CLINTON COUNTY
REGISTER OF DEEDS
& PLAT BOARD

2010 ANNUAL REPORT

CAROL WOOLEY
REGISTER OF DEEDS

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THE HONORABLE BOARD OF COMMISSIONERS:

As Register of Deeds for Clinton County, I am pleased to submit the following Annual Report for the year 2010. Our office provides quality service to the constituents of Clinton County. Attorneys, real estate companies, title companies, surveyors, lending institutions and the general public rely on efficiency and accuracy from our office. Fees are collected as per statute for document recording fees, County and State transfer taxes, Remonumentation fees, technology fees, copies of our records and written UCC and tax lien searches.

We recorded 13,476 documents (56,342 pages) in 2010. We collected total receipts of $1,397,178.00. After sending $884,388.75 transfer tax to the State of Michigan, $46,361.98 to the Michigan State Survey and Remonumentation and distributing the $26.00 Trust and Agency amount, we deposited $67,325 into the Register of Deeds Technology Fund and $399,076.27 into the County General Fund.

In 2010 we recorded 293 Sheriff's Deeds (mortgage foreclosures) in our office. This number is up from 2009 (263), but less than 2008 (329). Through April of 2011 we have recorded 120 Sheriff's Deeds.

We implemented the e-commerce portion of EagleWeb April 16, 2010. This allows for the sale of copies on-line with a credit or debit card. We have had good response to this from independent title researchers, attorneys and others including individual county residents.

We were a beta test site for the Fraud Guard segment of EagleRecorder in 2010. We implemented Fraud Guard in September and have had a fairly good response. County residents who have called our office to have us help them with the setup have been very appreciative that we are being proactive about real estate fraud. Fraud Guard notifies the property owner by e-mail when anything has been recorded in their name. They can then investigate any suspicious activity.

Staffing has been an issue in our office in recent years. We lost a large number of staff hours per week in the last five years. In 2011 we lost the certainty of 10 hours with an employee being transferred to the clerical pool. It is true that our workload has decreased from previous years and that improvements have been made toward better efficiency, but we are definitely at minimum staffing right now. We take pride in the good customer service we provide. It becomes very difficult to maintain our great service reputation without proper staffing.

The Register of Deeds office began accepting passport applications beginning May 1, 2011. The Federal law no longer allows the Clerk's office to accept these applications as their office files and maintains all birth records for the county. This added duty takes additional staff time and it is important to have at least two staff members who are certified to accept these applications in the office at all times. This is sometimes difficult with only two full time employees and one part time (20 hours per week) employee. At this time the part time clerical pool employee is working 10 hours per week in our office.

In May of 2010 we had a couple months of intense research being done in our office by several oil & gas companies. They indicated we may continue to see this type of research being done for several months (up to two years). At this time they have moved to another county, but chances are they will return. When this happens, we have ten or more researchers in our public access and vault area at a time. We have to set up extra tables and chairs and have made an extra computer available. All this activity creates greater demands on the staff. This activity can create extra revenue for the county in copy and tract research fees.

The staff continues to work on indexing the data for the images that we were able to convert the last few years. This will enable computer research to be done by name, liber/page, and legal description for our older documents also. It is a time consuming task, as we now have images on the computer back to 1965 for all document types and early 1900's for Deeds only.

The attached pages show the receipts and disbursements for the Register of Deeds office in 2010 along with additional information regarding our office. There were no new plats in 2010; there were eight new or amended condominium plans recorded in 2010.

I would like to express my appreciation to the Board of Commissioners, County Departments and Township Officials for their continued cooperation in 2010. I would also like to thank my staff for their persistent hard work and dedication. The cooperation, dedication and hard work from all of those involved make Clinton County a rewarding place to work and a county government we can all be proud of.

As you all know, I will be retiring this year after 38 years of service to Clinton County. I have been blessed with a wonderful place to work, wonderful people to work with and a job I love. I will miss all the people, but look forward to an enjoyable retirement.

On a final note, I know you are studying the possibility of combining the Register of Deeds office with the County Clerk's office for the next election. I sent you all a letter dated February 8, 2011 and an e-mail on April 13, 2011 expressing my concerns regarding this issue. I hope that you take a serious look at this issue from all angles. I do not believe that the savings you anticipate are there. We have such a good reputation in Clinton County the way things are now; is it worth a perceived small savings to "fix" something that isn't broken? Either way you go, staffing issues are going to be a concern. Please listen to the people who do the work, take time to see what is being done in each office on a daily basis. I think you will be surprised. I want to see Clinton County government continue to be as great as it is now for many years to come.

Thank you for your service to Clinton County. I appreciate the opportunity to work with all of you and appreciate your willingness to serve.

Respectfully submitted,

Carol Wooley
Register of Deeds

Clinton County Register of Deeds

CUSTOMER SERVICE

Service with a Smile

We are very proud of the customer service we provide in the Register of Deeds office. Many of the daily recordings are brought into the office by county residents recording their own personal documents. We feel it is important for them to feel comfortable and confident that their personal documents are handled carefully and professionally. For many of those individuals, this may be the only time they ever visit any Clinton County office and we want them to remember it as a pleasant experience.

We also spend time answering customer's questions at the counter and over the phone. We think it is important to be as helpful as possible and treat the customers kindly and efficiently. We want all county residents who call or visit our office to be able to say that they received exceptional and friendly service from the staff in the Register of Deeds office.

Carol Wooley – Register of Deeds
Sandy Hamlin – Chief Deputy Register of Deeds
Helen Kus – Deputy Register of Deeds
(Temporarily split at 20 hours per week in Register of Deeds office and 20 hours per week in Treasurer's office)
Cindy Presocki – Deputy Register of Deeds
Mary Jo Wirth – (Part Time-Clerical Pool)
(Mary Jo was moved to the Clerical Pool January 2011. She will be working 10 hours per week in the Register of Deeds office.)

2010

Our office provides quality service to the many customers who come into our office or call on the phone.

Documents Recorded – 13,476
Pages Recorded – 56,342
Recording Fees Collected – $ 213,544.00

County Transfer Tax Collected – $ 154,254.65

State Transfer Tax Collected – $ 884,388.75
Remonumentation Fees Collected – $ 47,068.00
Technology Fee Collected – $ 67,325.00
Services, Copies, Search Fees – $ 30,571.60
Deposited to County General Fund – $ 399,076.27

RECEIPTS -- 2010

Recording/Filing Fees	$	213,544.00
Real Estate Transfer Tax	$	154,254.65
State Real Estate Transfer Tax	$	884,388.75
Technology Fee	$	67,325.00
Title Company Services	$	28,185.00
Copies & other services	$	2,386.60
MSSR State (Trust & Agency)	$	46,361.98
MSSR County	$	706.02
Trust & Agency	$	26.00
Total Receipts	$	1,397,178.00
Trust & Agency/MSSR State/State Real Estate Transfer Tax	$	(930,776.73)
AMOUNT DEPOSITED TO THE ROD TECHNOLOGY FUND	**$**	**(67,325.00)**
AMOUNT DEPOSITED TO THE COUNTY GENERAL FUND	**$**	**399,076.27**

DISBURSEMENTS -- 2010

Office Supplies	$	1,507.80
Printing & Binding	$	943.55
Postage	$	4,418.16
Computer Supplies	$	2,488.77
Service Agreements	$	519.00
Memberships & Subscriptions	$	445.00
Travel	$	177.00
Conference & Travel	$	941.60
Telephone & Telegraph	$	755.57
Operating Cost excluding wages & fringes	$	12,196.45
Salaries & Wages - Permanent	$	162,226.49
Health Insurance & Buyout	$	32,378.95
Other Fringes	$	46,700.21
Total Disbursements	$	253,502.10

SUMMARY -- 2010

Receipts	$	1,397,178.00
Deposited to ROD Technology Fund	$	(67,325.00)
Trust & Agency/MSSR State/State Real Estate Transfer Tax	$	(930,776.73)
Salaries/Wages/Fringes	$	(241,305.65)
General Line Item Disbursements	$	(12,196.45)
TOTAL TO GENERAL FUND OVER EXPENSES	**$**	**145,574.17**

2010
TECHNOLOGY FUND
Effective March 31, 2003
(P.A. 698 of 2002)

On March 31, 2003, the Register of Deeds office began collecting additional recording fees as outlined in Public Act 698 of 2002. A portion of this additional fee ($5.00 per document) has been deposited into the technology fund to be used solely for the purpose of upgrading technology within the Register of Deeds office.

In 2010 we collected (including interest) $ 67,885.23 for the Register of Deeds Technology Fund.

TECHNOLOGY FUND DISBURSEMENTS – 2010	
Contractual Services *(Annual security film storage; conversion of old deed prints to digital image; fraud guard software; conversion of current images to film for security storage)*	$ 28,597.21
Back File Indexing	$ 4,423.93
Service Agreements *(Tyler Technologies Eagle Division annual software support for Eagle Recorder, Fraud Guard and Eagle Web; Annual service agreement on ALOS reader/printer)*	$ 24,183.40
Equipment *(View/Scan with monitor & PC; Deeds server; laserjet printer; public access PC's)*	$ 24,512.17
TOTAL	$81,716.71

The running balance of $149,537.08 will be forwarded to the 2011 Technology Fund plan. ***(Balance at the end of 2010 - $163,368.56; Amount collected plus interest in 2010 - $67,885.23; Expenses 2010 - $81,716.71 = Balance to carry over to 2011 - $149,537.08)***

The plan for 2011 includes:

- **Continue indexing back documents on the computer/imaging system**
- **Service Agreements**
- **Miscellaneous computer equipment including a new scanner**

DOCUMENTS RECORDED & FILED -- 2010	
Warranty Deeds	986
Quit Claim Deeds	851
Sheriff's Deeds	293
Misc. Deeds, Land Contracts & Action	453
Mortgages	2,814
Mortgage Discharges	3,329
Mortgage Assignments	573
Tax Liens & Action	704
Certificates of Forfeiture	532
Certificates of Redemption	362
Death Certificates	213
Farmland Agreements	145
Power of Attorney	102
Surveys & Land Corners	83
Miscellaneous Documents	2,036
TOTAL DOCUMENTS RECORDED & FILED	13,476

PAGES RECORDED	56,342

SHERIFF'S DEEDS RECORDED (Mortgage Foreclosures) -- 10 year comparison

2001 -- 57
2002 -- 61
2003 -- 94
2004 -- 89
2005 -- 126
2006 -- 159
2007 -- 246
2008 -- 329
2009 -- 263
2010 -- 293

DOCUMENTS FILED & RECORDED; DEPOSITS TO GENERAL FUND
(11-Year Comparison)

Year	Documents Filed & Recorded	Deposits to General Fund
2000	15,592	$453,941.39
2001	20,924	$620,993.46
2002	26,675	$775,704.96
2003	34,253	$1,035,917.04
2004	22,865	$790,078.97
2005	21,191	$731,632.71
2006	17,708	$635,687.89
2007	14,624	$514,315.62
2008	13,056	$407,559.96
2009	13,491	$404,588.46
2010	13,476	$399,076.27

TRANSFER TAX

Michigan Real Estate Transfer Tax is a tax at the rate of $.55 for each $500.00 or fraction thereof, of the total value of property. The entire amount of this tax is placed in the General Operation Fund for the County.

The State Real Estate Transfer Tax, which we started collecting in January of 1995, is a tax at the rate of $3.75 for each $500.00 or fraction thereof. This amount is sent to the State of Michigan for school financing.

Year	TO COUNTY	TO STATE
2000	$215,785.90	$1,387,083.75
2001	$230,533.50	$1,455,408.75
2002	$251,786.70	$1,605,108.75
2003	$280,431.25	$1,778,160.00
2004	$304,717.60	$1,958,460.00
2005	$303,536.75	$1,947,765.00
2006	$277,816.55	$1,680,172.50
2007	$232,568.05	$1,347,566.25
2008	$182,786.45	$1,002,472.50
2009	$159,861.35	$ 861,172.50
2010	$154,254.65	$ 884,388.75

CONDOMINIUMS AMENDED IN 2010

CONDOMINIUMS

CONDOMINIUM NAME & LOCATION	NUMBER OF UNITS	DATE RECORDED
WATERFORD PARK CONDOMINIUM (PLAN 63) St. Johns City (Amendment)	28	Jan 19, 2010
WATERFORD PARK OFFICE SITE CONDOMINIUM (PLAN 73) St Johns City	5	Jan 19, 2010
THE LINKS AT ROYAL SCOT (PLAN 65) Watertown Twp. (Amendment)	withdrew 34 units	Oct 8, 2010
THE LINKS AT ROYAL SCOT NO 2 (PLAN 74) Watertown Twp.	34	Oct 8, 2010
KINGS POINTE BUSINESS PARK CENTER CONDOMINIUM (PLAN 44) Eagle Twp. (Amendment)	5	Oct 25, 2010
NOTTINGHAM FIELDS CONDOMINIUM (PLAN 64) Watertown Twp. (Amendment)	14	Nov 29, 2010
DEER CREEK CONDOMINIUM (PLAN 75) Watertown Twp.	17	Dec 14, 2010
NOTTINGHAM FIELDS CONDOMINIUM (64) Watertown Twp. (Amendment)	38	Dec 15, 2010

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PLAT BOARD EXPENSES	
Per Diem	**$ 90.00**
Fringes	**$ 24.89**
Advertising	**$ 88.86**
Total Expenses	**$ 203.75**