



**Angie Thompson**  
**Gratiot County Clerk**

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Chief Deputy: Rene' Rubin

Deputies: Teresa Bushre, Tricia Moeggenberg,  
Ashley Thomas, and Katie Wilson

### **Clerk's Annual Report 2023**

#### **Gratiot County Clerk's Office – October 2022**

Elected Official: Angie Thompson, Elected 2016; Employed September 2016 (Collections).

Chief Deputy: Teresa Bushre – Hired May 2014

Deputy: Tricia Moeggenberg, – Hired August 2018

Deputy: Lindsey Beltinck – Hired November 2021

Deputy: Rebecca Braman – Hired March 2022

The County Clerk's Office is a constitutionally mandated office, elected every four years in the gubernatorial election cycle. The County Clerk is the keeper of the records, clerking for the Board of Commissioners, Board of Canvassers, Election Commission, Jury Board, Plat Board, and is a member of the Apportionment Commission. In addition the County Clerk is the filing official for Resolutions and Ordinances and Zoning Ordinances passed by the Board, wetland maps, Traffic Control Orders, drain notices, DEQ notices, Equalization reports, Local Administrative Orders, Affidavit of Publications, historical records, candidate petitions for county offices, Probate Judge, school board members and receives all required campaign finance Statements of Organization and reports.

As the keeper of the records, the Clerk's Office is called upon to research documentation across all the retained records upon request.

#### **Monies Processed:**

Receipts for 10/1/2021 through 9/30/2022

**\$479,684.13 Grand Total on 5,200 receipts**

\$246,259.96 to General Fund

\$ 11,550.00 to FOC

\$ 27,670.00 to CLP

\$ 194,204.17 Balance to State and other Agencies

**New Vital Records Received and Processed January 1, 2022 – December 1, 2022:**  
**With comparison from 2021**

2021	2022	
518	507	Births
467	546	Deaths
420	402	Marriages
261	195	Assumed Names
653	949	CPL
53	40	Notary Records

Received original birth certificates from the hospital, double checked properly dated and signed, registered, indexed and imaged in our system. Filed hard copies in the vault and sent originals on to Department of State Vital Records. We process a few home births every year, we must produce an actual original birth certificate for these. Provided certified copies as requested.

Death records are received from the state program Electronic Death Registration System (EDRS) from the funeral homes. Checked information for signatures, dates, times, addresses, spellings, social security numbers, etc.) Assigned number, indexed, imaged and filed in our vault. Provided certified copies as requested.

Marriage applications commenced with an application from applicants, marriage certificate is produced, assigned a file number and provided to parties. Following the marriage, the document was returned, checked for proper dates and signatures, imaged and sent to Department of State Vital Records for filing. Provided certified copies as requested.

Assumed names (DBA's) commence from an application, verified name is acceptable, indexed, scanned, filed in the vault and two copies provided applicant. Notified applicants whose DBA's are about to expire.

Notary requests commenced with an application, payment and filing of a bond. State of Michigan notified us of approval and the expiration date was indexed into our system.

CPL Applications are received in the Clerk's Office, verified for completion, analyzed for qualifications and entered into the MSP MiCJIN portal. Upon notification from State the application is either approved or denied, requiring either a CPL card or letter of denial be sent.

These statistics do not include the number of requests for certified copies of past vital records. We typically receive a call first to gather information, they are provided instructions and either come into the office or request it on line after completing the required paperwork

Prepare badges for: Employees, Commission on Aging Volunteers, Juvenile Transporters, Juvenile Volunteers, Sheriff Department Employees and other Law Enforcement Employees as Requested and Veteran's ID cards.

**Court Cases 2022:**

Felonies	153
Domestic	325 (83 PPO's)
Civils	64

Attended Circuit Court hearings for criminal matters and processed Judgments of Sentence and abstracts, drafted legal orders upon request, entered fines, costs, fees into JIS and collected the same upon payment. Attended District Court hearings for criminal matters Judge McDonald is hearing for Circuit Court and prepared notices to appear, Judgments of Sentence and abstracts as required. Attend jury selection for jury trials. Received court filings, entered into JIS, imaged, sent to Circuit Court for signature, attested, processed for filing and distribution. Opened cases upon review and receipt of proper filing fees. Entered actions, events, adjudications and closings in accordance with the Case File Management Standards and Caseload Reporting in accordance with State Court Administrative directives.

\*Domestic cases with children are closed at the time of the Judgment, but remain active for collections until the last child support is paid for the last child in the case. Paperwork continues to generate well after the cases are closed, in some cases for years. The above numbers do not reflect the post judgment activities and filings for child support collections as they occur after a case is closed.

**Juror Questionnaire Forms:** Mailed 2,800 jury questionnaire forms, returned, imaged into Cherrylan jury program, rough sorted for Jury Board, attended Jury Board meetings, updated qualifications of jurors, paneled, entered juror vouchers for jurors.

**Commissioner Packets, Boards & Commissions**

Prepared 2 packets a month using Boardbook, took Minutes of meetings, posted on-line. Prepared and posted meeting schedules, advertisements for Boards & Commission vacancies. Following county policy sent letters to appointees when terms are about to expire to reapply, received, sorted and provided in board packets applications, notified appointees and those not selected.

Some, past history:

**Conducted Elections in 2022 :**

Received petitions/Affidavits of Identity and Declarations of Write-In or filing fee from candidates; received, reviewed and posted campaign finance documentation from all candidates; advertised filing deadlines, Notice of Last Day of Registration, Notice of Election and Notice of Canvass; entered candidates and proposals into QVF (Qualified Voter File); indicated winners from Primary to General, updated write-in candidates and marked all candidates complete in QVF; posted candidates/proposals on web; sent out proof ballots to all candidates; provided candidate/proposal information to election programmer, ballot printer, and Isabella, Clinton, Saginaw, Midland and Montcalm County Clerks for school candidates in their counties; researched past voter turn out and ordered proper number of ballots for all elections; prepared Election Reporting for election night updates; keyed in federal and state results to Bureau on election night; received and reviewed all paperwork from precincts on election night; prepared canvass materials for Board of Canvassers to begin reviewing, attended meetings, prepared Minutes, prepared and printed actual canvass; distributed state canvass to State of Michigan, Certificate of Nomination or Certificate of Determination to each local candidate and proposals jurisdiction; archived all materials; prepared Board of Canvasser payroll.

- Conducted Certification Training for 182 Election Inspectors – Mandatory Training Every Even Year

- May 2022, School Election
- August 2022 Primary Election
- November 2022 General Election

Conducted Election in 2023:

- May 2023, Fulton School Election
- November City General

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**Computers are trying to run all these programs, software, websites all at the same time as we are waiting on customers through the telephone, e-mail, counter and by mail. All programs must be open and ready to wait on the next customer.**

Word	JIS & Court Imaging
Excel	Centralized Birth Index
Adobe – Full Version	QVF – State Qualified Voter File
CherryLAN Imaging & Filer	Boardbook – Commissioner Packets
Deketo & Imaging	General Ledger
MiCJIN – State CPL Portal	Accounts Payable
EDRS – Electronic Death Records	Identipho Printer – Badges & CPLs
Gov Pay – Takes Payments	
Dymo Labelwriter – Mailings/Files	
Receipt Printer	
Postage Scale & Stamp Printer	