

Township Clerk's Office
Erik Ranka, Township Clerk
Sharon Gray, Deputy Clerk/ Office Manager
Bryan Friel, Election and Records Assistant
Gayle Haeger, Part-time Seasonal Clerical

Accomplishments 2014-15 Fiscal Year:

- **In October, 2014 the Clerk's Office accomplished our goal of gaining Township Board approval of a Records Retention Policy for Electronic Mail**
- **Conducted a successful November election despite late notice of a real estate issue rendering one of our voting locations unavailable**

Goals and Objectives for 2015-16 Fiscal Year:

- **To explore possible solutions to further improve our methods of retaining and storing township records in a central location at township hall**
- **To redistrict our voting precincts in order to better utilize our voting locations and manage election day staffing while providing a convenient, comfortable and efficient voting experience for our residents**
- **To train and prepare for two Special Elections in May and November of 2015, as well as the 2016 Presidential Primary and Federal and Local Primary and General Elections in August and November, 2016**

Since the Clerk's Office is often the first contact people experience when calling or visiting township hall for information and services, the Clerk's staff always strives to provide accurate information in a friendly and professional manner.

The Township Clerk's Office is responsible for a wide variety of services and information. One of the most important is to provide guidance to township departments on document retention and storage of official documents and communications, including the official Minutes of the Township Board, and all Commissions and Committees; as prescribed by the State of Michigan.

The Township Clerk's office also works together with the Finance Office to process and distribute Accounts Payable transactions.

ELECTIONS

The Township Clerk's Office is also responsible for administering all elections in accordance with State and Federal law.

Regularly scheduled annual elections are held on the first Tuesday after the first Monday in August and November.

Special Elections may be held in February or May, if needed

Fiscal year 2015-2016 looks to be an especially busy time for elections. In May, 2015 both the State of Michigan and Grosse Ile Township Schools will share a Special Election with individual

Proposals on the ballot. There may also be a Special Election scheduled by the Township in November, 2015.

In March, 2016 there will be a Presidential Primary Election followed by the regular Federal, State and Local Primary in August and General Election in November.

VOTER REGISTRATION

Residents may register to vote in person at the Township Clerk's Office, or at any Michigan Secretary of State's Office. A resident must be registered at least 30 days prior to an election to be eligible to vote in that election and must have reached their 18th birthday on or before Election Day.

Visit the Clerk's page at www.grosseile.com for a map of voting locations and hours and to find links to voter registration and absentee ballot request forms, voter identification requirements and to view sample election ballots.

PASSPORTS

The Township Clerk's Office accepts passport applications by appointment from 8:30 am to 4:30 pm, Monday through Friday. A passport book is valid for land, air and sea travel. Passport forms are available at township hall or online at www.travel.state.com

For more information on passport requirements and a complete fee schedule visit the Clerk's tab at www.grosseile.com

Fiscal Year 2014-2015 Department Statistics **Compiled through January 30, 2015**

Total Number of Residents (2010 Census)	10,371
Total Registered Voters (as of January 30, 2014)	8,687
Passports Processed since 2004	1,094
Passports Processed (April 1, 2014 through January 30, 2014)	103
Freedom of Information Requests Processed	53
Solicitor/Peddler Permits Issued	4
Aerial Photo Sales: 8x10 Photo (7), 16x20 photo (2)	9
Number of Elections Held in 2014	2

Mission Statement:

The Clerk's Office staff will respect the rich historical heritage of Grosse Ile Township and will strive to provide conscientious service to the public, the Township Board and the township administration.

To be prepared to meet the ever-changing demands for the future by attending necessary continuing education programs and seminars and implementing the information learned to improve the effectiveness of the staff in serving the community.

To oversee and educate township staff and officials on the procedures for collecting, retaining, archiving and efficiently disseminating all official township information of record, compliance with the Freedom of Information Act and the Open Meetings Act.

To manage all federal, state, local and school elections efficiently, accurately and fairly, following Michigan Election Laws; and, to continually strive to maintain strict voting security measures at all times.