

Mackinaw City Treasurer

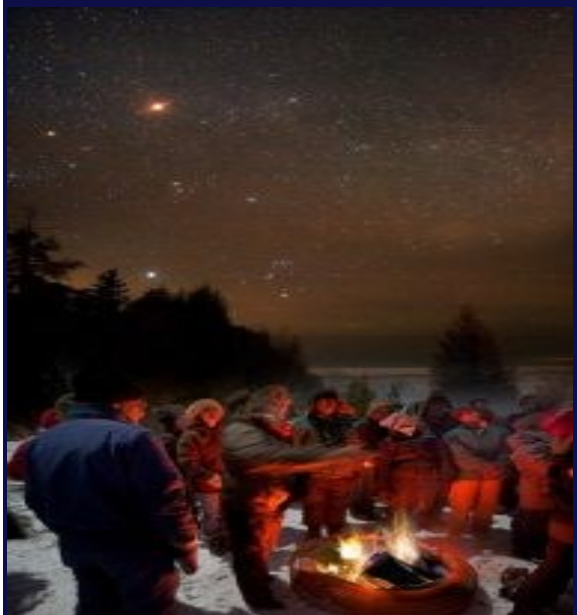


Village of Mackinaw City
Patrick Wyman, Village Manager
PO Box 580
Mackinaw City, MI 49701-0580





The Mackinaw City Area, located at the northernmost tip of Michigan's Lower Peninsula on the shores of Lake Huron and Lake Michigan, is a truly beautiful place to live, work, and play. Visit us for a weekend or better yet, make Mackinaw City your home!



Village of Mackinaw City, Michigan

The Village of Mackinaw City is a resort community whose rich historical past inspires the present. The business of Mackinaw City is tourism. And some of the foremost tourist attractions in the Mackinaw City area are historical.

Modern Mackinaw City dates from the mid-1800s, when Edgar Conkling purchased the land in 1854 and platted the Village in 1857. The first permanent white settlers, George Stimpson and his family, arrived in Mackinaw City in 1870. A public school system commenced in 1871, followed shortly thereafter by organized church services. Lumbering was important to the development of the Mackinaw City area, with the first large lumber operation beginning in 1878. Lumbering came to an end in the region when a large forest fire burned most of the remaining forest land in 1919.

Auto travel was given a boost in 1923 with the creation of the Michigan Department of Transportation ferry service across the Straits. The State built a ferry dock in Mackinaw City at that time and later expanded and improved it several times. With the opening of the Mackinac Bridge in 1957, the State Ferry System closed, tourism greatly increased, and restoration of Fort Michilimackinac State Park began. Around the same time, the Old Mackinac Point Lighthouse ceased operation after 65 years of service, and was converted into a marine museum.

While the area primarily served as a fur trading and lumbering center in its early days, its recreation potential was quickly realized. Tourism has grown steadily over the past several decades with significant increase in the number of motel rooms, gift shops and restaurants. Besides the restoration of historic Fort Michilimackinac, the Village is surrounded with countless recreational opportunities: miles of broad, clean, sand beaches; fishing; boating; camping; hike and bike trails, hunting; sailing; swimming; skiing; and touring the unsurpassed scenery of the area. A visit to Mackinaw City is often included when visitors tour Mackinac Island and nearby Old Mill Creek, both of which are Michigan State Historic Parks. Finally, Mackinaw City serves as a gateway to the many scenic wonders of Michigan's Upper Peninsula, via the mighty, majestic Mackinac Bridge. Said to be the world's most beautiful bridge, the "Big Mac" is approximately five miles long.

Just south of the Mackinac Bridge, Mackinaw City is an epicenter for cycling and hiking enthusiasts. Geographically central in the state, the community serves as a hub for several statewide trail systems. All trails in the area are free public access trails open to the public (vehicle pass required at Wilderness State Park). The North Central Trail, North Western Trail, Iron Belle Trail, and the North Country Trail all converge at our state of the art trailhead facility complete with pavilion, restrooms, bicycle repair tools, maps, and water refill station.

Mackinaw City is also known as "The Gateway to Mackinac Island," with ferry service to the iconic Mackinac Island operating seven days a week throughout the open water months, providing access to the numerous hiking and biking opportunities that are the feature attraction of Michigan's Crown Jewel. Mackinaw City's natural and historic resources combine to make Mackinaw City one of the most requested tourist destinations in the state.



Services and More...

Mackinaw City Police Department

The Mackinaw City Police Department has seven full time officers and one part time parking enforcement officer serving our Village. We coordinate many community safety programs including T.E.A.M. (Teaching Educating And Mentoring), bicycle patrols, snowmobile and hunter safety, bicycle safety, and Shop with a Hero.

FIRE & EMS

The Fire Department is a volunteer service consisting of 20 firefighters, a Chief, an Assistant Chief, a Captain and 3 engine officers.

The Village has two fire stations. Station one is located at the Village Hall 102 South Huron Avenue and Station two is located at 605 Pond Street. EMS services are provided by Emmet County EMS.

Parks

The Village of Mackinaw City has 11 parks in which it is responsible for the maintenance: Alexander Henry Park, Conkling Heritage Park, Gary Williams Park, Indian Pathways Park, Maritime Park, McRae Nature Park, Nancy Dagwell Campbell Park, North Central State Trailhead & Trail, Old School Park, Recreation Complex, and Wawatam Park. During the summer months, the DPW crew is involved with mowing grass, emptying waste receptacles, maintaining playground equipment, planting and maintaining flowers, tree trimming, cleaning restrooms, and assisting in set up for numerous special events. In the winter months, the DPW repairs and paints trash barrels, benches, and picnic tables.

Cemetery

The Village has Lakeview Cemetery which it is responsible for maintenance of. There are approximately 7500 gravesites in the Cemetery. The Village is responsible for the mowing, trimming, leaf removal, and burials at the Lakeview Cemetery.

School

Mackinaw City Public School is a small class D district located in rural northern Michigan. With a current total enrollment of 155 students, the district prides itself on small class size and individual attention. The school offers, Cross Country, Volleyball, Sideline Cheer, Basketball, Track, Golf, Softball and Baseball to students.



Mackinaw City Treasurer

Compensation: Salary \$45,000 to \$54,000 DOQ Health & Retirement Benefits.

Ideal candidate should have a minimum of 3 years of progressively more responsible experience in municipal bookkeeping, accounting, office management or related field. Minimum Associates Degree; a Bachelor Degree is preferred. Mackinaw City is seeking candidates with an outstanding track record who will foster collaboration in the community.

Closing Date: 10/13/2023



VILLAGE ADMINISTRATION

Mackinaw City operates under the Council-Manager form of government. We have 27 full-time employees and a \$2.5 million-dollar general fund budget.

Village Manager: Patrick Wyman

pwyman@mackinawcity.org
231-436-5351

The Village Manager is the chief administrative officer of the Village engaging in a capacity as the Village Manager and superintendent with general duties to manage, supervise, and report to the Village Council on all activities engaged in by the Village of Mackinaw City as a governmental agency established under the Village Charter.

Village Clerk: Lana Jaggi

ljaggi@mackinawcity.org
231-436-5351

The office of the Clerk deal with vital areas of the Village operations such as:
-Maintaining all Village records-Municipal license-Serves as Clerk of the Village Council, recording all proceedings, resolutions, and ordinances-Serves as General Accountant/Accounts Receivable and Payable-Records and posts all financial transactions for the Village-Responds to all citizen concerns and F.O.I.A. Requests-Human Resource and Payroll Specific duties .

Village Treasurer

The Treasurer's position is not a seat of the Council and does not have any voting rights. The position entails collection of taxes and financial matters of the Village. The Village Treasurer will have custody of and receiving all Village money, bonds, notes, leases, and evidence of value, keep an account of all receipts and expenditures of the Village, collecting and keeping an account of all taxes and money appropriations, keeping a separate account of each fund, performing duties relating to tax levies, providing periodic reports to the Clerk and Council as required by law.



Duties

(This list is not all-inclusive)

- ◆ Maintain custody of all money, mortgages, notes, leases and evidences of value belonging to the Village.
- ◆ Collect and keep an account of all taxes and money appropriated
- ◆ Pay check disbursement
- ◆ Work closely with the Water and Sewer Department's staff to provide accurate and timely bills to customers
- ◆ Perform duties prescribed by Act 3 of 1895 of "The General Law Village Act" relating to assessing property and levying taxes as applicable.
- ◆ Sort, verify and mail tax billings generated by the County, collect real and personal property taxes, and special assessments, fees and other monies due to the Village of Mackinaw City. Distribute tax money to appropriate accounts and balance tax rolls with the County.
- ◆ Work with auditors on year-end closing of books. Gather information and prepare data and reports.
- ◆ Act as the Village Clerk in that person's absence. Attend Village Council meetings at the request of Village Council.
- ◆ Operate office machines.
- ◆ Certification as a municipal treasurer must be initiated if not already attained.
- ◆ Maintain complete confidentiality of all Village business activities.
- ◆ Certification as a notary public must be attained and maintained.

If interested in becoming the Mackinaw City Treasurer,
Send resume to :

Village of Mackinaw City
Patrick Wyman
Village Manager
PO Box 580
Mackinaw City, MI 49701-0580
231-436-5351
pwyman@mackinawcity.org
<http://www.mackinawcity.org>.

