
BAY CITY PUBLIC SCHOOLS DISTRICT

ELECTION CONSOLIDATION

January 17, 2007

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 CITY PUBLIC SCHOOLS**

Bay City Public School District is a K-12 public school district encompassing portions of Bay, Saginaw and Tuscola counties. The school election consolidation committee consists of the Chairman, Cynthia A. Luczak, Bay County Clerk; Amy Dornhaag, Secretary to the Bay City School Board and the clerks of all jurisdictions that wholly or partially fall within the Bay City School District.

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

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
Beaver Township (part)	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
Hampton Township (part)	Pamela Wright 801 W Center, PO Box 187 Bay City, MI 48707	989-893-7541
Kawkawlin Township (part)	Michael Arnold 1836 W Parish Road Kawkawlin, MI 48631	989-686-8710
Merritt Township (part)	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
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

Buena Vista Township (part) (Saginaw county)	Barbara Montgomery 1160 S. Outer Drive Saginaw MI 48601	989-754-6536
Kochville Township (Saginaw county) (part)	Sheila Hill 5851 Mackinaw Rd. Saginaw, MI 48604	989-792-7596
Tittabawassee Township (Saginaw county) (part)	Robert D. DuCharme 5585 N River Rd Freeland, MI48623	989-695-9512
Zilwaukee Township (Saginaw county) (part)	Patricia Bradt 6189 Sherman Rd Saginaw, MI 48604	989-753-6036

Resolution No. 2
(To be adopted after
public hearing)

Bay City Public Schools (the "District").

A regular meeting of the board of education (the "Board") of the District was held in the Mackensen Elementary School, 5535 Dennis St., Bay City, MI in the District, on the 8th day of November, 2004, at 7:00 o'clock in the p.m.

The meeting was called to order by Marie McFarland, President.

Present: Members Ken Malkin, Pauline Helmling, Joel Bosco, Barb Stamiris, Ben Gibson, Marie McFarland

Absent: Members Amy Doornhaag

The following preamble and resolution were offered by Member Bosco and supported by Member Gibson:

WHEREAS:

The Board, pursuant to the provisions of the Consolidated Election Laws, has conducted a public hearing pursuant to published notice within the District; and

Pursuant to law, the Board desires to establish the regular election date for the District after considering comment and input received concerning the Board's tentatively proposed selection of a regular election date.

THEREFORE, BE IT RESOLVED THAT:

1. The Board does hereby approve May as the regular election date for the District on a (an) annual basis, to continue hereafter until changed pursuant to law, if permitted.
2. This resolution shall forthwith be filed with the Michigan Secretary of State in Lansing, Michigan.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

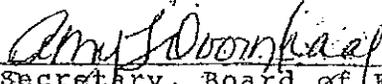
Ayes: Members Ken Malkin, Pauline Helmling, Joel Bosco, Barb Stamiris, Ben Gibson, Marie McFarland

Nays: Members

Motion declared adopted.

Amy Doornhaag
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Bay City Public Schools, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on November 8, 2004, the original of which resolution is a part of the board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.


Secretary, Board of Education

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TRUBIN LAW FIRM, P.C.

Bay City Public Schools District Board Members and Terms of Office

President

Marie McFarland
2192 Whiteherse
Bay City, MI 48706
Term Expires: June 2009

Vice President

Kenneth M. Malkin
4718 Willow Drive
Bay City, MI 48706
Term Expires: June 2007

Secretary

Amy L. Doornhaag
1505 Fifth Street
Bay City, MI 48708
Term Expires: June 2010

Treasurer

Pauline Helmling
231 Stanley
Bay City, MI 48708
Term Expires: June 2008

Trustees

Patrick O'Shea
103 Maplewood Court
Bay City, MI 48708
Term Expires: June 2009

Charles T. Hewitt
403 Hill Street
Bay City, MI 48708
Term Expires: June 2007

Ben Gibson
3087 Old Kawkawlin Road
Bay City, MI 48706
Term Expires: June 2010

BAY CITY SCHOOL DISTRICT VOTING LOCATIONS

CITIES OF:

Auburn City

City Hall, 113 E. Elm Street, Auburn, MI

Bay City

1st Ward 1st Pct.*

Head Start Education Center, 1201 Fourth, Bay City, MI

1st Ward 2nd Pct.*

Village Hall, 1338 N. Johnson St., Bay City, MI

1st Ward 3rd Pct.

Wenona Center, 201 Woodside Ln., Bay City, MI

2nd Ward 1st Pct.

Smith Manor, 600 N. Van Buren St., Bay City, MI

2nd Ward 2nd Pct.

Washington School, 1821 McKinley St., Bay City, MI

2nd Ward 3rd Pct.

Jefferson School, 325 Park Ave., Bay City, MI

3rd Ward 1st Pct.*

Maloney Manor, 210 Fitzhugh St., Bay City, MI

3rd Ward 2nd Pct.

City Hall, 301 Washington Ave, Bay City, MI

3rd Ward 3rd Pct.*

Immanuel Lutheran Church, N. Lincoln and 10th, Bay City, MI

4th Ward 1st Pct.

City Hall, 301 Washington Ave., Bay City, MI

4th Ward 2nd Pct.

MacGregor School, 1012 Fremont St., Bay City, MI

4th Ward 3rd Pct.

Central High School, 1624 Columbus Ave., Bay City, MI

5th Ward 1st Pct.

MacGregor School, 1012 Fremont St., Bay City, MI

5th Ward 2nd Pct.*

St. Hyacinth Hall, 2305 S. Monroe St. Bay City, MI

5th Ward 3rd Pct.*

St. Hyacinth Hall, 2305 S. Monroe St. Bay City, MI

6th Ward 1st Pct.*

Zion Lutheran School, 1707 S. Kiesel St., Bay City, MI

6th Ward 2nd Pct.

Child/Senior Center, 1001 Marsac St., Bay City, MI

6th Ward 3rd Pct.

Fremont/Fire Station, 1000 Fremont St., Bay City, MI

7th Ward 1st Pct.*

Pine Towers, 306 S. Walnut St., Bay City, MI

7th Ward 2nd Pct.

Kolb School, 305 W. Crump St. Bay City, MI

7th Ward 3rd Pct.

Kolb School, 305 W. Crump St. Bay City, MI

8th Ward 1st Pct.

School Administration Bldg., 901 N. Walnut St., Bay City, MI

8th Ward 2nd Pct.

School Administration Bldg., 901 N. Walnut St., Bay City, MI

8th Ward 3rd Pct.

McKinley School, 407 W. Ohio St., Bay City, MI

9th Ward 1st Pct.

Smith/Fire Station, Smith St./ Transit St., Bay City, MI

9th Ward 2nd Pct.

Trombley School, 401 N. Bangor St., Bay City, MI

9th Ward 3rd Pct.

Ward Building, Spruce St./Bradley St., Bay City, MI

Midland City 1-6

Longview Elementary School, 3337 Lemke, Midland, MI

TOWNSHIPS OF:

Beaver

Beaver Township Hall, 1850 Garfield Rd., Auburn, MI

Frankenlust

Frankenlust Township Hall, 2401 Delta Rd., Bay City, MI

(This includes registered voters of Kochville, Tittabawassee and Zilwaukee Townships within the Bay City School District.)

Hampton Pct. 3

Hampton Twp. Hall, 801 W. Center Ave. Rd. Essexville, MI

Hampton Pct. 4

Bay-Hampton School, 1980 Youngs Ditch Rd., Bay City, MI

Hampton Pct. 6

Bay-Hampton School, 1980 Youngs Ditch Rd., Bay City, MI

Kawkawlin Pct. 1

Kawkawlin Township Hall, 1800 Parish Rd., Kawkawlin, MI

Kawkawlin Pct. 2	Kawkawlin Township Hall, 1800 Parish Rd., Kawkawlin, MI
Merritt	Merritt Township Hall, 48 E. Munger Rd., Munger, MI
Monitor Pct. 1	Monitor Township Hall, 2483 Midland Rd., Bay City, MI
Monitor Pct. 2	Mackensen School, 5535 Dennis Rd., Bay City, MI
Monitor Pct. 3	McAlear Sawden Elementary School, 2300 Midland, Bay City, MI
Monitor Pct. 4	Mackensen School, 5535 Dennis Rd., Bay City, MI
Monitor Pct. 5	McAlear Sawden Elementary School, 2300 Midland, Bay City, MI
Monitor Pct. 6	Monitor Township Hall, 2483 Midland Rd., Bay City, MI
Portsmouth Pct. 1	Portsmouth Township Hall, 1711 W. Cass Ave., Bay City, MI
Portsmouth Pct. 2	Portsmouth Township Hall, 1711 W. Cass Ave., Bay City, MI
Portsmouth Pct. 3	Portsmouth Township Hall, 1711 W. Cass Ave., Bay City, MI
Williams Pct..1	Williams Township Hall, 1080 W. Midland Rd., Auburn, MI
Williams Pct. 2	Williams Township Hall, 1080 W. Midland Rd., Auburn, MI
Williams Pct. 3	Williams Township Hall, 1080 W. Midland Rd., Auburn, MI

(This includes registered voters who reside in the City of Midland Ward 1 Pct. 6 within the Bay City School District.)

*Indicates a location which assesses a fee for facility use.

PRECINCTS

All Bay City Public School voters will vote at their regular polling locations used for General Elections with the exception of the following:

1. Contingent on the number of candidates or ballot issues, precincts may be consolidated if the precincts are located at the same polling location.
2. Voters from Buena Vista Township shall vote at Merritt Township Hall, 48 E. Munger Road, Munger MI, contingent upon jurisdiction of the ballot.
3. Voters from Kochville, Zilwaukee and Tittabawassee Townships shall vote at Frankenlust Township Hall, 2401 Delta Road, Bay City MI, contingent upon jurisdiction of the ballot.
4. Frankenlust Township, Freeland School District voters shall vote at Frankenlust Township Hall, 2401 Delta Road, Bay City, MI, contingent upon jurisdiction of the ballot.
5. Voters from the City of Midland shall vote at Williams Township Hall, 1080 W. Midland Road, Auburn MI, contingent upon jurisdiction of the ballot.
6. Hampton Township precincts 1, 2 and 5, the Essexville Hampton School District, shall vote at their regular polling locations used for General Elections.
7. Hampton Township precincts 3, 4 and 6, the Bay City School District, shall vote at the at their regular polling locations used for General Elections.
8. Merritt Township shall process Reese School District voters under Consolidation Plan executed with Tuscola County on January 3, 2007.

12/22/2006

NUMBER OF REGISTERED VOTERS
BAY CITY PUBLIC SCHOOLS

School Precinct	Count
COUNTY:	BAY
JURISDICTION:	AUBURN CITY
00001	1,473
TOTAL - AUBURN CITY	1,473
JURISDICTION:	BAY CITY CITY
01001	850
01002	924
01003	868
02001	815
02002	1,106
02003	789
03001	937
03002	883
03003	864
04001	867
04002	892
04003	1,039
05001	1,140
05002	872
05003	887
06001	789
06002	998
06003	1,001
07001	817
07002	930
07003	950
08001	881
08002	873
08003	971
09001	916
09002	927
09003	906
TOTAL - BAY CITY CITY	24,692
JURISDICTION:	BEAVER TOWNSHIP
00001	1,901
TOTAL - BEAVER TOWNSHIP	1,901
JURISDICTION:	FRANKENLUST TOWNSHIP
00001	2,271
TOTAL - FRANKENLUST TOWNSHIP	2,271
JURISDICTION:	HAMPTON TOWNSHIP
00003	1,430
00004	1,146
00006	632
TOTAL - HAMPTON TOWNSHIP	3,208
JURISDICTION:	KAWKAWLIN TOWNSHIP
00001	2,112
00002	1,029

12/22/2006

**NUMBER OF REGISTERED VOTERS
BAY CITY PUBLIC SCHOOLS**

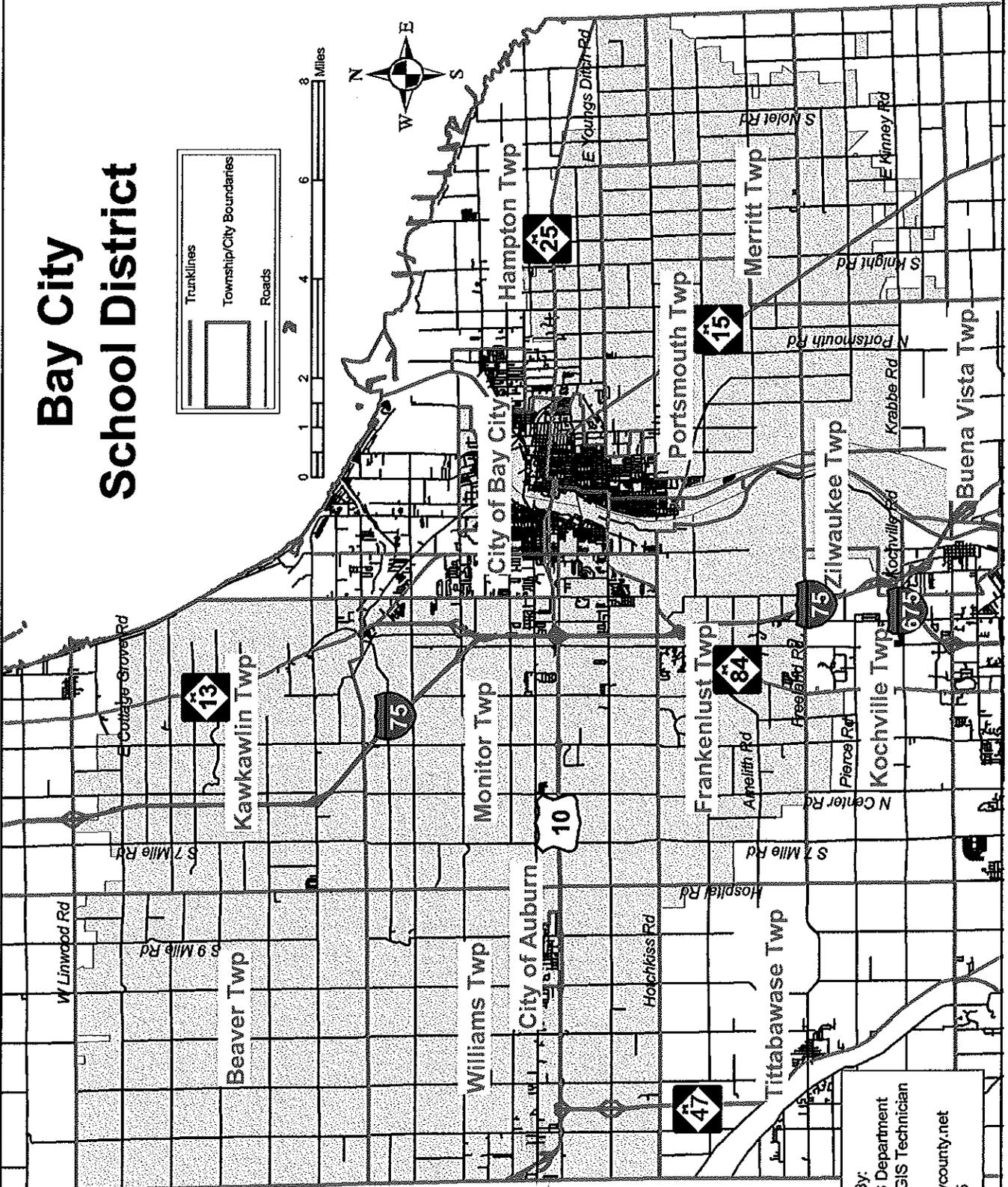
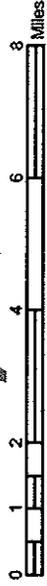
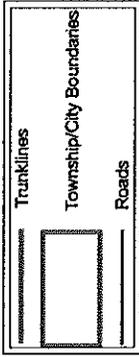
School Precinct	Count
COUNTY:	BAY
JURISDICTION:	KAWKAWLIN TOWNSHIP
TOTAL - KAWKAWLIN TOWNSHIP	3,141
JURISDICTION:	MERRITT TOWNSHIP
00001	832
TOTAL - MERRITT TOWNSHIP	832
JURISDICTION:	MIDLAND CITY
01006	161
TOTAL - MIDLAND CITY	161
JURISDICTION:	MONITOR TOWNSHIP
00001	1,160
00002	1,825
00003	1,438
00004	1,358
00005	1,601
00006	968
TOTAL - MONITOR TOWNSHIP	8,350
JURISDICTION:	PORTSMOUTH TOWNSHIP
00001	1,105
00002	864
00003	909
TOTAL - PORTSMOUTH TOWNSHIP	2,878
JURISDICTION:	WILLIAMS TOWNSHIP
00001	1,677
00002	1,266
00003	548
TOTAL - WILLIAMS TOWNSHIP	3,491
TOTAL - BAY	52,398
COUNTY:	SAGINAW
JURISDICTION:	BUENA VISTA CHARTER TOWNSHIP
00001	81
TOTAL - BUENA VISTA CHARTER TOWNSHIP	81
JURISDICTION:	KOCHVILLE TOWNSHIP
00001	51
TOTAL - KOCHVILLE TOWNSHIP	51
JURISDICTION:	TITTABAWASSEE TOWNSHIP
00001	10
TOTAL - TITTABAWASSEE TOWNSHIP	10
JURISDICTION:	ZILWAUKEE TOWNSHIP
00001	55

12/22/2006

**NUMBER OF REGISTERED VOTERS
BAY CITY PUBLIC SCHOOLS**

School Precinct	Count
COUNTY:	SAGINAW
JURISDICTION:	ZILWAUKEE TOWNSHIP
TOTAL - ZILWAUKEE TOWNSHIP	55
TOTAL - SAGINAW	197
GRAND TOTAL	52,595

Bay City School District



Map Prepared By:
Bay County GIS Department
Dirk Westbury, GIS Technician
(989) 895-4245
westburyd@baycounty.net
January 5, 2005

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.
- 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 and layout of ballots.
- May enter into mutual agreement for programming services contingent on jurisdiction of the ballot.
- Arrange for ballot printing and proofing.
- Programming fees of \$100 per precinct shall be assessed for special elections.
- 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.
- Forward any reimbursement disputes to the Secretary of State for resolution.
- 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.
- 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.
- All other duties required of an election coordinator in conducting the school election as prescribed by 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.
- Clerk or designee shall 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 City Schools Board.
- 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 City Schools Board.
- Arrange for temporary employees as necessary; with payment by the local clerks prior to reimbursement from the Bay City Schools 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 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 June 30, the end of their fiscal year.
- Work with local School Board to resolve any disapproved cost issues.
- 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.

**Election Responsibilities Performed by the Secretary of the
Bay City Schools 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 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).
- Within ten days after notification by the election coordinator of the election to a school board each member-elect must file an acceptance of office with the secretary of the school board.
- Receives “Acceptance of Office with Oath of Office” from newly elected candidate.
- Forwards original of the “Acceptance of Office with Oath of Office” to the County Clerk.
- Responsible for the rental payments of six (6) polling locations in the City of Bay City as had been past practice.
- 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 a portion of programming fees associated with the Automark Voter Assist Terminal in 2008.
- Work with local city and township clerks to resolve any “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.

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



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

February 17, 2005

**REIMBURSEMENT FOR COSTS RELATED TO THE
CONDUCT OF SCHOOL ELECTIONS**

-- General Information --

Statutory Authority

Local school districts, intermediate school districts and community college 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 district. If a regular or special school election is held in conjunction with another election conducted by the county or local jurisdictions involved, the local school district, intermediate school district or community college district is responsible for any added costs attributable to the conduct of the district's regular or special election. If a regular or special school election is not held in conjunction with another election conducted by the county or local jurisdictions involved, the district is responsible for 100% of the costs attributable to the conduct of the district's regular or special election. (*MCL 168.315 as amended under PA 302 of 2003*)

Reimbursement Procedure

To initiate the reimbursement process, 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 district's regular or special election no later than the 84th day after the date of the election. Upon the receipt of a reimbursement request, the school board must "pay or disapprove all or a portion of the verified account" within 84 days. (*MCL 168.315 as amended under PA 302 of 2003*)

Requesting Review of Disapproved Costs

Upon the request of a county, city or township, the school board is required to review any disapproved costs with the county, city or township. (*MCL 168.315 as amended under PA 302 of 2003*)

Reimbursement Standards

When preparing reimbursement requests for the conduct of school district elections, counties and local jurisdictions must observe the standards established by the Department of State under MCL 168.487 for the reimbursement of costs associated with the conduct of statewide special elections. (*MCL 168.315 as amended under PA 302 of 2003*) MCL 168.487 stipulates that reimbursable costs do not include the "salaries of permanent local officials" or the "cost of reusable supplies and equipment."

Examples of Reimbursable Costs

- Costs associated with the production of ballots.
- Rental charges for buildings used to establish polling places.
- The cost of supplies and postage.
- Fees for janitorial services.
- The cost of publishing close of registration and election notices.
- Travel and transportation expenses associated with the election.
- Fees for equipment rentals.
- Wages or per diem payments made to canvassers, precinct inspectors and temporary employees.
- Election overtime or extra compensation paid to regular employees or officials for handling the school district's election if it is the jurisdiction's standard practice to pay overtime or extra compensation to regular employees or officials for handling elections. (Such payments must be authorized as appropriate.)
- Any other miscellaneous expenses associated with the election.

Examples of Costs Which Are Not Reimbursable

- Compensation paid to regular employees or officials (except as noted above with respect to "overtime" and "additional compensation").
- The cost of new equipment (capital outlay).
- The cost of reusable supplies or equipment.



STATE OF MICHIGAN
 TERRI LYNN LAND, SECRETARY OF STATE
 DEPARTMENT OF STATE
 LANSING

February 17, 2005

**REIMBURSEMENT FOR COSTS RELATED TO
 THE CONDUCT OF SCHOOL ELECTIONS**
 -- Claim Form --

Instructions

- Use this form or a similar form of your own design to claim reimbursement for the conduct of a school district's election.
- If the school district's election was held in conjunction with a state, federal, county, city or township election, the school district is responsible for any added costs attributable to the conduct of the school district's election. If the school district's election was not held in conjunction with a state, federal, county, city or township election, the school district is responsible for 100% of the costs attributable to the conduct of the school district's election.
- To claim reimbursement, you must submit this form (or any similar form of your own design) to the school board no later than the 84th day after the date of the election. The school board must pay or disapprove all or a portion of the claimed expenses within 84 days after the board's receipt of the form.
- Copies of any related receipts must be submitted with your claim for reimbursement.

-- EXPENSE CLAIMS --

I. BALLOTS: Itemize as shown below.

	<i>Quantity</i>	<i>Cost</i>
Paper Ballots:	_____	_____
AVM voting machine strips:	_____	_____
Shoup voting machine strips:	_____	_____
MicroVote ballot labels:	_____	_____
Punch card voting device ballot booklets:	_____	_____

Punch card or optical scan absent voter instruction ballots:

Punch card or optical scan ballot cards (containing voting position numbers only):

AccuVote optical scan ballots:

Optech optical scan ballots:

M-100 optical scan ballots:

Other _____ :
(please specify)

Total \$ _____

II. SUPPLIES: List supplies used in conducting election (examples: statement sheets, poll books, precinct kits, etc.). The cost of reusable supplies is not reimbursable (examples: ballot containers, ballot bags, etc.).

Total \$ _____

III. PRECINCT INSPECTORS: Itemize as shown below. Include absent voter counting boards, receiving boards and certifying boards if applicable.

Number of inspectors:

Regular rate of pay:

Premium rate of pay for chairpersons (if applicable):

Number of precincts:

Total \$ _____

IV. TEMPORARY EMPLOYEES: List number, function, cost, length of employment.

Total \$ _____

V. ELECTION OVERTIME OR EXTRA COMPENSATION PAID TO REGULAR EMPLOYEES OR OFFICIALS: List number, hours worked, rate.

Total \$ _____

VI. POSTAGE: Itemize as shown below.

	<i>Quantity</i>	<i>Cost</i>
Absent voter ballot applications:	_____	_____
Absent voter ballots:	_____	_____
Inspector credentials:	_____	_____
Other (specify): _____	_____	_____

Total \$ _____

VII. VOTING/TABULATION EQUIPMENT COSTS: Itemize costs and type of equipment. Pre-election setup and post-election disassembly costs are reimbursable. Vehicle costs associated with the transportation of voting equipment other than gasoline or mileage are not reimbursable if vehicles are owned by jurisdiction. If vehicles are not owned by jurisdiction, rental charges may be claimed.

Total \$ _____

VIII. POLLING PLACE RENTAL: Itemize location, number of precincts contained, cost.

Total \$ _____

IX. JANITORIAL SERVICE: Itemize number of precincts, cost.

Total \$ _____

X. **PUBLICATIONS:** Itemize, i.e., registration notice, election notice.

Total \$ _____

XI. **MISCELLANEOUS:** All claimed items must be listed. May be used for costs related to computer programs for tabulating ballots, etc.

Total \$ _____

XII. **BOARD OF CANVASSERS:** Itemize number of meetings, cost, etc., relating to canvassing the returns

Total \$ _____

REIMBURSABLE COSTS CLAIMED:

GRAND TOTAL \$

CERTIFICATION

I hereby certify that the costs listed in this claim are proper charges for conducting the

_____ on behalf of _____
(Date of Election) (Name of Local School District, Intermediate School District or Community College District)

Name of County, City or Township: _____

Signature of County, City or Township Clerk: _____

Printed name: _____

Phone number: _____ Date: _____

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

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)

Member	Date
<u>Cynthia A. Luczak</u> Cynthia A. Luczak, Bay County Clerk	<u>1/17/2007</u>
<u>Amy Doornhaag</u> Amy Doornhaag, Secretary Bay City School Board	<u>1-17-07</u>
<u>Richard Charbeneau</u> Richard Charbeneau, Beaver Township Clerk	<u>1-19-07</u>
<u>Alvin Appold</u> Alvin Appold, Frankenlust Township Clerk	<u>1-17-07</u>
<u>Pamela Wright</u> Pamela Wright, Hampton Township Clerk	<u>1-17-07</u>
<u>Michael Arnold</u> Michael Arnold, Kawkawlin Township Clerk	<u>1-17-07</u>
<u>Kathy Bremer</u> Kathy Bremer, Merritt Township Clerk	<u>1-17-07</u>
<u>Cindy Kowalski</u> Cindy Kowalski, Monitor Township Clerk	<u>1-17-2007</u>
<u>Judith F. Bukowski</u> Judith Bukowski, Portsmouth Township Clerk	<u>1-17-07</u>
<u>Amy Charney</u> Amy Charney, Williams Township Clerk	<u>1-17-07</u>
<u>Lucy Wiesenauer</u> Lucy Wiesenauer, City of Auburn Clerk	<u>1-12-07</u>
<u>Dana Muscott</u> Dana Muscott, City of Bay City	

Catherine Hill for Barbara Montgomery, Clerk
Barbara Montgomery, Buena Vista Twp, Saginaw County

Sheila Hill
Sheila Hill, Kochville Twp, Saginaw County

1-18-07

Robert D. DuCharme
Robert D. DuCharme, Tittabawassee Twp, Saginaw County

01-22-07

Patricia Bradt
Patricia Bradt, Zilwaukee Twp, Saginaw County

01/17/07

From: "DMuscott" <DMuscott@baycitymi.org>
To: "Cindy Luczak" <luczakc@baycounty.net>
Date: 1/19/2007 9:49:04 AM
Subject: Consolidation Plan

Cindy,

I have changed the precinct location for 9-2. It is now located at the School Adm. Building, 910 N. Walnut Street. You will need to change this in your consolidation plan.

Dana

CC: "JCurrie" <JCurrie@baycitymi.org>