

**Raisin Charter Township
Election Commission Meeting Minutes
Raisin Township Conference Room
5525 S Occidental Hwy
Tecumseh, MI 49286
January 17, 2017**

Members Present: Jackie Schultz (chair), Kami Johnson, Tom Hawkins

Meeting called to order by Jackie Schultz at 9:08am.

Public Comment: Russ Mead submitted several questions some of which will be addressed during the meeting.

Approval of Minutes of December 27, 2016 meeting: Hawkins, support Johnson, M/C all

Approval of Agenda: Johnson, support Hawkins, M/C all.

Old Business:

- 1) Creation of a new Precinct – Hawkins did some research and found out that QVF is the best way to begin determining how the precincts should be split. There are experts at the state QVF office that can help with this process. Schultz will work with Katie Hoffman to begin this process.

Meeting suspended at 9:10am (to book hotels for Annual Meeting)

Meeting resumed at 9:21am

- 2) Budget for Commission – The following is a list of items we need to be aware of when setting up the new precinct.
 - a. MTA is suggesting budgeting \$2,000 per precinct for new voting machines.
 - b. \$250.00 per voting booth. We might need 10 of them and 1 handicap accessible one. We need to look at the current booths and see if any need to be replaced.
 - c. Laptop Computer – we would need to find out specs requirements for e-poll book before pricing this item.
 - d. Master Cards - \$12.50/1,000 (we need to find out if we will need to print new ones for everyone or if we can just manually change them.
 - e. Voter Registration Postcards - \$16.50/100 – we will need to print these for everyone that is changing precincts. We also need to check with the state to see if we would need to send them to ALL registered voters whether they are changing precinct or not.
 - f. Vote Here sign - \$200.00
 - g. Secrecy Sleeves – Size was a question. We are currently using the mid-size but are wondering if we need to invest in the long sleeves. Schultz will measure the November 2016 ballot to see if there is a need for the longer sleeves.
 - h. I Voted stickers - \$15.00/1,000 or maybe even less. We should always have these available for elections as they are a point of pride for township residents.
 - i. Name Tags/lanyards for Election Workers - \$60.00 from Staples
 - j. Automark Machine – we will need one of these for the new precinct but we won't be able to price until we know what will be required with the elections changes that are coming.

- k. E-Poll Book – these are provided by the state and might be provided free of charge for the new precinct.
 - l. Election Workers – 5 @ \$190.00 and 1 @ \$220.00 per precinct. Additional compensation if they have to work past 10pm paid at minimum wage.
- 3) WiFi – This is an absolute necessity in order to effectively process voters. Suggestions were made for use of personal cell phones. This won't work as cell service at the RCC isn't reliable and it isn't practical to require election workers to use their data plan.
 - 4) Maps – The maps that were provided by Dale Witt are extremely helpful and will aid us as we work on creating the new precinct.
 - 5) Location – There are 3 viable options that are currently available.
 - a. NewSong Community Church
 - b. RCC – would require renovation/expansion of the facility
 - c. Blue Building – would require renovation but doesn't offer much parking
 - 6) Election Training Materials – Schultz will work on this after going to the election training and meeting with Jessica (Clerk for Tecumseh)
 - 7) Email List – Schultz will have Kami added to 'News you can use' and also make sure that Hawkins is currently on the list.
 - 8) Election Workers – Hawkins will put information and application on Facebook. We will do another social media blitz closer to election time.
 - 9) Election Worker Contract – Schultz will develop this
 - 10) Station Help Cards – Schultz will develop these closer an election

New Business:

- 1) Addressing questions from Russ Mead – Hawkins will communicate with Russ to see if we have answered his questions.
- 2) Food for Elections – If election workers are sequestered (can't leave for breaks), we are required to provide food. One of the best ways to provide food is to have a potluck.

Next Meeting Scheduled for Tuesday, March 7th at 9am in Raisin Township Meeting Room

Motion to adjourn meeting at 10:20am by Johnson, support Hawkins. M/C all