The County Clerk’s efforts on their behalf, therefore, may be considered discretionary. However, the County Clerk’s office now manages all vital records for all municipalities in Kent County and the Clerk is prohibited to return control of these documents to the local units.

In addition to processing vital records, the Clerk is required by statute to provide copies of vital records to the public under certain conditions as requested. Providing copies of these records requires that a copy of each vital record be retained by the Clerk in a form and location accessible to the public. Therefore, retention and storage of these documents is considered necessary.

The County Clerk is responsible for keeping a file of all County contracts, which is not a mandated function, but is considered necessary to the operation of the County.

REGISTER OF DEEDS

The Register of Deeds is an elected position mandated by the Michigan Constitution, Article VII, Section 4. In Kent County, the County Clerk and the Register of Deeds are combined under one elected official. These offices were combined by Board resolution in February 1971 as being “to the best interests of Kent County.” The major function of the Register of Deeds is to put on public record all documents related to land and some personal property in Kent County.

Various state laws require the Register of Deeds to verify, receipt, index and record all real estate transactions. In addition, the Register is required by statute to record other documents related to real and some personal property.

Although the manner of preserving these documents is not mandated, the Kent County Register of Deeds microfilms and images all documents it processes and returns the originals to the sender. For the purposes of this study, microfilming, imaging and returning the original documents are considered necessary functions for the efficient recordation, preservation and accessibility of land records.

The Register of Deeds is required by law to provide copies of these records to the public upon request. All documents recorded from 1970 forward are available online as a service to the community. The Kent County Register also regularly provides information to customers and citizens regarding the requirements of the Michigan Recording Act. This is considered a necessary function.

ELECTIONS

Pursuant to MCL 168.689, the County Clerk, County Treasurer, and Probate Court Judge serve as the board of county election commissioners and shall prepare the official ballots for use at any state, district or county election. In Kent County, the County Clerk programs the election ballot and prepares the official ballot in order to produce the state mandated election results.

The County Clerk is mandated by state law to ensure that local election officials and precinct inspectors are thoroughly knowledgeable about the proper and legal conduct of elections. To that end, the Clerk must hold training seminars for these officials. The Kent County Clerk has developed a comprehensive training manual for precinct inspectors. This manual is not mandated by state law, but is necessary for the training sessions which are mandated. The Clerk also communicates changes in legislation affecting the conduct of elections to all local election officials as a necessary activity in fulfilling the mandate to educate election personnel.

The Clerk is available to speak to local citizen groups regarding elections and voter registration. This activity is discretionary, although it is an important public service. In order to ensure that the Clerk's staff may register voters correctly, training is conducted periodically on the procedure for voter registration. For the purposes of this study, this training is considered necessary to support the function of properly registering voters.

The Clerk is required by state law to publish notices of close of voter registration and election and to distribute notices of elections to local unit clerks. The Clerk therefore maintains the local election calendar as a natural outgrowth of the Clerk's election-related duties. In addition, the Clerk is required by law to create and update election forms and supplies; to layout, order and coordinate proofing of ballots; to deliver all forms, supplies and ballots to local clerks; to program elections in order to produce the state mandated election results; and, to maintain and repair any voting equipment owned by the County. Public Act 299 of 2003 established that school district elections would be governed by Michigan Election law and therefore are included in the Clerks' election duties.

The Clerk has duties mandated by law regarding campaign finance information. These duties include: receive all statements and reports required to be filed with the county clerk's office; provide the forms, instructions, and manuals required by MCLA 169.215 (the Michigan

Campaign Finance Act); and implement the system for filing, coding, and cross-indexing prescribed for the filing of required reports and statements.

CLERK OF THE COURT

For information regarding the mandated and non-mandated services provided by the Clerk of the Court see the Judicial section of this report.

County Clerk

Function	Mandated						Non-Mandated							
	Statute	Fully Funded	Un-Funded	Partially Funded			Board Authorized Agreement	Board Resolution	Necessary	Discretionary	Funding Source			
				Designated State/Feds	User Fees / Fines	Other					Gen. Fund.	User Fees	State/Fed Grant	Other
Elections														
Education														
Coordinate training seminars	MCLA 168.683	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop and maintain comprehensive training manual for precinct inspectors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educate local election officials and precinct inspectors	MCLA 168.683	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filings														
Process nomination petitions and election filings and transmit to the Secretary of State	MCLA 168.688 MCLA 168.254 MCLA 168.552	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Information														
Distribute notices of elections to local unit clerks	MCLA 168.647	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement and maintain the filing and index system for campaign finance records prescribed by the Secretary of State	MCLA 169.215(17)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain election calendar		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process voter registration	MCLA 168.509w	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide informational materials to the public regarding campaign finance requirements	MCLA 169.215(17)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Function	Mandated						Non-Mandated							
	Statute	Fully Funded	Un-Funded	Partially Funded			Board Authorized Agreement	Board Resolution	Necessary	Discretionary	Funding Source			
				Designated State/Feds	User Fees / Fines	Other					Gen. Fund.	User Fees	State/Fed Grant	Other
Publish notices of close of registration and election	MCLA 397.188 MCLA 123.1145 MCLA 124.679	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speak to citizen groups regarding elections and voter registration		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train staff to register voters		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplies														
Coordinate ballot proofing	MCLA 168 et seq.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create and update election forms	MCLA 168.667	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain and repair optical scan voting equipment owned by the County	MCLA 168.778	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Register of Deeds														
Customer Service														
Provide copies of public records to the public	MCLA 565.551	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide information to customers regarding the Recording Act		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plat Board														
Act as Secretary of Plat Board	MCLA 560.102(r)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Real and Personal Property														
Collect the State's Real Estate Transfer Tax	MCL 207.530	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microfilm documents		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Function	Mandated						Non-Mandated							
	Statute	Fully Funded	Un-Funded	Partially Funded			Board Authorized Agreement	Board Resolution	Necessary	Discretionary	Funding Source			
				Designated State/Feds	User Fees / Fines	Other					Gen. Fund.	User Fees	State/Fed Grant	Other
Receipt and index documents related to real and personal property	MCLA 54.206 MCLA 600.4035 MCLA 560.198	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify and record all transactions for real estate	MCLA 78.2 MCLA 561.8 MCLA 560.243 MCLA 560.228 MCLA 560.211 MCLA 560.172 MCLA 455.20 MCLA 252.4 MCLA 211.135	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vital Records														
Act as Clerk of the Board of Commissioners	MCLA 46.4 MCLA 46.9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File, store, and retain vital records and provide copies as requested	MCLA 333.2882 DCH OSR Rule 325 et seq	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service														
File business registrations	MCLA 445.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File County contracts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File military discharges	MCLA 35.32	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Function	Mandated						Non-Mandated							
	Statute	Fully Funded	Un-Funded	Partially Funded			Board Authorized Agreement	Board Resolution	Necessary	Discretionary	Funding Source			
				Designated State/Feds	User Fees / Fines	Other					Gen. Fund.	User Fees	State/Fed Grant	Other
File Orders of Municipal Incorporation with Secretary of State	46.14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>					
Notarize documents and file notarized documents	MCLA 55.285	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>					
Process concealed weapons permit applications	MCLA 28.426	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>					

OVERVIEW – DRAIN COMMISSIONER

Specific functions of the Drain Commissioner emanate from four principal statutes: the Michigan Drain Code, (PA 40 of 1956) the Inland Lake Level Act, (PA 451 of 1994), the Inland Lake Improvement Act, (PA 451 of 1994) and the Michigan Subdivision Control Act. (PA 288 of 1967)

The Michigan Drain Code requires the County to elect, on a four-year cycle, a Drain Commissioner who is responsible for storm water management, maintenance of established county drains and establishment and approval of new county drains. The Drain Commissioner has the obligation to assess the costs for these activities to the property owners, municipalities and road agencies that benefit from these improvements. With respect to these assessments the Drain Code requires the Board of Commissioners to fund 50 percent of the cost of a drain assessment for drainage of county roads. The remaining 50 percent is to be funded by the County Road Commission from county road funds. In Kent County, however, the Board of Commissioners has elected to pay the entire Road Commission portion of the drain assessment for drains that benefit County roads. That activity is considered discretionary. Coordinating the financing of the work is not mandated to be done by the County, but is considered necessary since the Drain Commissioner is mandated to levy the assessment and to ensure the work is done.

Pursuant to the Inland Lake Level Act, the Kent County Board of Commissioners has responsibility for maintaining court ordered lake levels for nineteen lakes in the county. The act requires that a delegated authority, defined as the Drain Commissioner or other person delegated by the Board of Commissioners, inspect all county lake levels and control structures and determine the apportionment of costs incurred for maintaining the levels. The Board has assigned these duties to the Drain Commissioner on a project-by-project basis. If the Board of Commissioners determines by resolution that the entire cost of the project, or a portion thereof should be defrayed by a special assessment to the benefited properties, then the “delegated authority” (in Kent County, the Drain Commissioner) prepares a special assessment role.

The Inland Lake Improvement Act requires that when inland lake improvement boards are established, the County Drain Commissioner must be a member of such boards. The Drain Commissioner presently sits as a member of the six such boards in Kent County: Big Brower Lake, Little Brower Lake, Big Pine Island Lake, Myers Lake, Big Crooked Lake, Scenic Lake and Cowan Lake. Inland lake improvement boards may bid out and enter into contracts for improvements to lakes. The bids are required to be advertised by the chair of the lake improvement board if the contact is to be overseen by the board. However, it is not mandated that the Drain Commissioner be the chair of the board. The Drain Commissioner may oversee these contracts however it is considered to be a discretionary function.

The Michigan Subdivision Control Act requires the Drain Commissioner to: a) inspect all plat construction in the County; b) ensure all requirements of the Subdivision Drainage Rules and Regulations are met; and c) record and maintain the records of all platted easements for drainage.

By statute, the Drain Commissioner serves as a member of the County Board of Public Works. In addition, the Commissioner is a member of numerous other local and statewide boards including the Executive Committee of the Metro Council Lower Grand River Organization of Watersheds,

and the Executive Committee of the Michigan Association of County Drain Commissioners, and as Chairman of the MACDC Legislative Committee. The Drain Commissioner also speaks to local organizations, churches and citizen groups about stormwater management and water quality.

Drain Commissioner

Function	Mandated						Non-Mandated							
	Statute	Fully Funded	Un-Funded	Partially Funded			Board Authorized Agreement	Board Resolution	Necessary	Discretionary	Funding Source			
				Designated State/Feds	User Fees / Fines	Other					Gen. Fund.	User Fees	State/Fed Grant	Other
Board Participation														
Participate on community boards other than lake improvement Boards		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		02-10-00-7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate on DPW Board	MCLA 123.732(2)(a)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drains														
Coordinate the financing of drain projects		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish and approve new drains	MCLA 280.54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fund the cost of new drains apportioned to improvements in the County road system	MCLA 280.151	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Levy special assessments in drainage benefit districts	MCLA 280.262	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain all County and inter-county drains	MCLA 280.191	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain recorded easements for drains	MCLA 280.11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay the remaining 50% (which is the Road Commissions portion) of the cost of a drain assessment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Represent the County in GVMC in executing the requirements for Phase II NPDES Stormwater permit application	US EPA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2-10-00-7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and approve proposed subdivisions to ensure drainage standards are met	MCLA 560.114	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Split the cost of drain assessments for County Roads with the Road Commission 50/50	MCL 247.664(a)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Function	Mandated						Non-Mandated							
	Statute	Fully Funded	Un-Funded	Partially Funded			Board Authorized Agreement	Board Resolution	Necessary	Discretionary	Funding Source			
				Designated State/Feds	User Fees / Fines	Other					Gen. Fund.	User Fees	State/Fed Grant	Other
Lakes														
Assess costs of controlling lake levels		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Resolutions made on a project-by-project basis	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect lake level control structures	MCLA 324.30722	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oversee contracts for functions which improve water quality in lakes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate on lake improvement Boards	MCLA 324.30903(a)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide for and maintain the lake at the normal level	MCLA 324.30708	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Examiner														
Autopsies														
Complete autopsies	MCLA 52.202	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OVERVIEW – TREASURER’S OFFICE

The County Treasurer is an elected office mandated by Article 7, Section 4 of the Michigan Constitution.

The main function of the Treasurer is to maintain the County treasury, which requires that the Treasurer’s Office undertake good accounting practices to record and track all funds and accounts, to invest County funds according to the needs and wishes of the County, and to report to the Board of Commissioners periodically on the condition of the County’s finances.

The Treasurer is mandated by various state laws to administer the process used by governmental units in the county to collect and disburse property taxes. In addition, the Treasurer administers the collection of all delinquent property taxes. The County established a delinquent tax revolving fund under MCLA 211.87b which mandates that if the County has such a fund, the Treasurer must be the agent of the fund.

When the County Board of Commissioners established a hotel/motel tax, they also appointed the County Treasurer as the tax administrator for the tax.

In 2009, the Board of Commissioners approved an Intergovernmental Agreement (Resolution 11-19-09-136), between the Michigan Land Bank Fast Track Authority and the Kent County Treasurer which established the Kent County Land Bank Authority as permitted by State statute. The Authority is a separate public body and the Treasurer is seated on the Authority by virtue of the office. The function is non-mandated but considered necessary for the operation of the Land Bank Authority in Kent County.

In addition to these major functions of the Treasurer’s Office, the County Treasurer is also mandated by state law to collect fees for dog licenses, and to participate on various advisory, licensing, or regulatory boards.

Treasurer's Office

Function	Mandated						Non-Mandated							
	Statute	Fully Funded	Un-Funded	Partially Funded			Board Authorized Agreement	Board Resolution	Necessary	Discretionary	Funding Source			
				Designated State/Feds	User Fees / Fines	Other					Gen. Fund.	User Fees	State/Fed Grant	Other
Investment														
Invest County funds	MCLA 129.71 MCLA 48.40 MCLA 129.91	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1-7-97-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invest local government investment pool funds		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		12-84-173	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain a record of all funds received showing balances	MCLA 750.485	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain County checking accounts	MCLA 129.101	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate on advisory, licensing or regulatory boards	MCLA 560.102(r) MCLA 46.403(1) MCLA 168.23	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sell dog licenses	MCLA 287.267	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land Bank Authority														
Administer the Land Bank Authority		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		11-19-09-136	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tax Collection Administration														
Administer a process to collect all delinquent property taxes	MCLA 48.40 PA 211.58	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administer a process to collect and disburse current year property taxes	MCLA 48.40	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administer the delinquent tax revolving fund	MCLA 211.87b	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Collect hotel/motel taxes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		7-2-75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Implement tax record searches	MCLA 48.101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>