

# ESSEXVILLE/HAMPTON SCHOOL DISTRICT

## ELECTION CONSOLIDATION

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January 1, 2017 – December 31, 2020  
Public Hearing held January 20, 2017

FINAL

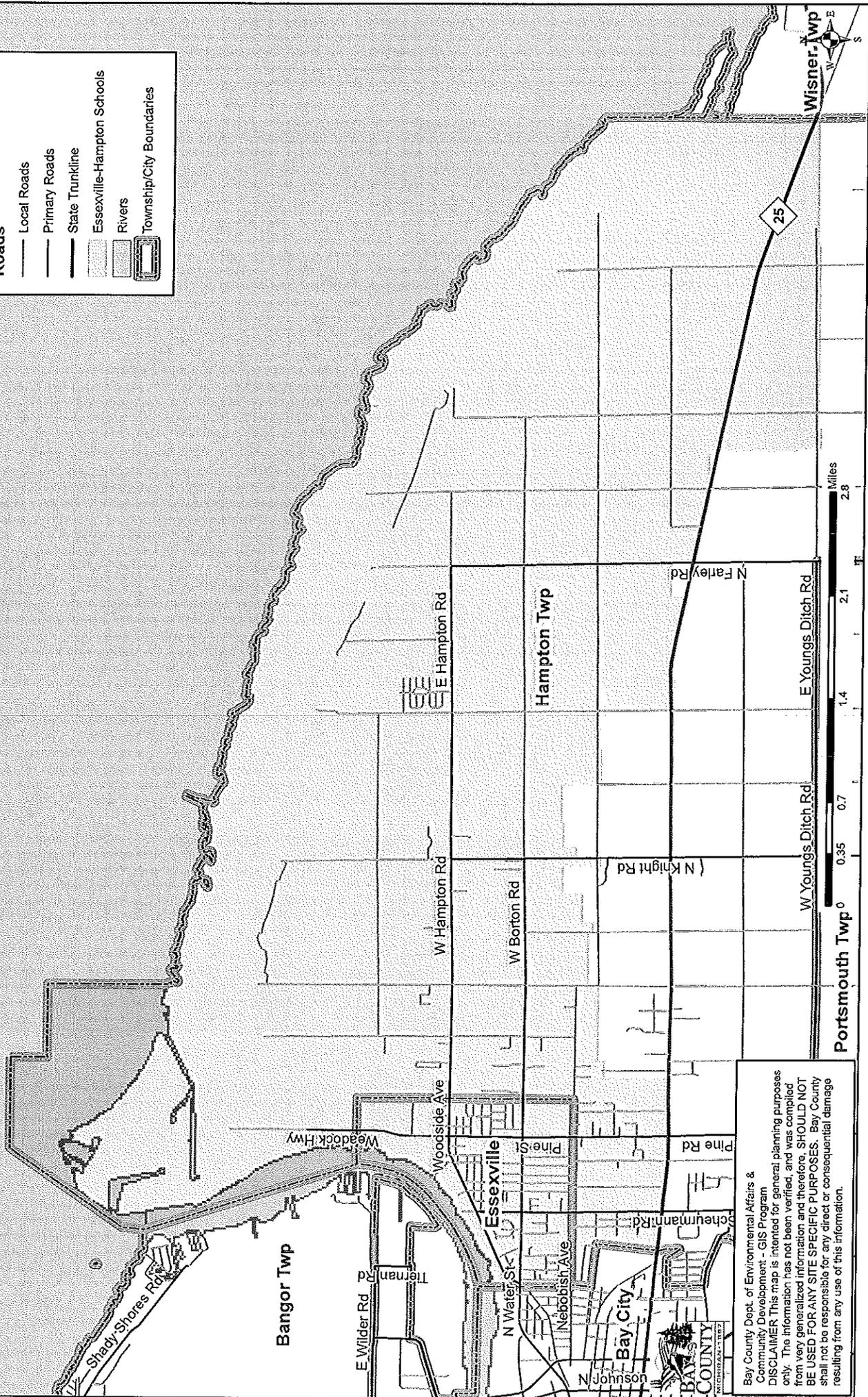
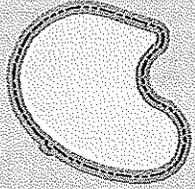
Cynthia A. Luczak, Bay County Clerk  
515 Center Avenue – Suite 101  
Bay City, MI 48708  
(989) 895-4280

# Essexville-Hampton School District

**Legend**

**Roads**

- Local Roads
- Primary Roads
- State Trunkline
- Essexville-Hampton Schools
- Rivers
- Township/City Boundaries



Bay County Dept. of Environmental Affairs & Community Development - GIS Program  
**DISCLAIMER:** This map is intended for general planning purposes only. The information has not been verified, and was compiled from very generalized information and therefore, **SHOULD NOT BE USED FOR ANY SITE SPECIFIC PURPOSES.** Bay County shall not be responsible for any direct or consequential damage resulting from any use of this information.

Essexville-Hampton Schools Board Members and Terms of Office

President:

John A. Martin  
215 Sharpe Street  
Essexville, MI 48732  
Term Expires: December 2018

Vice President:

Joseph E. Pergande  
1565 Primrose Lane  
Essexville, MI 48732  
Term Expires: December 2022

Secretary:

Jill Urban  
1252 West Nebobish Road  
Essexville, MI 48732  
Term Expires: December 2020

Treasurer:

Charles Rochow  
1545 Primrose Lane  
Essexville, MI 48732  
Term Expires: December 2018

Trustees:

Dean Verhaeghe  
947 West Borton  
Essexville, MI 48732  
Term Expires: December 2020

Michael O'Neil  
92 Kimberly Drive  
Bay City, MI 48708  
Term Expires: December 2020

Amber Davis-Johnson  
1353 North Jones Road  
Essexville, MI 48732  
Term Expires: December 2022

**Essexville-Hampton School District Voting Locations**

**Cities of Essexville:**

Essexville, Pct. 1	City Hall, 1107 Woodside Avenue, Essexville
Essexville, Pct. 2	St. Luke's Methodist Church, 206 Scheurmann, Essexville

**Hampton Township:**

Hampton, Pct. 1	Hampton Township Hall, 801 West Center Avenue, Essexville
Hampton, Pct. 2	Verellen School, 612 Borton Avenue, Essexville
Hampton, Pct. 5	Verellen School, 612 Borton Avenue, Essexville

(Hampton Township precinct 6 eliminated with adoption of the 2017 Plan)

Contingent on the number of candidates or ballot issues, precincts may be consolidated if the precincts are located at the same polling location.

### 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. Essexville 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. Essexville 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 of 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.

Effective 7/2/2015 adoption of HB's 4271,4272,4273,4274,4276 and 4385 -- now Public Acts 98-103 - Include 1) cancellation of 2016 February Election 2) Schools have the ability to use "floater date" but must comply with all of the requirements of MCL 168.641(4) and 3) Any city that elects their officer in May is prohibited from conducting a February Primary Election (see HB 4272).

### Election Responsibilities Performed by the Local Clerk

- 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 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 function 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 reimbursements from the respective school board.
- Set up polling places for Election Day. Arrange with Essexville-Hampton School district officials for access to polling places 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.
- Essexville City Clerk to order precinct supply kits individually.
- Access to school facilities 1 day prior to Election Day. Access would be available at the end of the day after school releases children for safety purposes.
- Consideration of a "non-student day" such as a staff "in-service" day for safety purposes.

Election Responsibilities Performed by  
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 name 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, or on a special election date as provided by section 641(4).
- Within ten days after notification by the election coordinator of the elections 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 Essexville.
- Responsible for payment of absentee counting board(s) with the City of Essexville and the Township of Hampton, 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, MCL168.311.
- 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 inspector 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. Essexville-Hampton school district officials to allow access to polling place the day before election day and allow access for vacating also.
- Access to school facilities 1 day prior to Election Day. Access would be available at the end of the day after school releases children for safety purposes.
- Consideration of a “non-student day” such as a staff “in-service” day for safety purposes.

If a special election is called on a date provided under Section (4), the School District Coordinating Committee shall schedule the special election date, MCL168.641, MCL168.312.

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, MCL168.305(1).

Member:

Date:

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

1/20/2017

Jill Urban  
Jill Urban, Secretary  
Essexville-Hampton School District

1-20-17

Sarah Wilcox  
Sarah Wilcox, Essexville City Clerk

1-20-17

Pamela Wright  
Pamela Wright, Hampton Township Clerk

1-30-17