



CALHOUN COUNTY CLERK AND REGISTER OF DEEDS

Kimberly A. Hinkley

**Clerk & Register of Deeds
37th Circuit Court Clerk**

Julie Peet

Chief Deputy Clerk & Register

"The history of your life is kept in our records!"

**Calhoun County Election Commission Meeting
Friday, September 8, 2023, at 10:30am
Calhoun County Clerk & Register of Deeds – Election Office
Room 2-100A, 315 W. Green St., Marshall, MI 49068**

MINUTES

1. Call to Order 10:35AM
Notice posted 8/31/23 at 4:30pm at the County Clerk – Election's webpage & Marshall County Building Entrance & The Elections Office Window
2. Pledge of Allegiance

By a motion by Clerk Hinkley, 2nd by Judge Jaconette, the Calhoun County Election Commission Members appointed Prosecutor Gilbert to act in Treasurer Winsauers' absence.
3. Roll Call (Judge Jaconette) Introduce Commission Members
 - Calhoun County Clerk & Register of Deeds, Kimberly Hinkley Present
 - Calhoun County Probate Judge Michael Jaconette Present
 - Appointed Member Calhoun County Prosecutor David Gilbert for Treasurer Wensauer excused absence Present
4. Approval of Agenda A motion was made by Clerk Hinkley, 2nd by Prosecutor Gilbert, motion passed.
5. Approval of Minutes – August 8, 2023, election – Commission meeting 5/19/23 A motion was made by Clerk Hinkley, 2nd by Prosecutor Gilbert, motion passed.
6. Citizens' comments (limited to 3 minutes) Marshall Township Clerk Jeff Albaugh expressed his appreciation for the Calhoun County Clerk & the Calhoun County Clerk's Election Office
7. Review ballot contents for the November 7, 2023, Special Election – refer to proposal language:
3 Precincts open, 2 ballot styles, 2 proposals.
8. Consideration of Precinct Consolidations for:
 - a. Eckford (2 voters) & Sheridan Townships (40 voters) would like to combine their precincts with Marengo Township (1038 voters). Voters would be sent to Marengo Township Hall for same day voting.
 - b. Clarence Township (78 voters) would like to combine their precinct with Lee Township (204 voters). Voters would be sent to Lee Township Hall for same day voting.
 - c. Pennfield Charter Township would like to combine Pct. #1 & #3 voters in the Bellevue School District (61 voters) to consolidate with Convis Township (654 voters). Voters would be sent to Convis Township Hall for same day voting.A motion was made by Prosecutor Gilbert, 2nd by Clerk Hinkley to approve the requested precinct consolidations. By a voice vote: Clerk Hinkley: Accept, Prosecutor Gilbert: Accept, Judge Jaconette: Accept. Motion passed.
9. Review ballot printing bids submitted. Award printing order – refer to attached bid responses:
 - Election Source: \$0.50 for 11" ballot, all black ink
 - Spectrum Printers \$0.35 for 11" ballot, all black ink, add \$0.015/ballot for colored numbering, \$0.08/ballot for folding of AV ballots, Pre-marked test deck for November election
 - PSI No bid, does not meet minimum order

A motion was made by Prosecutor Gilbert, 2nd by Clerk Hinkley to award the ballot printing to Spectrum Printers. A voice vote: Clerk Hinkley: Accept, Prosecutor Gilbert: Accept, Judge Jaconette: Accept. Motion passed.

10. Option to order more ballots if needed 2 weeks prior to election. A motion was made by Clerk Hinkley, 2nd by Prosecutor Gilbert, to keep the option open to order additional ballots if needed at least 2 weeks prior to the election. By a “Yea” or “Nay” vote, motion passed.
11. Ballot proofing of November 7, 2023, ballots – Tuesday, September 12th at The Elections Office Election Specialist Jill Stout was directed to contact the Treasurer’s Office & the Probate Judge’s Office to schedule a team to proof the November 8, 2023, ballots for approval before sending for programming & printing.

Calhoun County Early Voting Center

Consideration consolidating to County EVS (Early voting Site). Voters will be able to tabulate their ballot compared to previous years when all AV ballots tabulated on Election Day. Election Specialist Stout summarized EVS changes, the reason for the consolidation, explained consideration of Resolutions prepared for the Election Commission by Corporate Counsel Jim Dyer.

12. Consideration of partnership with 19 Municipalities for an Early In-person County Voting Center:

- City of Albion
- City of Marshall
- Albion Township
- Athens Township
- Burlington Township
- Clarence Township
- Clarendon Township
- Convis Township
- Eckford Township
- Emmett Charter Township
- Fredonia Township
- Homer Township
- Lee Township
- Leroy Township
- Marengo Township
- Marshall Township
- Newton Township
- Sheridan Township
- Tekonsha Township

13. Consideration for approval by Resolution of Early Voting Center Agreement with Municipalities

Once approved municipalities will take back to their City or Township Board for approval.

Resolution #1 allows consolidation with 19 municipalities to conduct EVS with the County as the site coordinator. A motion was made by Prosecutor Gilbert to approve the County Site Agreement with the 19 partnering municipalities. 2nd by Clerk Hinkley. A voice vote to accept or reject the motion: Clerk Hinkley: Accept, Prosecutor Gilbert: Accept, Judge Jaconette: Accept. By a voice vote of 3 to accept, -0- to reject, the motion passed.

14. Consideration for approval by Resolution of Early Voting Center location – Calhoun County Building

Resolution #2 allows designation of the Board of Commissioners Chambers as the early voting site for all municipalities partnering in the County EVS agreement. Discussion ensued regarding appropriateness of the building & the obstacles of preparing the room to host the EVS voters. Corporate Counsel Dyer explained after much consideration by the Clerks Election Staff & the County administration, that this would be the most appropriate location for an EVS due to its security during the early voting process. This building offers the best chain of custody options with the vault located on the ground floor, along with the Clerk & the Election Staff purchasing “cages” to house the voting equipment along with the ballots at the end of each day of early voting in the vault & the vault being sealed. In Corporate Counsel Dyer’s opinion, this room & building is the correct choice. A motion to approve Resolution #2 was made by Prosecutor Gilbert, 2nd by Clerk Hinkley. A voice vote to accept or reject the motion: Clerk Hinkley: Accept, Prosecutor Gilbert: Accept, Judge Jaconette: Accept. By a voice vote of 3 to accept, -0- to reject the motion passed.

15. Consideration for approval by Resolution of Early Voting Center Grant Application

1. Potential for reimbursement from State of Michigan via Bureau of Elections Grant Application
Calhoun County is responsible for submitting the Grant Application for all Early Voting Centers in the county, regardless of whether they are partnering with the County Voting Center.
2. Calhoun County to order new equipment & supplies prior to approval of grant without knowing the amount of approval.

Resolution #3 is the approval of the Grant Application to be submitted to the state in an attempt to receive funding to pay for equipment & supplies for the EVS . The Calhoun County Election Commission will be authorizing the submission of the grant leaving financial control within the county upon approval of the grant. A motion to approve Resolution #3 was made by Prosecutor Gilbert, 2nd by Clerk Hinkley. A voice vote to accept or reject the motion: Clerk Hinkley: Accept, Prosecutor gilbert: Accept, Judge Jaconette: Accept. By a voice vote of 3 to accept, -0- to reject the motion passed.

16. Consideration for approval by Resolution for Calhoun County Election Commissioners to assign representatives to perform non-voting Election Commission Responsibilities.

Resolution #4 allows the assigning of a designee to act in a Calhoun County Election Commissioners place for non-voting duties. Discussion regarding whom is to be considered a "designee". A conclusion was determined that the language be changed in section #1 to reflect that Commissioners may appoint a "deputy, deputy register, or other designee" to perform non-voting duties of the Commissioners of the Calhoun County Election Commission. A motion was made by Prosecutor Gilbert to accept Resolution #4 as amended. 2nd by Clerk Hinkley. A voice vote to accept or reject the motion: Clerk Hinkley: Accept: Prosecutor Gilbert: Accept, Judge Jaconette: Accept. By a voice vote of 3 to accept, -0- to reject the motion passed.

17. Future Elections:

- Presidential Primary (*February or March*)

Clerk Hinkley informed the Commissioners that the Elections Office is awaiting the final decision by the Legislature whether the Presidential Primary will be held in March or moved to February. When the decision is made, the dates for future Calhoun County Election Commissioners meetings to approve ballot vendor & schedule ballot proofing, as well as the Public Accuracy date.

18. Other Business **None**

19. Citizens' Comments (*limited to 3 minutes each*) Battle Creek City Clerk Victoria Houser made comments regarding decisions the Municipal Early Voting Agreement partners are making.

20. Election Commissioners Comments Judge Jaconette publicly thanked Corporate Counsel Dyer for his work for the Calhoun County Election Commission during his time of service at Calhoun County.

21. Adjournment 12:02pm