

APPROVED

BAY ARENAC
INTERMEDIATE
SCHOOL DISTRICT

ELECTION
CONSOLIDATION

January 14, 2005

Cynthia A. Luczak, Bay County Clerk
515 Center Avenue, Suite 101
Bay City, MI 48708
(989) 895-4280

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**SCHOOL ELECTION CONSOLIDATION COORDINATING COMMITTEE
BAY ARENAC INTERMEDIATE SCHOOL DISTRICT**

Bay Arenac Intermediate School District encompasses all of Bay and Arenac counties. The school election consolidation committee consists of the Chairman, Cynthia A. Luczak, Bay County Clerk; a representative to the Bay Arenac Intermediate School District Board of Trustees and the clerks of all jurisdictions that wholly or partially fall within the Bay Arenac Intermediate School District.

The following is a listing of jurisdictions that wholly or partially fall within the district:

Bay County

City of Auburn	Lucy Wiesenauer 113 E. Elm, Auburn, MI 48611	989-662-6761
City of Bay City	Dana Muscott 301 Washington, Bay City MI 48708	989-894-8168
City of Essexville	Lois Englehardt 1107 Woodside Avenue Essexville, MI 48732	989-893-0772
City of Pinconning	Terri Hribek 208 Manitou, PO Box 628 Pinconning, MI 48650	989-879-2360
Bangor Township	Janet Santos 180 State Park Drive Bay City, MI 48706	989-684-8041
Beaver Township	Richard Charbeneau 349 S. Garfield, Linwood, MI 48634	989-662-7802
Frankenlust Township	Alvin Appold 2401 Delta Rd., Bay City MI 48706	989-686-5300
Fraser Township	Sally Sherman 1474 N. Mackinaw Rd. Linwood, MI 48634	989-697-3820
Garfield Township	Kimberly Day 1138 W Erickson Road Linwood MI 48634	989-879-2552

BAY COUNTY CONTINUED:

Gibson Township	Darlene Faunce 6151 N Carter Road Bentley, MI 48613	989-846-4030
Hampton Township	Pamela Wright 801 W Center, PO Box 187 Bay City, MI 48707	989-893-7541
Kawkawlin Township	Michael Arnold 1836 W Parish Road Kawkawlin, MI 48631	989-686-8710
Merritt Township	Kathy Bremer 48 E Munger Rd., PO Box 126 Munger MI 48747	989-659-2136
Monitor Township	Cindy Kowalski 2483 Midland Rd, Bay City 48706	989-684-7203
Mt. Forest Township	Penny Schwerin 1705 W Cody Estey Road Pinconning, MI 48650	989-879-7575
Pinconning Township	Mary Kusterer PO Box 58 Pinconning, MI 48650	989-879-4018
Portsmouth Township	Judy Bukowski 1711 W Cass Avenue Road Bay City, MI 48708	989-892-7221
Williams Township	Amy Charney 1080 W. Midland Road Auburn MI 48611	989-662-4408

ARENAC COUNTY

Adams Township	Judy Card, Clerk 7461 Ward Road Sterling, MI 48659
Arenac Township	Wendy Ann Stein, Clerk 2993 Setlak Rd Standish, MI 48658
Augres Township	Charles Jerome, Clerk 2240 Bay Ridge Drive Augres, MI 48703
Clayton Township	Roanld J Kamerus, Clerk 4041 W Berry Road Sterling, MI 48659
Deep River Township	Karlia Kroczaleski-Raymond, Clerk 4861 Sterling Road Sterling, MI 48659
Lincoln Township	Ardith Demo, Clerk 4641 Duprie Standish, MI 48658
Mason Township	Darlene S Janish, Clerk 1199 Black Road Twining, MI 48766
Moffatt Township	Joan Ribnicky, Clerk 1720 Ruffed Grouse Trail Alger, MI 48610
Sims Township	Wanda Boley, Clerk 127 W Pine St Augres, MI 48703
Standish Township	Joellyn Pedota, Clerk 5634 S Huron Road Pinconning, MI 48650
Turner Township	Patricia Brooks, Clerk 1238 Crawford Road Twining, MI 48766
Whitney Township	Linda Kauffman, Clerk 240 Delano Road AuGres, MI 48703

Arenac Conty Continued:

City of AuGres	Mary Fersorger, Clerk 124 W Huron PO Box 121 AuGres, MI 48703
City of Standish	Becky Lakin, Clerk 399 E. Beaver PO Box 726 Standish, MI 48658
City of Omer	Susan Hegenauer, Clerk 123 S. George St PO Box 160 Omer, MI 48749

Saginaw County

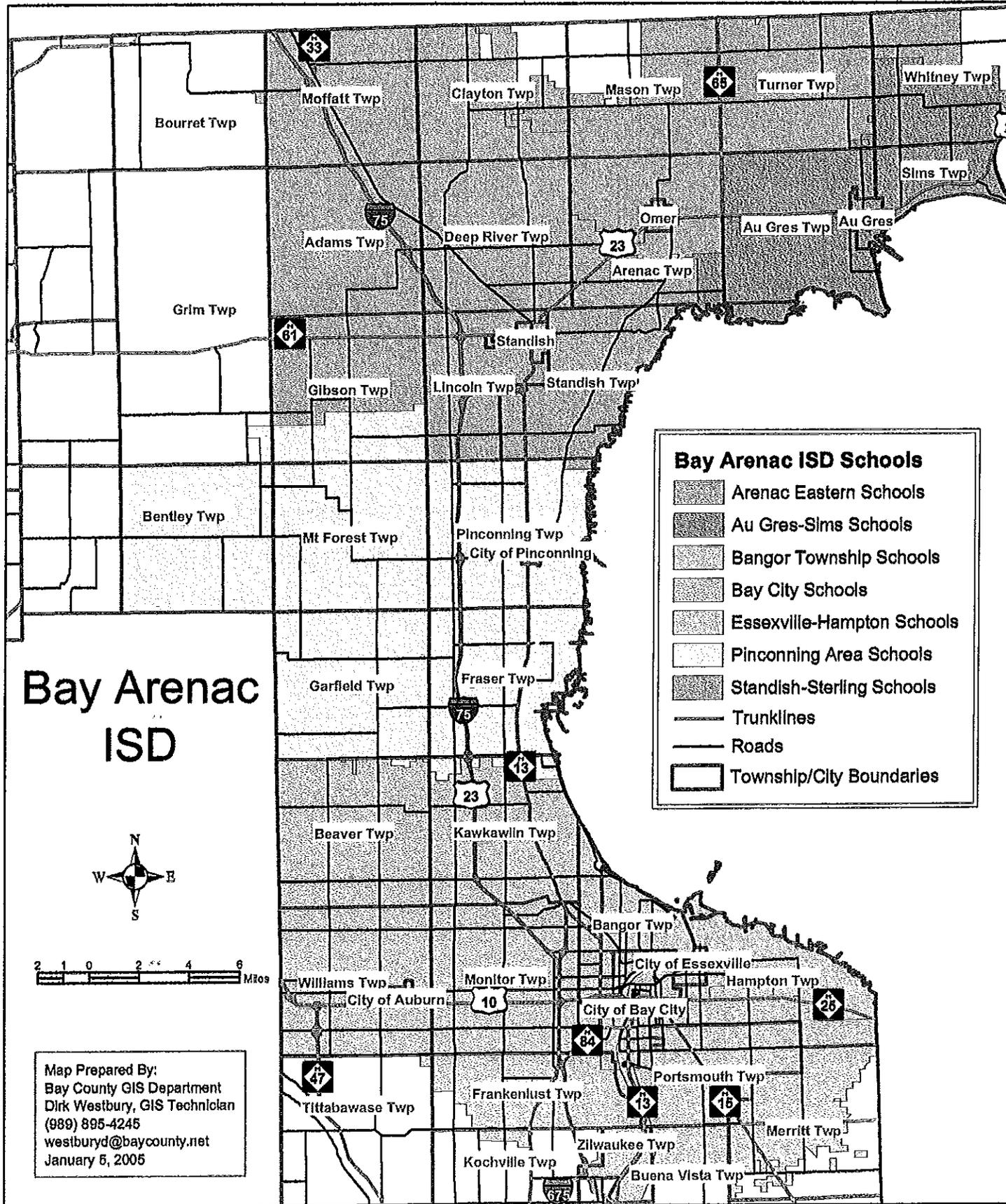
Buena Vista Township (part) (Saginaw county)	Barbara Montgomery 1160 S. Outer Drive Saginaw MI 48601
Kochville Township (Saginaw county) (part)	George Schnepf 5851 Mackinaw Rd. Saginaw, MI 48604
Tittabawassee Township (Saginaw county) (part)	Robert D. DuCharme 5585 N River Rd Freeland, MI48623
Zilwaukee Township (Saginaw county) (part)	Patricia Bradt 6189 Sherman Rd Saginaw, MI 48604

Gladwin County

Bentley Township Gladwin County	Sheila Goschke 4196 Pinconning Road Rhodes, MI 48652
Grim Township Gladwin County	Darlene Showalter 6399 Bay-Gladwin Line Bentley, MI 48613

Bay County
Polling Locations

Auburn		City Hall, 113 E. Elm St., Auburn
Bay City		
1st Ward	1st Pct.	Head Start Educatln' Center, 1201 Fourth St., Bay City
1st Ward	2nd Pct.	Village Hall, 1338 N. Johnson St., Bay City
1st Ward	3rd Pct.	Eastside Middle School, 201 Woodside Lane, Bay City
2nd Ward	1st Pct.	Smith Manor, 600 N. Van Buren St., Bay City
2nd Ward	2nd Pct.	Washington School, 1821 McKinley St., Bay City
2nd Ward	3rd Pct.	Jefferson Center, 325 Park Ave., Bay City
3rd Ward	1st Pct.	Maloney Manor, 210 Fitzhugh St., Bay City
3rd Ward	2nd Pct.	City Hall, 301 Washington Ave., Bay City
3rd Ward	3rd Pct.	Created for Caring, 400 N. Madison Ave., Bay City
4th Ward	1st Pct.	City Hall, 301 Washington Ave., Bay City
4th Ward	2nd Pct.	MacGregor School, 1012 Fremont Ave., Bay City
4th Ward	3rd Pct.	Central High School, 1624 Columbus Ave., Bay City
5th Ward	1st Pct.	MacGregor School, 1012 Fremont Ave., Bay City
5th Ward	2nd Pct.	St. Hyacinth Parish Hall, 2306 S. Monroe St., Bay City
5th Ward	3rd Pct.	St. Hyacinth Parish Hall, 2306 S. Monroe St., Bay City
6th Ward	1st Pct.	Riegel School, 1805 Raymond St., Bay City
6th Ward	2nd Pct.	Fremont School, 1001 Marsac St., Bay City
6th Ward	3rd Pct.	Fire Station, 1000 Fremont Ave., Bay City
7th Ward	1st Pct.	Wenona School, 312 S. DeWitt St., Bay City
7th Ward	2nd Pct.	Kolb School, 305 W. Crump St., Bay City
7th Ward	3rd Pct.	Riegel School, 1805 Raymond St., Bay City
8th Ward	1st Pct.	School Administration Bldg., Fulton St./Litchfield, Bay City
8th Ward	2nd Pct.	School Administration Bldg., Fulton St./Litchfield, Bay City
8th Ward	3rd Pct.	McKinley School, 407 W. Ohio St., Bay City
9th Ward	1st Pct.	Fire Station, Smith St./Transit St., Bay City
9th Ward	2nd Pct.	Trombley School, 401 Bangor St., Bay City
9th Ward	3rd Pct.	Ward Building, Spruce St./Bradley St., Bay City
Essexville	Pct. 1	City Hall, 1107 Woodside Ave., Essexville
Essexville	Pct. 2	St. Luke's Methodist Church, 206 Scheurmann, Essexville
Pinconning		City Hall, 201 S. Manitou, Pinconning
TOWNSHIPS OF		
Bangor	Pct. 1	Lincoln School, Lauria/Euclid Ave., Bay City
Bangor	Pct. 2	Bangor North Central, Revlio Dr./Lagoon Beach, Bay City
Bangor	Pct. 3	Bangor West Central, 3175 Wilder Rd., Bay City
Bangor	Pct. 4	Bangor Township Hall, 3921 Wheeler Rd., Bay City
Bangor	Pct. 5	Bangor Township Hall, 3921 Wheeler Rd., Bay City
Bangor	Pct. 6	John Glenn High School, 3201 Kiesel Rd., Bay City
Bangor	Pct. 7	Fire Station, N.W. Union/Webb Dr., Bay City
Bangor	Pct. 8	Edison School, Midland Rd. West of Euclid Ave., Bay City
Beaver		Beaver Township Hall, 1850 Garfield Rd., Auburn
Frankenlust		Frankenlust Township Hall, 2401 Delta Rd., Bay City
Fraser	Pct. 1	Fraser Township Hall, Mackinaw/Kitchen Rd., Linwood
Fraser	Pct. 2	Fraser Township Hall, Mackinaw/Kitchen Rd., Linwood
Garfield		Garfield Township Hall, 1138 W. Erickson, Linwood
Gibson		Gibson Township Hall, 7214 N. Main St., Bentley
Hampton	Pct. 1	Bush School, 800 Nebobish Ave., Essexville
Hampton	Pct. 2	Verellen School, 612 Borton Ave., Essexville
Hampton	Pct. 3	Hampton Township Hall, 801 Center Ave. Rd., Essexville
Hampton	Pct. 4	Bay-Hampton School, 1980 Youngsditch Rd., Bay City
Hampton	Pct. 5	Verellen School, 612 Borton Ave., Essexville
Hampton	Pct. 6	Bay-Hampton School, 1980 Youngsditch Rd., Bay City
Kawkawlin	Pct. 1	Kawkawlin Township Hall, 1800 Parish Rd., Kawkawlin
Kawkawlin	Pct. 2	Kawkawlin Township Hall, 1800 Parish Rd., Kawkawlin
Merritt		Merritt Township Hall, 48 E. Munger Rd., Munger
Monitor	Pct. 1	Monitor Township Hall, 2483 Midland Rd., Bay City
Monitor	Pct. 2	Mackensen School, 5535 Dennis Rd., Bay City
Monitor	Pct. 3	McAlear Sawden Elementary School, 2300 Midland Rd., Bay C
Monitor	Pct. 4	Mackensen School, 5535 Dennis Rd., Bay City
Monitor	Pct. 5	McAlear Sawden Elementary School, 2300 Midland Rd., Bay C
Monitor	Pct. 6	Monitor Twp. Hall, 2483 Midland Rd., Bay City
Mt. Forest		Mt. Forest Twp. Hall, 1705 W. Cody-Estey Rd., Pinconning
Pinconning		Pinconning Twp. Hall, 1751 E. Cody-Estey Rd., Pinconning
Portsmouth	Pct. 1	Portsmouth Township Hall, 1711 W. Cass Ave., Bay City
Portsmouth	Pct. 2	Portsmouth Township Hall, 1711 W. Cass Ave., Bay City
Portsmouth	Pct. 3	Portsmouth Township Hall, 1711 W. Cass Ave., Bay City
Williams	Pct. 1	Williams Township Hall, 1080 W. Midland Rd., Auburn
Williams	Pct. 2	Williams Township Hall, 1080 W. Midland Rd., Auburn
Williams	Pct. 3	Williams Township Hall, 1080 W. Midland Rd., Auburn



Election Responsibilities Performed by the County Clerk

- Serve as the district's filing official and accept candidate filings, any ballot proposal language, check petitions for sufficiency, accept candidate withdrawals.
- Transmit copies of petitions to the local clerks for verification and certification of candidates for the ballot to the county clerk.
- Public Notice "Close of registration" (2) and "Notices of Election" (2).
- Arrange for the programming and layout of ballots.
- Programming fees of \$100 per precinct shall be assessed for special elections.
- Arrange for ballot printing and proofing.
- Send proof ballot to school district and candidates.
- Assign coding on the ballots and test the coding.
- Provide election inspector training on a two year cycle in conjunction with election inspector certification required by law.
- Order necessary precinct kits.
- Handle election day issues and "troubleshooting".
- Schedule canvass of election and provide election results to the Board of Canvassers for certification of the election.
- Compile reimbursement requests from local clerks and present to school district.
- Notifies each elected candidate of their election within five (5) days after certification of the election.
- Receives "Acceptance of Office with Oath of Office" of the elected candidates from the School Board Secretary.
- All other duties required of an election coordinator in conducting the school election as prescribed by law.
- Present to the school board a verified account of actual costs of conducting the school districts regular or special election not later than 84 days after the date of the regular or special election as per law.

Election Responsibilities Performed by the Local Clerks

- Receive copies of the petitions for verification and certify candidates for the ballot to the county clerk.
- Conduct school district's regular and special elections
- Provide voting equipment for the district's elections
- Public notice "Public Accuracy" test
- Perform "Public Accuracy" testing
- Handle the distribution, receipt and processing of absentee ballot applications.
- Handle the issuance of absentee ballots and the return of voted absentee ballots.
- Be available on the Saturday prior to the election in order to issue absentee ballots.
- Handle Qualified Voter File (QVF) related responsibilities (production of precinct lists and updating voter history) for jurisdictions with QVF equipment.
- Appoint Election Inspectors. Every attempt will be made to work with three inspectors per precinct. In the event of consolidation of precincts at one location, an additional inspector may be assigned as necessary. Ballot questions may warrant additional inspectors, to be determined.
- The Chairperson of the election inspectors shall be paid at their respective city/township's standard rate per election. Payment shall be made by the local clerks prior to reimbursement from the Bay Arenac Intermediate School District.
- Election Inspectors shall be paid at their respective city/township's standard rate per election. Payment shall be made by the local clerks prior to reimbursement from the Bay Arenac Intermediate School District.
- Arrange for temporary employees as necessary; with payment by the local clerks prior to reimbursement from the Bay Arenac Intermediate School District Board.
- Set up polling places on election day.
- Handle election day issues and "troubleshooting".
- Deliver election day results/materials to county clerk.
- Store voted ballots after the election.
- Present to the county clerk a verified account of actual costs of conducting the school districts regular or special election not later than 84 days after the date of the regular or special election as per law. Schools would appreciate submission of the expenses prior to June 30, the end of their fiscal year.
- Local clerks who have "opted in" hold the ability to establish precinct boundaries by resolution of their local Election Commission.
- All of duties required of a clerk in conducting the school election as prescribed by law.

Election Responsibilities Performed by the Secretary of the Bay Arenac Intermediate School District

1. Submit the agenda report to “Call the Election” or “Set the Specifics” of the ballot to include the ballot language and the names of board members for Board approval as done in the past pursuant to Thrun Law Firm, legal counsel.
 - Forward ballot language to the election coordinator, if submitting a ballot question on a regular election date, on a date when a city or township within the school district is holding an election by adopting a resolution to that effect, not less than 70 days before the election date, or on a special election date as provided by section 641 (4).
 - School district shall pay or disapprove all or a portion of the verified account within 84 days after receiving the verified account of actual costs of conducting the election. (Precinct inspectors compensated by local jurisdictions prior to this date.)
 - All other duties required of a school district secretary in conducting a school election as prescribed by law.

If a special election is called on a date provided under Section (4), the School District Coordinating Committee shall schedule the special election date. MCL 168.641, MCL 168.312.

This Initial Report/Agreement may be altered in writing upon the consent of the undersigned jurisdictions.

The County Clerk shall file a copy of this Initial Report or subsequent altered Report(s) with the State of Michigan, Bureau of Elections and each Coordinating Committee Member shall sign the Report. MCL 168.305(1)

REIMBURSEMENT OF COSTS ASSOCIATED WITH SCHOOL ELECTIONS

(Michigan Election Law: 168.315 and 168.487;
Memo from State Bureau of Elections, February 2, 2004)

1. School districts are required to reimburse any expenses incurred by a county, city or township when conducting a regular or special election on behalf of the school district.
 - If a regular or special school election is not held in conjunction with another election conducted by the county or local jurisdiction, the school district is responsible for 100% of the costs attributable to the conduct of the school district's regular or special election.
 - If a regular or special school election is held in conjunction with another election conducted by the county or local jurisdiction, the school district is responsible for any added costs attributable to the conduct of the school district's regular or special election.
2. The county and local jurisdictions are required to provide the school board with a "verified account of actual costs" associated with the conduct of the school district's election no later than the 84th day after the date of the election.
3. Upon receipt of a reimbursement request, the school board must "pay or disapprove all or a portion of the verified account" within 84 days.
4. The school board is required to review any disapproved costs with the county, city or township. If an agreement on the disapproved costs cannot be reached, the Secretary of State is responsible for resolving the matter.
5. County and local jurisdictions must use the cost factors and standards established by the Department of State for the administration of the presidential primary reimbursement program when preparing reimbursement requests for school elections.

EXAMPLES OF REIMBURSABLE COSTS:

1. Precinct Inspectors (number, rate of pay)

- Chairpersons
- Inspectors
- Stand-bys/Clerks
- Absent Voter Counting Boards
- Training classes
- Receiving Boards
- Certifying Boards
- Meals for precinct workers if normally provided

2. Temporary Employees (number, function, cost, length of employment)

- Office clerical assistance to perform election functions
- Security Guards
- Canvassers (County or local level)
- Vendor election-day support (software/hardware)

3. Election Overtime or Extra Compensation Paid to Regular Employees or Officials - if it is the jurisdiction's standard practice to pay overtime or extra compensation to regular employees or officials for handling elections (hours worked, rate of pay, number)

- 8 a.m. - 2 p.m. on the Saturday before the Election
- Hours in excess of 8 hours on Election Day
- Equipment set-up/preparation

4. Postage

- Absent voter ballot applications
- Absent voter ballots
- Inspector assignment mailings
- Pay checks mailed

5. Voting/Tabulation Equipment

- Pre-election set-up costs
- Post-election disassembly costs
- Equipment delivery
- Vehicle gasoline or mileage costs associated with the transportation of voting equipment.
- Vehicle rental charges may be claimed if the vehicles are not owned by the jurisdiction.

EXAMPLES OF REIMBURSABLE COSTS (CONTINUED):

6. **Polling Place Rental**
 - Rental charges for *private* buildings used to establish polling places

7. **Janitorial Service** (number of precincts, cost)

8. **Publications**
 - Close of registration notice (2)
 - Election notice (2)
 - Accuracy Test notice

9. **Supplies**
 - Ballots and/or ballot printing
 - Petitions and affidavits of identity
 - Poll Books
 - Applications to vote
 - Application binders
 - Absent voter applications
 - Envelopes #1, #2, #3, #4, and #5
 - Green ballot case certificates
 - #9 and #10 envelopes for absent voter applications
 - Absent voter ballot mailing and return envelopes
 - Seals (red paper seals, lead wire seals, flat metal seals)
 - Write-in Statement forms
 - Challenger placards
 - "I Voted" labels
 - Printing of letters, cards, instructions, etc.
 - Mailing envelopes
 - Styrofoam and punching tools
 - Miscellaneous supplies (paper, pens, tape, diskettes, etc.)

10. **Miscellaneous**
 - Travel and transportation expenses
 - Equipment rentals
 - Election programming costs
 - Social security paid on eligible payroll wages
 - Placement of signage and hooding of parking signs

NO. 95-325

RESOLUTION

10/10/95

BY: WAYS AND MEANS COMMITTEE (10/3/95)

RESOLVED By the Bay County Board of Commissioners that pursuant to the recommendation of the Bay County Clerk, the fee for programming for special elections shall be set at \$100 per precinct.

EDWARD L. RIVET, CHAIRMAN
WAYS AND MEANS COMMITTEE

ELECPROG.

Bay County Board of Commissioners 10/10/95 Session

Resolution/Motion No. 95325 Sponsored By: _____

Moved by Comm. Rivet Supported by Comm. Reder

Disposition: Adopted Defeated _____ Withdrawn _____

Amended _____ Corrected _____ Referred _____

voice

9 Yeas, 0 Nays

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Dated January ____ 2005

Cynthia A. Luczak, Bay County Clerk

Bay Arenac Intermediate School District
Michael Dewey, Representative

Janet Santos, Bangor Township Clerk

Richard Charbeneau, Beaver Township Clerk

Alvin Appold, Frankenlust Township Clerk

Sally Sherman, Fraser Township Clerk

Kimberly Day, Garfield Township Clerk

Darlene Faunce, Gibson Township Clerk

Pamela Wright, Hampton Township Clerk

Michael Arnold, Kawkawlin Township Clerk

Kathy Bremer, Merritt Township Clerk

Cindy Kowalski, Monitor Township Clerk

Penny Schwerin, Mt. Forest Twp Clerk

Mary Kusterer, Pinconning Twp Clerk

Judith Bukowski, Portsmouth Township Clerk

Amy Charney, Williams Township Clerk

Lucy Wiesenauer, City of Auburn Clerk

Dana Muscott, City of Bay City

Lois Engelhardt, Essexville City Clerk

Terri Hribek, Pinconning City Clerk

Dated January ____ 2005

Arenac County

Judy Card, Adams Township Clerk

Wendy Ann Stein, Arenac Township Clerk

Charles Jerome, Au Gres Township Clerk

Ronald J. Kamerus, Clayton Township Clerk

Karlia Kroczaleski-Raymond, Deep River Township Clerk

Ardith Demo, Lincoln Township Clerk

Darlene S. Janish, Mason Township Clerk

Joan Ribnicky, Moffatt Township Clerk

Wanda Boley, Sims Township Clerk

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Patricia Brooks, Turner Twp Clerk

Linda Kauffman, Whitney Twp Clerk

Mary Fersorger, City of AuGres Clerk

Becky Lakin, City of Standish Clerk

Susan Hegenauer, City of Omer Clerk

Gladwin County

Sheila Gosschke, Bentley Twp. Clerk

Darlene Showalter, Grim Twp. Clerk

Saginaw County

Barbara Montgomery, Buena Vista Twp, Saginaw County

George Schnepf, Kochville Twp, Saginaw County

Robert D. DuCharme, Tittabawassee Twp, Saginaw County

Patricia Bradt, Zilwaukee Twp, Saginaw County