

Township Clerk

Mission Statement for the Office of the Township Clerk

With respect and appreciation for this island's rich historical heritage, the Clerk's staff diligently serves the public, the Township Board, and the general administration, while planning for the ever-changing demands for the future.

To collect, retain, archive, and efficiently disseminate all of the official township information of record.

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

Responsibilities of the Clerk's Office

The Clerk plays a major role in establishing the atmosphere in which the Board conducts the business of serving residents. This office is often the first public telephone contact callers experience when calling the township hall for information or service.

The staff is always ready to provide friendly assistance to Grosse Ile residents and non-residents alike by providing answers to questions and directing callers to the proper department or staff to handle their concern.

The Clerk's statutory duties are numerous, technical and legally essential to the proper operation of municipal government.

The Township Clerk's Office is responsible for a wide variety of services and information including recording and keeping official records of Township Board and Commission meetings, maintenance of accounts payable and other financial ledgers through the Finance Department who work under the Clerk's oversight, processing public bids, applications, solicitation permits and coordinating Freedom of Information requests, publishing Public Notices and securely maintaining all records and documents of the township.

Voter Registration

Voter Registration and election management is one of the Clerk's primary responsibilities and most visible public functions. Preparation for every election begins several months in advance of Election Day with the training of Precinct Inspectors, the testing of all vote tabulation equipment and the preparation of precinct supplies and equipment; as well as the preparation and publication of all required election public notices.

Residents may register to vote at our office during regular business hours. However, eligible voters may also register to vote at any office of the Secretary of State. To be eligible to vote a person must be a U.S. citizen 18 years of age or older and a resident of their local jurisdiction a minimum of 30 days prior to any election.

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Absentee ballots are available approximately 30 days prior to each election and may be requested by written application or letter during the seventy-five days prior to each election by those voters 60 years and older or voters who will be unable to vote in person on Election Day.

Applications for Absentee Ballots are available in person at the Clerk's Office or online at grosseile.com or at Michigan.gov/Secretary of State.

Polling Places

Precincts 1 and 2 at Grosse Ile Presbyterian Church

7925 Horsemill Road at Parke Lane

Precincts 3 and 4 at V.F.W. Hall, Post 7310

8840 Macomb Street

Precincts 5 and 6 at Recreation Building

Centennial Farm

25797 Third Street, south of Bellevue

Absentee Ballot Tabulation Center

Township Hall- 9601 Groh Road

Precincts are open from 7:00 a.m. to 8:00 p.m. on election day and sample ballots are available for preview in advance of each election upon request at the Clerk's Office.

Municipal Code of Ordinances

The Municipal Code and Zoning Ordinances are maintained by the Township Clerk's Office and are available for review in the Clerk's Office and on the internet at grosseile.com.

Copies of individual ordinances are available at a per page copy fee, or the entire document may be purchased for \$50.00 through our office.

Amendments to the Ordinances that are not yet published in book format or included in the online version are available for review at the Clerk's Office during business hours.

Passport Applications

Since 2001, the Clerk's Office has served as a Passport Acceptance Agency.

Passport applications are processed on a "By Appointment" basis during regular office hours and on selected Saturday mornings and evenings by prior arrangement.

Starting in 2009 all citizens traveling outside the United States will be required to have a valid passport to re-enter the United States.



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Fiscal Year 2008-2009 Department Statistics Compiled February - March, 2009

Total Number of Residents (2000 Census)	10,894
Total Registered Voters (as of March 4, 2009).....	8,466
Passports Processed (April 1, 2008 through February, 2009)	53
Passports Processed since 2004	707
Passport Revenue (Fiscal Year 2008/2009).....	\$1,325
Number of Elections	3

Township Clerk and Staff

Ute O'Connor, Township Clerk (1997- Present) ~ uteo@grosseile.com

Sharon Gray, Deputy Clerk, Office Manager ~ sharonb@grosseile.com

Bryan Friel, Election & Records Assistant ~ bryanf@grosseile.com

Gayle Haeger, Clerical Staff (Seasonal)