

**City of Battle Creek
Election Commission Meeting
10 N. Division Street – Room 112
Battle Creek, MI
February 15, 2019
9:00 AM**

Present: Jill Steele, City Attorney; Steve Hudson, City Assessor; and Victoria Houser, City Clerk

Absent: None

Guests: None

Call to Order: Clerk Houser called the meeting to order at 10:00 A.M., noting all members were present.

Approval of Minutes (October 16, 2018)

A motion was made by Attorney Steele, supported by Assessor Hudson, to approve the October 16, 2018 Election Commission meeting minutes. All in favor, none opposed. Motion approved.

Update on May 7, 2019 Special Election

- A. Clerk Houser informed the Commission that Climax Scotts Community Schools would have a proposal on the ballot for a renewal of the operating millage.
- B. Clerk Houser discussed the new municipal requirements after the passing of proposal #3, including the requirement that the local clerk be available the Saturday prior to the election for 8 hours to issue AV ballots to registered voters and to residents who wish to register to vote. Clerk Houser also noted the City Clerk's office would need to be available on Election Day from 7:00 am to 8:00 pm to register any residents not yet registered and to issue AV ballots. For these reasons, Clerk Houser stated it would be more efficient for her office to administer the precinct/polling location for the Climax Scotts Community Schools voters from the City Clerk's office. Clerk Houser noted postcards would be sent to all registered voter households informing them of the precinct relocation for this one election.
- C. Referring to a report of voter turnout for the May 8, 2018 Special Election for Climax Scotts Schools, Clerk Houser noted only 9 of the 79 registered voters participated in the May 8, 2018 election. Clerk Houser did not anticipate the turnout for the 2019 election to be much more.

A motion was made by Assessor Hudson, supported by Attorney Steele, to have the City of Battle Creek Clerk's office administer and facilitate the May 7, 2019 Special Election and to relocate the polling location from First Wesleyan Church, located at 14425 S. Helmer Road, to Battle Creek City Hall, located at 10 N. Division Street, Room 111, Battle Creek, MI 49014. All yes, none opposed. Motion approved.

- D. Clerk Houser shared the election calendar, noting the precinct inspectors would be assigned at the April 16, 2019 Election Commission meeting.
- E. Clerk Houser informed the Commission that Calhoun County has contacted Election Source to complete the election equipment programming that will be sent to the county to download to the proper voting media device.
- F. Clerk Houser also noted the ballot printing is usually completed by PMG Printing in Springfield, facilitated by Election Source.

A motion was made by Attorney Steele, supported by Assessor Hudson, to have PMG Printing print the 50 ballots, to include 30 voter ballots, 10 City test ballots and 10 county test ballots, for the May 7, 2018 election. All yes, none opposed. Motion approved.

- G. Clerk Houser noted the Public Accuracy Test would be conducted on Tuesday, April 16, 2019, also stating the notice would be jointly issued with both Emmett and Leroy Townships.

Public Comments: There were no public comments.

Commission Comments: There were no Commission comments.

Adjournment: The meeting was adjourned at 9:12 AM.