



# Clerk's Office 2010 Annual Report

## *From the Desk of the Clerk...*

Dear Bloomfield Township Residents:

*At Your Service*, my quarterly cable show, mirrors the services provided by the Clerk's Office. While four shows a year hardly suffice to describe the department's internal and external activities, the annual report details the events which confirm our commitment to public service year-round.

Current highlights which benefit you as residents include the following:

- Required security checks on all applicants for solicitation permits
- Expanded passport services with confirmation of delivery to processing agencies and assistance with making appointments at the new Detroit Passport Agency
- Introduced the Electronic Poll Book at all 32 precincts in the August and November 2010 Elections
- Revised sample ballots online for easy access to a resident's polling precinct
- Expedited absentee ballot requests for overseas and military voters
- Provided training for staff on all aspects of the Clerk's

Office with technical programs, passport services, clerk certification, and election procedures

- Covered all incoming phone calls through the main line
- Coordinated 2010 Census information online and over the phone for household forms
- Scheduled homeowner association meetings in multiple campus locations
- Participated for the first time as a department in the Township Open House, October 2010
- Updated and added frequently requested forms online for 24/7 access
- Relocated and reorganized permanent records and blueprints for easier access and storage

These highlights demonstrate our efforts in 2010 to provide better service, while utilizing efficient and economic strategies. Many of our efforts are a direct result of suggestions from residents eager to save time and money. As you'll notice in the next few pages, the Clerk's Office takes great pride in being *at your service*.

*Jan Roncelli*



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## Educational Achievements & Internal Committees

Continued education and professional growth are priorities in the Clerk's Office. We strive to perfect our skills and increase our knowledge. We are pleased to present the educational achievements of our staff in 2010.

### Clerk, Jan Roncelli:

Master Academy Institute, Mt. Pleasant, MI, March 9-11, 2010

Election Preparation Meeting, State of Michigan, Ypsilanti, MI, April 26, 2010

Oakland County Election Meeting, May 7, 2010

Michigan Association of Municipal Clerks Summer Conference, Mt. Pleasant, June 22 - 24, 2010

Oakland County Absentee Ballot Meeting, August, 26, 2010

Electronic Poll Book Training, Ypsilanti, MI, October 1, 2010

Athenian Dialogue, International Institute of Municipal Clerks, Frankenmuth, Michigan, October 17, 2010

### Deputy Clerk, Tina Barton:

Co-Leader of the Customer Service Task Force, Ongoing

Michigan Association of Municipal Clerks Annual Education Day—Lansing, Michigan, April 15, 2010

Election Preparation Workshop, Bureau of Elections—Grand Blanc, Michigan, April 20, 2010

Substance Abuse Recognition Class, CIGNA—Bloomfield, Michigan, May 12, 2010

Electronic Poll Book Training, Bureau of Elections—Oakland County Executive Office Building Conference Center, May 18, 2010

### Administrative Assistant, Deana Mondock:

Emergency Operation Committee (EOC), Ongoing

Administrative Assistant Committee, Ongoing

FEMA IS-00139 Exercise Design, Online course, January 2010

Michigan Municipal Clerks Institute—Central Michigan University, March 14—March 19, 2010

Electronic Poll Book Training, Bureau of Elections—Oakland County Executive Office Building Conference Center, May 18, 2010

### Clerk's Assistant, Carol Miller:

Michigan Association of Municipal Clerks Annual Education Day—Lansing, Michigan, April 15, 2010

Outlook 2002 (XP): Level 1—Oakland County Information Technology, June 8, 2010

American Red Cross Blood Drive Coordinator, June 22, 2010

American Red Cross Blood Drive Coordinator, November 18, 2010

### Election Assistant, Kim Rovinski:

Michigan Association of Municipal Clerks Annual Education Day—Lansing, Michigan, April 15, 2010

Electronic Poll Book Training, Bureau of Elections—Oakland County Executive Office Building Conference Center, May 18, 2010

Electronic Poll Book Training, Bureau of Elections—Oakland County Executive Office Building Conference Center, October 1, 2010

*"The object and reward of learning is continued capacity for growth."*

*John Dewey*



Fire Marshal Mike McCully and Administrative Assistant Deana Mondock discuss EOC protocols.

## Passports

Our office is proud to service our community and others as a Passport Acceptance Agency. On average, we process over 70 passport applications per month. In 2010, we serviced 841 people applying for a passport. This brought in \$27,692.20 in net revenue.

In addition to processing passport applications, we field numerous questions each day. The most frequently asked questions have to do with fees, minors, and obtaining a passport in a short amount of time.

On July 13, 2010, all passport pro-

cessing fees increased. If you are 16 years of age or older, the passport fee is \$110. The fee for a passport card is \$30. You will also pay a \$25 acceptance agency fee for processing your application. If you are 15 years of age or younger, the passport fee is \$80. The fee for a passport card is \$15. As with an adult passport, you will pay a \$25 acceptance agency fee for processing your application.

Effective February 1, 2008, Public Law 106-113, Section 236 requires that U.S. passport applications for

children under the age of 16 require both parents' or legal guardians' consent. If both parents cannot be present, one parent may complete a Statement of Consent form. This document must be notarized.

Routine service for processing a passport takes 4–6 weeks. You can pay extra to expedite processing. Requests for expedited service, that includes overnight delivery to and from the Passport Agency, take approximately 2-3 weeks door-to-door.



In November, Deepak Dashairya of the National Passport Oversight Committee visited our office to conduct an audit of our passport procedures. Mr. Dashairya asked questions about processes as he presented several scenarios to us. Our staff passed the audit with flying colors. We are seen here with big smiles after being congratulated by Deepak on a job well done.

## Freedom of Information Act (FOIA)

The term “Watergate” may cause you to think of President Nixon or “Deep Throat.” The phrase may conjure up thoughts of a “smoking gun” tape or of President Ford pardoning his predecessor. However, does “Watergate” cause you to think of FOIA? After Richard Nixon resigned, individual states and the federal government implemented what are referred to as “sunshine”

*In 2010, Bloomfield Township processed 527 FOIA's and collected \$9,431.24 in fees.*

laws. These laws require that the public have access to meetings and public documents. As keeper of the records, the Clerk's Office oversees all FOIA requests. The number of requests processed grows with each

year. In 2010, Bloomfield Township processed 527 FOIA submissions. We collected \$9,431.24 in fees. The Bloomfield Township Board of Trustees adopted Provisions for Copying Public Records in 2006. The FOIA application form and fees can be found on our website at [www.bloomfieldtwp.org/forms/Clerk.htm](http://www.bloomfieldtwp.org/forms/Clerk.htm).

## Board of Trustees



*Trustees: Leo Savoie, David Buckley,  
Neal Barnett and Brian Kepes*

*Jan Roncelli, Clerk, David Payne,  
Supervisor, and Dan Devine, Treasurer*

The Clerk's Office oversees the scheduling, agendas, packets, minutes, and notices for the Board of Trustees, which serves as the legislative body of Bloomfield Township. This Board meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 7:00 p.m. In 2010, the Board held 20 meetings and six study sessions. During these meetings, the Board made decisions on 172 agenda items. Meeting agendas and packets are posted on the Township's website the Thursday evening before each meeting. Current and past minutes from Board meetings, dating back to 1827, may also be found at [www.bloomfieldtwp.org](http://www.bloomfieldtwp.org).

Each elected trustee represents the Board on other Township committees including the Zoning Board of Appeals, Planning Commission, Design Review Board and the Election Commission. External committees such as Preservation Bloomfield, the Bloomfield Historical Society, Bloomfield Youth Guidance, Birmingham Bloomfield Coalition, and Woodward Avenue Action Association also welcome participation from the Bloomfield Township Board of Trustees.

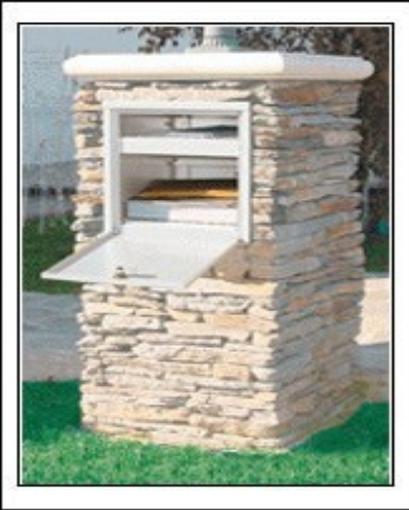
## Lake Boards

Bloomfield Township has eight established lake improvement boards. These boards consist of two designees from Bloomfield Township. The boards also consist of one member from the Oakland County Board of Commissioners, Oakland County Drain Commissioner's Office, and a riparian land owner that is appointed by the lake board. These boards represent approximately 1,000 Township residents and 106 West Bloomfield residents. Lake boards address lake improvement issues such as weed control, water quality improvement and nuisance control.



In 2010, our office began posting the lake board agendas and packets on the website for every meeting. Beginning in the Spring of 2011, the lake board section of the website will be expanded to include historical data, board information, maps, photos, assessment rolls, current meeting packets, and minutes from 2005–current. This information can be found at [www.bloomfieldtwp.org/services/ees/environment/lakeimprovementboards.htm](http://www.bloomfieldtwp.org/services/ees/environment/lakeimprovementboards.htm).

The Clerk's Office oversees all lake board issues in conjunction with Assessing, the Treasurer's Office, and the Environmental and Engineering Department.



## Right of Way Permits

Any structure such as entrance piers, gates, walls, and mail boxes that will be installed in the road right of way require that a permit be obtained before construction. Once application is made and the fee is paid, the Clerk's Office assigns a permit number and distributes all required information to the Planning, Building, and Ordinance Department, and Engineering and Environmental Services Department. These

departments then review the application, conferring with the Police and Fire Departments. Once the review is completed, all departments return their comments to the Clerk's Office. In 2010, 18 right of way permits were issued. This resulted in \$2,250 in revenue.

## Solicitation Licenses

Bloomfield Township takes the licensing of solicitors very seriously. We understand that the safety and security of you and your home are paramount. Any individual wishing to solicit here must fill out a detailed application as to who they are, what they are offering, and when they intend to solicit. We then review their application and do a rigorous background search through the Michigan State Police. Every approved solicitor must wear an ID issued by Bloomfield Township. In 2010, we issued 29 solicitation permits. Each applicant must pay an application fee of \$35.00, which includes a \$10 fee paid to the State of Michigan.

## Raffle Licenses

The State of Michigan requires that almost all raffles be licensed. If your organization is holding a 50-50 or any type of prize drawing, you need a license. The Charitable Gaming Division has a list of requirements based on the type of organization. You may visit the Charitable Gaming website at [www.michigan.gov/cg](http://www.michigan.gov/cg) for more information. If your organization has never submitted qualifying documents as a local civic organization to the State of Michigan, you must have acknowledgement through local resolution by the Bloomfield Township Board of Trustees.

## Auction Licenses

Public Act No.224 of 1955 would require that a license be obtained for any public auction, only excluding residential property. An application form can be obtained on our website at [www.bloomfieldtp.org/forms/Clerk.htm](http://www.bloomfieldtp.org/forms/Clerk.htm). The applicant must provide an inventory list, obtain a bond, and pay a fee of \$25. The application is then considered by the Board of Trustees. Once the auction takes place, the applicant must provide a list to the Clerk's Office as to which items sold and how much they sold for. The Clerk's Office then forwards this information to the State of Michigan for tax purposes.

## Liquor Licenses

Bloomfield Township has an internal liquor license committee that oversees each application. The committee consists of representatives from the Clerk's Office, Police Department, Fire Department and Planning Department, as well as the Township Supervisor and Township attorney. The application process requires a thorough investigation of each applicant, zoning compliance,

*In December, Michigan passed a law approving liquor sales on Sunday before noon.*

inspection by the Fire Marshal, and final approval by the Board of Trustees. In 2010, Target was approved for an SDM/SDD license. This granted them the right to sell beer,

wine, and spirits. The Wine Guy is a new business that was approved for a Tavern license and an SDM license. Throughout the year we process numerous Special 24 Hour Licenses. These license are used by non-profit groups for events such as auctions. We also process license transfers throughout the year, within and/or between corporations.

## Open House

We were pleased to participate this year in the Bloomfield Township Open House as a department for the first time. Many of our staff members have volunteered in previous years to help other departments. Our office was eager to get in on the action and show the community the many services that we offer.

For the children who visited us, they were able to get a simulated passport. Each page had a picture that signified the different departments that they could visit during the open house. For example, there was a picture of a police officer, as well as a picture of a fireman. When the child went to any participating department, they would get a sticker to put on that page. Once all of their pages were "stamped", they knew they had

visited each department. We also had patriotic silly bands for the kids. Costco generously donated an assortment of cookies for all to enjoy.

During the open house, many families came in and applied for passports. This offered them the chance to bring all of their family in on a Sunday. It is often difficult for parents and children to come in during a weekday. Many expressed their appreciation for the convenience of the Sunday hours.

Great fun was had by all. We look forward to participating in future open houses. These are held every in October. Make a point to include the Clerk's Office during your next open house excursion.



Snacks were donated by Costco for the enjoyment of all who visited our office during the Open House.



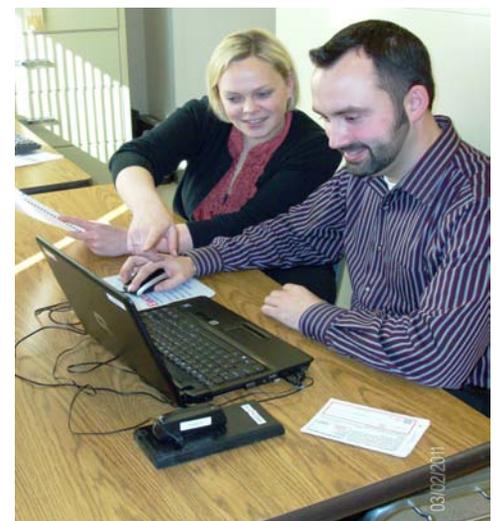
Clerk Jan Roncelli is pictured with two children during the Bloomfield Township Open House.

## 2010 Elections

The Clerk's Office had a busy election year. Elections were held in February, August, and November. We introduced the Electronic Poll Book (EPB) in the August election. The integration of this new technology resulted in our office conducting 26 training classes over a 17 day period. This "laptop" version of the paper poll book helps to process the voter quicker and with greater accuracy. It also allows the precinct worker to better service a voter who may be in a wrong precinct. The EPB provides a list of all voters in our community and their precincts. It also automatically keeps track of the sequence of ballot numbers, as well as which school district ballot a voter should be getting during a school election.

In February, we serviced 10,667 voters. Of that number, 5,006 voters went to the precinct. The remainder voted by absentee ballot. The primary election in August drew 13,080 voters, with 7,290 of that number voting at the precinct. With the gubernatorial race on the November ballot, the voters came out in large numbers. We had 22,240 individuals vote in the November election, with 13,717 of them choosing to cast their ballot in the precinct.

Bloomfield Township election workers exude professionalism and pride in their positions. If you are interested in becoming an election inspector, please contact our office or you may obtain an application on our website.



Pictured above are election inspectors Jon McGregor and Carly Gates using the EPB to issue a ballot to a voter.

## Community Involvement

In the Clerk's Office, it is important for us to be involved and engaged in the community. Many opportunities present themselves to us. In 2010, Clerk Roncelli was able to participate in the following events:

### WON Board Meetings

January 8, 2010, March 26, 2010, June 11, 2010, July 1, 2010, July 14, 2010, July 30, 2010, October 8, 2010, October 15, 2010, December 10, 2010

### Lake Board Meetings

Gilbert Lake-January 12, 2010, Island Lake-April 8, 2010, Forest Lake-April 14, 2010, Upper Long Lake-May 26, 2010, Forest Lake-July 20, 2010, Wabeek Lake-September 30, 2010, Mallard Court Upper Long Lake Hearing of Assessment-September 15, 2010

### Oakland County Clerks' Association (OCCA)

OCCA Legislative Committee, February 12, 2010; OCCA Virtual Meeting, March 3, 2010; OCCA Executive Board, March 4, 2010; OCCA Quarterly Meeting, Rochelle Riley, Hunt & Grunt Club, March 24, 2010; OCCA, Executive Board Meeting, May 12, 2010; OCCA Quarterly Meeting, Secretary of State Terri Lynn Land and Director of Elections Chris Thomas, Oakhurst Golf Club, July 7, 2010; OCCA Board Meeting, Royal Park Hotel, August 11, 2010; OCCA Quarterly Meeting, Secretary of State Candidates, Royal Park Hotel, September 29, 2010

### Miscellaneous

State of the State and Tax Forecast, Townsend Hotel, January 19, 2010

Oath of Office, Library Board, January 19 & March 16, 2010

Bloomfield Youth Guidance, Awards Presenter, April 21, 2010

Global Debate, Brother Rice, Presenter, April 27, 2010

Bee Hive Ball, Preservation Bloomfield, May 6, 2010

The Greatest Generation, WWII, Township Senior Center, May 16, 2010

Michigan Senate Update with Senator John Pappageorge, June 21, 2010

Meeting with Township Regarding Operational level Review of the High School Plans, June 8, 2010

Job Shadowing, Paul Adasek, June 3, 2010

Cable Show for Election Inspectors, July 13, 2010

Michigan Public Service Institute, Business Writing, Trainer, Mt. Pleasant, July 27, 2010

Corn Roast, Preservation Bloomfield, Contributor, September 15, 2010; Photo shoot, November 17, 2010

Senior Salute, Royal Oak Farmers Mark with Senator John Pappageorge and Township Senior Center, October 4, 2010

At Your Service, City of Bloomfield Hills Library Millage Proposal, October 4, 2010

Michigan Lakes and Streams Association Conference, 18 Michigan counties, hosted by Bloomfield Township, October 16, 2010

First Citizen Award, Tom Wilson, Birmingham Community House, December 1, 2010

Gingerbread Brunch, Preservation Bloomfield, Bloomfield Historical Society Liaison, December 2, 2010



Members of the Executive Board for the Oakland County Clerks' Association:

Jan Roncelli, Bloomfield Township; Pam Smith, City of Farmington Hills; Amy Burton, City of Bloomfield Hills; Sue Halberstadt, City of Farmington; and Angie Brunke, City of Oak Park



Resident Mike Brennan brought long-time British friends to compare notes on firefighting procedures in England and Bloomfield Township.

## Captured Moments



Clerk Jan Roncelli is congratulating precinct co-chair Steve Barron on his precinct having the least amount of spoiled ballots during the August election. Mr. Barron oversees precinct 15 located at Conant School on Qarton Road.

Oakland County Director of Elections Joe Rozell came to the debriefing breakfast to congratulate the precinct chairs and co-chairs on the magnificent job they did operating the Electronic Poll Book during the August election.



Jim Grady is the chair and Nadine Maynard is the co-chair of precinct 10. Their precinct is located at the Gary M. Doyle Center (Booth School) on Wing Lake Road.

## Important Events



Clerk Jan Roncelli with Kalkaska County Prosecutor, Brian Donnelly, Michigan State Police D/F/LT Amos Horton and Bloomfield Township Police Captain Steve Cook

The visiting prosecutor and officer presented Bloomfield Township police officers with letters of commendation for their aid in successfully solving a homicide investigation.

Election Assistant Kim Rovinski was presented with a resolution by Clerk Roncelli that congratulated Kim on receiving the North Trails District, Boy Scouts of America, District Award of Merit in April. The District Award of Merit is available to Scouters who render service of an outstanding nature at the district level.



Supervisor David Payne and Clerk Jan Roncelli were presented with a \$5,000 check for Preservation Bloomfield at the ribbon cutting ceremony for the new Best Buy location at Square Lake and Telegraph.

## Captured Moments

The August Primary Election always breeds competition amongst the precincts. Primary elections are unique because the voter can't cross party lines. As election officials, we stress in training that our workers need to properly instruct the voter on the ways that a primary ballot can be voted. This instruction includes reminding the voter that they can't cross party lines. If a voter does cross party lines, they may choose to spoil their ballot. The goal for the precincts is to have as few spoiled ballots as possible by giving thorough instructions. The prize for having the least amount of spoiled ballots is to go to lunch with Clerk Roncelli. In August, we had two precincts tie having the lowest percentage of spoiled ballots—Precinct 15 and Precinct 27. Congratulations to you both on a job well done!

### Precinct 15

Top from left: Precinct Chair Jim Ivancso, Clerk Jan Roncelli, Co-chair Steve Barron and Deputy Clerk Tina Barton

Bottom from left: Election Assistant Kim Rovinski, Thelma Irwin, Bill Barr and Janice Zimmer



### Precinct 27

Top from left: Deputy Clerk Tina Barton, Chloe Logan, Clerk Jan Roncelli, Co-chair Jacqueline Brooks and Election Assistant Kim Rovinski

Bottom from left: Audree Higgins, Stuart Packard and Chair Susan Nielson



## Important Events



## MODEL HIGH SCHOOL

Over the last few years, our office has developed a partnership with Model High School instructor Bruce Kezlarian. Many of his students have worked for us on election day in either the precinct or the absentee counting board room. These students get hands-on learning about the democratic process by serving as election inspectors. While at the precinct, they check voter identification, process applications to vote, assign voter numbers, issue ballots and give instructions on how to complete the ballot. They also attend a training session to learn how to operate the electronic poll book, the M-100 and the AutoMark machine. Many of Mr. Kezlarian's students work for us the first time because it is part of a class assignment. However, several of his students have continued working for us on their own accord. The students are allowed to choose either payment or community service for their time.

## Groves High School Student Completes Eagle Scout Project

Austin Rovinski, an Eagle Scout candidate and a junior at Groves High School, earned accolades from the Bloomfield Township Clerk's Office in 2010. To meet the Eagle Scout requirement of a major community service project, Austin supervised and participated in the restoration of approximately 88 Bloomfield Township "Vote Here" and precinct signs.

The 40-year-old election signs were definitely showing their age

with peeling paint, split wood, and broken chains. The aged condition made the signs unsightly and difficult to read. Over a period of four months, Austin prepared the plan, performed fundraising activities to finance the project, and completed the project with the assistance of 40 volunteers. His team repaired all the wood frames, stripped paint from the signs, removed rusty chains, freshly painted each sign, and added vinyl lettering. The refurbished signs were easier to read,

distinguishable, durable, and aesthetically pleasing.

The Bloomfield Township Clerk's Office and the residents of the Township reaped the rewards of Austin's project. His efforts provided financial savings to the Township and long overdue improvements on the signs that benefit our registered voters. We are appreciative and proud of Austin's accomplishment!



## Important Events



Deputy Clerk Barton administered the oath of office to Library Board members Grant Gerhart and Lyle Dahlberg for a term



The 2010 Annual Corn Roast Dog Pogo poses with his owner, Christopher Proper, and Clerk Roncelli at Bower's Farm.



Clerk Roncelli invited Oakland County Commissioner Shelley Taub to be her guest on "At Your Service" to discuss the U.S. Census.



Top from left: Tina Barton, Deputy Clerk and Jan Roncelli, Clerk

Bottom from left: Deana Mondock, Administrative Assistant;  
Kim Rovinski, Election Assistant; Carol Miller, Clerk's Assistant

## Bloomfield Township Clerk's Office

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