

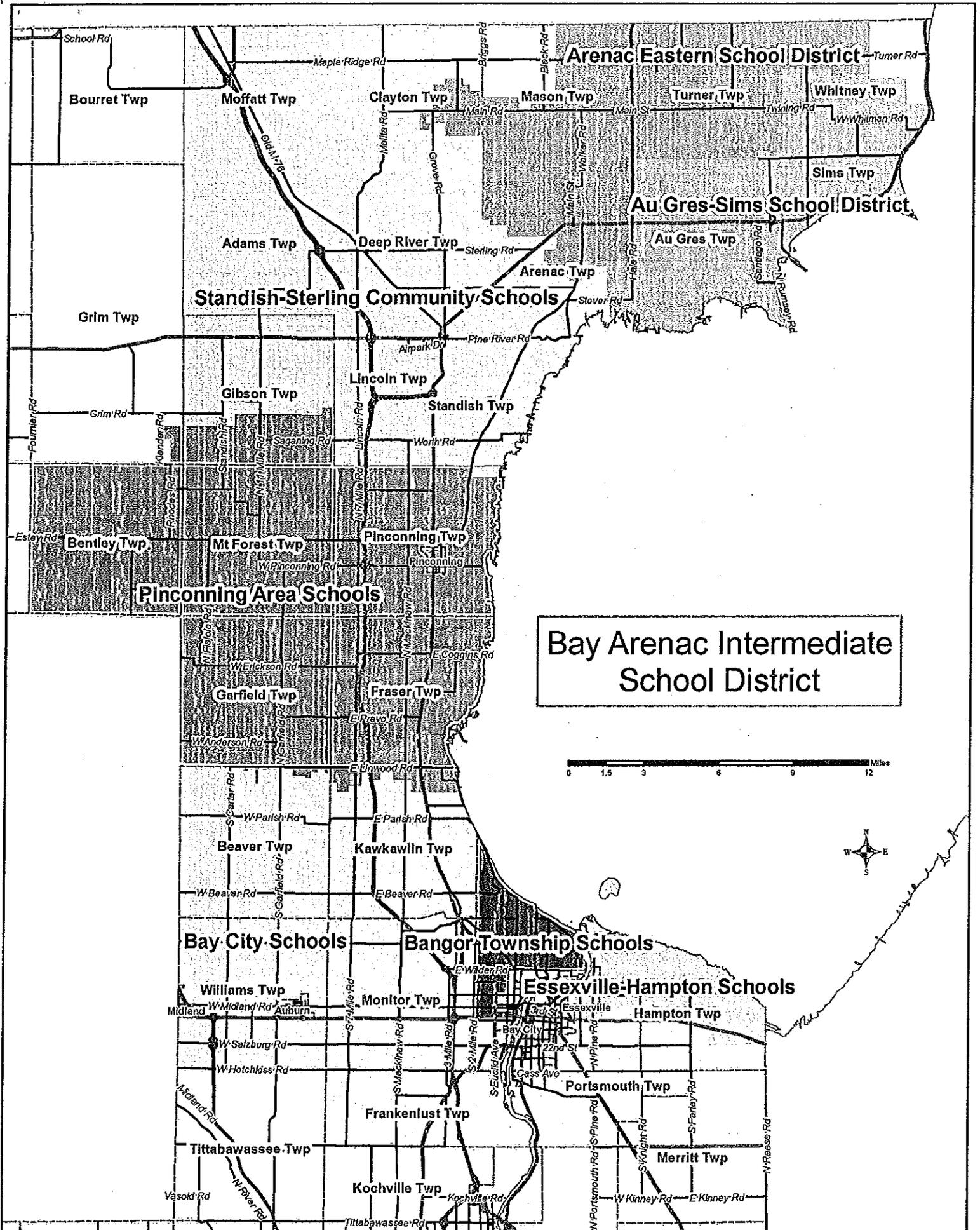
**BAY ARENAC
INTERMEDIATE
SCHOOL DISTRICT**

**ELECTION
CONSOLIDATION**

**January 1, 2013-December 31, 2016
Public Hearing held January 14, 2013**

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

APPROVED



**Bay Arenac Intermediate
School District**



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

The school election consolidation committee consists of the Coordinator, Cynthia A. Luczak, Bay County Clerk; the Secretary to the Bay-Arenac Intermediate School District Board of Trustees and the clerks of all jurisdictions within Bay, Saginaw, Arenac and Gladwin Counties that wholly or partially fall within the Bay-Arenac Intermediate School District. This plan shall be effective from January 1, 2013 through December 31, 2016.

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

Bay County

City of Auburn, Karen Bellow, 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, Sarah Wilcox, 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
City of Midland, Selina Tisdale, 333 W. Ellsworth Street, Midland, MI 48640, 989-837-3304
Bangor Township, Dawn Bublitz, 180 State Park Drive, Bay City, MI 48706, 989-684-8041
Beaver Township, Stacey Mieske, 1850 Garfield, Auburn, MI 48611, 989-662-7802
Frankenlust Township, Donna Reichard, 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
Gibson Township, Diane Pieniozek, 2179 Bentley Road, Bentley, MI 48613, 989-846-1319
Hampton Township, Pamela Wright, 801 W Center, PO Box 187, Bay City, MI 48707, 989-893-7541
Kawkawlin Township, Gregory Petrimoulx, 1836 E 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, Crystal Dodge, 1705 W Cody Estey Road, Pinconning, MI 48650, 989-879-7575
Pinconning Township, Beverlene Hribek, 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, Sally Mrozinski, Clerk, 7127 Morley Road, Sterling, MI 48659
Arenac Township, Cindy Halamar, Clerk, 438 W Huron, Omer, MI 48749
AuGres Township, Michael Oxley, Clerk, PO Box 783, Augres, MI 48703
Clayton Township, Ronald J Kamerus, Clerk, 4041 W Berry Road, Sterling, MI 48659
Deep River Township, Ann Marie Borushko, Clerk, 511 E State, PO Box 440, 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, Kim Spencer, Clerk, 7921 Alger Road, Alger, MI 48610
Sims Township, Wanda Boley, Clerk, PO Box 868, Augres, MI 48703
Standish Township, Dale Raymond, PO Box 472, Standish, MI 48658T
Turner Township, Denise Gates, Clerk, 110 Park St., PO Box 22, Twining, MI 48766
Whitney Township, Kimberly Anderson, Clerk, 1515 N. Huron Road, Tawas City, MI 48763
City of AuGres, LaVonne Pritchard Clerk, 124 W Huron, PO Box 121, AuGres, MI 48703
City of Standish, Peggy Burtch, Clerk, 399 E. Beaver, PO Box 726, Standish, MI 48658
City of Omer, Sue Oliver, Clerk, 201 E. Center, PO Box 160, Omer, MI 48749

Saginaw County

Buena Vista Township, Gloria A. Platko, 1160 S. Outer Drive, Saginaw MI 48601
Kochville Township, Kevin Machata, 5851 Mackinaw Rd., Saginaw, MI 48604
Tittabawassee Township, Robert D. DuCharme, 5585 N River Rd, Freeland, MI 48623
Zilwaukee Township, Patricia Bradt, 6189 Sherman Rd, Saginaw, MI 48604

Gladwin County

Bentley Township, Jennifer Buczek, 4426 Estey Road, Rhodes, MI 48652
Bourett Township, Kim Marshall, 4613 Wildwood Road, Alger, MI 48610
Grim Township, Darlene Showalter, 6541 Bay-Gladwin Line, Bentley, MI 48613

Bay-Arenac Intermediate School District Board Members and Terms of Office

William Jordan, 4463 Linden Park Drive, Bay City MI 48706, Term expires June 30, 2017

Gregory J. Dittenber, 314 Ashdale Street, Au Gres, MI 48703, Term expires June 30, 2015

Penny L. Page, 445 S. East City Limits Road, Sterling, MI 48659, Term expires June 30, 2013

David A. Lovely, 1840 N. South Boutell Road, Essexville, MI 48732, Term expires June 30, 2015

Ben Gibson, 3087 Old Kawkawlin Road, Bay City MI 48706, Term expires June 30, 2017

William F. Karbowski, 1064 S. Mackinaw Road, Kawkawlin, MI 48631, Term expires June 30, 2013

Richard Klender, 423 W. Huron Road, Omer, MI 48749, Term expires June 30, 2015

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

- 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.
- 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).
- All other duties required of a school district secretary in conducting a school election as prescribed by law.

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 contingent on the type of election held.
- Publish one (1) Public Notice "Close of Registration" and "Notice of Election" in the Bay City Times. MCL 168.498 (3).
- Arrange for the programming, layout, proofing, coding and printing of ballots.
- May enter into mutual agreement for programming services contingent on jurisdiction of the ballot. Bay City Clerk to contract for programming if in odd year City elections.
- Assess programming fees per precinct for special elections based on actual costs.
- Send proof ballot to candidates and school district pursuant to State law.
- Address election day issues and "troubleshooting"
- Provide election inspector training on a two year cycle in conjunction with election inspector certification required by law.
- Order necessary supplies and precinct kits. Bay City Clerk to order precinct kits individually.
- Schedule canvass of election, provide election results for certification by Canvassers.
- Receives file copy of the "Acceptance of Office/Oath of Office" from School Secretary.
- Compile reimbursement requests from local clerks and present to the school board a verified account of actual costs of conducting the school district's regular or special election not later than 84 days after the date of the regular or special election as per law.
- Forward any reimbursement disputes to the Secretary of State for resolution.
- All other duties required of an election coordinator in conducting the school election as prescribed by law.

*Public Act 233 of 2011 required School Board members to hold elections in November of even years effective November 2012.

*MCL 168.305 (2) required all school district election coordinating committees to meet at four (4) year intervals to review and, if necessary, alter the election arrangements for conducting school elections, effective January 1, 2013.

Election Responsibilities Performed by the Local Clerks

- Receive copies of the petitions for verification and certify candidates for the ballot to the County Clerk contingent on the type of election conducted.
- Conduct school district's regular and special elections per MCL 168.305 (2)
- Provide voting equipment for the district's elections
- Public notice and perform "Public Accuracy" testing
- Handle the distribution, receipt and processing of absentee ballot applications per law.
- Handle the issuance of absentee ballots and the return of voted absentee ballots per law.
- Handle Qualified Voter File (QVF) related responsibilities including the production of precinct lists, e-poll book functions and updating voter history.
- Appoint Election Inspectors with attempts to be made to work with three inspectors per precinct. Local clerks will determine if added inspectors are warranted based on election.
- The Chairperson and 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 respective school board.
- Arrange for temporary employees as necessary; with payment by the local clerks prior to reimbursement from the respective school board.
- Set up polling places for election day. Arrange with Bay City School district officials for access to polling place for set up the day before election and allow time for vacating also.
- 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 district's regular or special election as soon as possible. Upon receipt of a reimbursement request, the School Board must "pay or disapprove all or a portion of the verified account" within 84 days MCL 168.351. Schools would appreciate submission of the expenses prior to the end of their fiscal year.
- Local clerks hold the ability to establish precinct boundaries by resolution of their local Election Commission.
- All other duties required of a clerk in conducting the school election as prescribed by law.
- Bay City Clerk to order precinct supply kits individually.

Election Responsibilities Performed by the
Secretary of the
School Board

- 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.
- 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).
- Within ten days after notification by the election coordinator of the election to a school board each member must file an acceptance of office with the school board Secretary.
- Receives “Acceptance of Office with Oath of Office” from newly elected candidate and forwards copy of said acceptance to the County Clerk.
- As past practice, responsible for rental fees of polling locations in the City of Bay City.
- Responsible for payment of absentee counting board(s) with the City of Bay City and the Townships of Frankenlust, Hampton, Kawkawlin, Monitor, Portsmouth and Williams, if applicable.
- Within three days after appointment to fill a vacancy provide written notice to the election coordinator. Notice to include name, address and office of the person who vacated the office and the same information for the person filling the vacancy. MCL 168.311
- School board 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.)
- School Board may be subject to programming fees associated with ballot layout, including Voter Assisted Terminals and/or Voting tabulator devices.
- Work with city, township, county or state officials on “disapproved costs” issues.
- School board shall pay their applicable portion for the canvass of the votes.
- All other duties required of a school board secretary in conducting a school election as prescribed by law.
- When applicable, arranging for setting up of polling place for election day. Bay City school district officials to allow access to polling place the day before election day and allow access for vacating also.

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)

Dated January 14, 2013

Cynthia A. Luczak
Cynthia A. Luczak, Bay County Clerk

Deborah Kadish
Bay Arenac Intermediate School District
Secretary/ Representative

Rick Rockwell
Rick Rockwell, Arenac County Clerk

Dawn Bublitz
Dawn Bublitz, Bangor Township Clerk

Stacey Mieske
Stacey Mieske, Beaver Township Clerk

Donna L. Reichard
Donna Reichard, Frankenlust Township Clerk

Sally Sherman
Sally Sherman, Fraser Township Clerk

Kimberly Day
Kimberly Day, Garfield Township Clerk

Diane Pieniozek
Diane Pieniozek, Gibson Township Clerk

Pamela Wright
Pamela Wright, Hampton Township Clerk

Gregory Petrimoulx
Gregory Petrimoulx, Kawkawlin Township Clerk

Kathy Bremer 1-14-13
Kathy Bremer, Merritt Township Clerk

Lindy L. Kowalski
Cindy Kowalski, Monitor Township Clerk

Crystal Dodge
Crystal Dodge, Mt. Forest Twp Clerk

Beverlene Hribek
Beverlene Hribek, Pinconning Twp Clerk

Judith F. Bukowski
Judith Bukowski, Portsmouth Township Clerk

Amy Charney
Amy Charney, Williams Township Clerk

Joella Krantz, Deputy Clerk
Karen Bellor, City of Auburn Clerk

Dana Museott
Dana Museott, City of Bay City

Sarah Wilcox
Sarah Wilcox, Essexville City Clerk

Terri Hribek
Terri Hribek, Pinconning City Clerk

Selina Tisdale
Selina Tisdale, Midland City Clerk

Dated January 14, 2013

Arenac County

Sally Mrozinski
Sally Mrozinski, Adams Township Clerk

Cindy Halamar
Cindy Halamar, Arenac Township Clerk

Michael Oxley
Michael Oxley, Au Gres Township Clerk

Ronald J. Kamerus
Ronald J. Kamerus, Clayton Township Clerk

Ann Marie Borushko
Ann Marie Borushko, Deep River Township Clerk

Ardith Demo, Clerk
Ardith Demo, Lincoln Township Clerk

Darlene S. Janish
Darlene S. Janish, Mason Township Clerk

Kim Spencer
Kim Spencer, Moffatt Township Clerk

Wanda Boley
Wanda Boley, Sims Township Clerk

Dale Raymond
Dale Raymond, Standish Township Clerk

Denise Gates
Denise Gates, Turner Twp Clerk

Kimberly Anderson
Kimberly Anderson, Whitney Twp Clerk

LaVonne Britchard
LaVonne Britchard, Au Gres City Clerk

Peggy Burch
Peggy Burch, City of Standish Clerk

Sue Oliver
Sue Oliver, City of Omer Clerk

Gladwin County

Jennifer Buozek
Jennifer Buozek, Bentley Township Clerk

Kim Marshall

Kim Marshall, Bourett Twp. Clerk

Darlene Showalter 1-14-13

Darlene Showalter, Grim Twp. Clerk

Saginaw County

for- Erzell McCollum - Deputy
Gloria A. Platko, Buena Vista Twp, Saginaw County

Kevin Machata 1-14-13
Kevin Machata, Kochville Twp, Saginaw County

Robert D. DuCharme 1-23-13
Robert D. DuCharme, Tittabawassee Twp, Saginaw County

Patricia Bradt
Patricia Bradt, Zilwaukee Twp, Saginaw County