

City of Northville
ELECTION COMMISSION
MEETING MINUTES
June 26, 2014

A meeting of the Election Commission of the City of Northville, Michigan, was held at the City of Northville Municipal Building, Council Chambers, 215 West Main Street, Northville, Michigan, at 8:04 a.m. at which time and place the following Commission members were present:

Present: Dianne Massa, City Clerk/Chairperson
Robert Marzano, City Attorney

Absent: Mayor Pro Tem James Allen

Also Present: None

Citizen Comments

None

Approval of the Agenda

Motion Marzano, seconded by Massa to approve the agenda as presented. **Motion carried unanimously.**

Approval of the Minutes

Motion Marzano, seconded by Massa to approve the September 10, 2013 Election Commission meeting minutes as presented. **Motion carried unanimously.**

Resolution

Resolution to Delegate Election Commission Duties to the City Clerk

Motion Marzano, seconded by Massa to adopt the following resolution delegating certain Election Commission duties and responsibilities to the City Clerk. **Motion carried unanimously.**

CITY OF NORTHVILLE

**Resolution to Delegate City of Northville
Election Commission Duties to the City Clerk**


At a meeting of the Election Commission held on June 26, 2014 at the City of Northville Municipal Building, 215 W. Main Street, Northville, Michigan, 48167, it was:

RESOLVED, The Election Commission hereby delegates the following Election Commission duties and responsibilities to the City Clerk in conjunction with all elections administered and conducted in the City of Northville:

- Preparing meeting materials for the Election Commission
- Ballot proofs and ballot proofing
- Preparing, printing, and delivering ballots
- Providing candidates and the Secretary of State with proof copies of ballots
- Provide notice to voters in the case of precinct changes/consolidations
- Assessing voting equipment needs
- Providing Election supplies and ballot containers
- Preparing test charts and test deck materials
- Preliminary logic testing
- Preliminary assignment of election inspectors and receiving board members
- Appointment of replacement inspectors and receiving board members and make emergency appointments as necessary
- Notifying major political parties of certified precinct inspector appointments (federal and state elections only)

BE IT FURTHER RESOLVED, the City Clerk shall forward a status report to the Election Commission prior to the Election

RESOLUTION DECLARED ADOPTED June 26, 2014.



Dianne Massa, City Clerk
Election Commission Chairperson

New Business

A. Establish the Use of Absent Voter Counting Boards for the August 5, 2014 Primary Election

Motion Marzano, seconded by Massa to establish the use of Absent Voter Counting Boards for the 8/5/14 Primary Election. **Motion carried unanimously.**

B. Approval of Board of Election Inspectors and Receiving Board for the August 5, 2014 Primary Election

The Commission reviewed the proposed Board of Election Inspectors and Receiving Board members. When determining the number of precinct board members, factors taken into consideration are: the type of election, the contests and proposals on the ballot, previous voter turnout, and the estimated turnout for the upcoming election. Applications are on file for each inspector.

<u>Precinct 1</u>	<u>Political Party</u>
Jan Paver, Chair	D
Terry Mittman	R
Mary Rack	D
Caytie Guerin	R
Lisa Malpede	R
Judy Franuluc	D

<u>Precinct 2</u>	
Alyse Hydell, Chair	D
Jerry Mittman	R
Donald Danald	R
Judy Demarest	R
Dave Demarest	D
Caroline Solti	D

<u>Absent Voter Counting Board</u>	
Edie Paradowski, Chair	D
Michael Hyatt	R
Alice Fleck	R
Cindy Kushner	R
Scott Massa	D
Mary Lu Talraas	D

<u>Receiving Board</u>	
Sandi Wiktorowski	D

Cindy Kushner R
Melissa Wyman - alt R
Jennifer Luikart – alt D

Motion Marzano, seconded by Massa to appoint the above members as the Election Inspectors and Receiving Board for the August 5, 2014 Primary Election and further authorize the City Clerk to make emergency appointments as necessary. **Motion carried unanimously.**

C. Election Inspector and Receiving Board Wage Increase

It is the responsibility of the Election Commission to establish Election Inspector wages. The current wage scale is as follows:

Chairperson:	\$180 per election
Inspector:	\$145 per election
Rec Board Appearance:	\$15 per election
Training:	\$20 per instructional meeting attended
Receiving Board Member:	\$40 per election

The last wage increase was in 2008. The FY2015 budget adopted by City Council includes a wage increase for Election Inspectors and Receiving Board members. It was recommended the Election Inspector and Receiving Board wage scale be established as follows:

Chairperson:	\$200 per election
Inspector:	\$165 per election
Rec Board Appearance:	\$15 per election
Training:	\$20 per instructional meeting attended
Receiving Board Member:	\$60 per election

Motion Marzano, seconded by Massa to recommend that City Council approve the wage scale for the Election Inspectors and Receiving Board Members as established by the Election Commission. **Motion carried unanimously.**

Discussion

The Election Commission will meet on July 30, 2014 at 8:00 a.m. to conduct the Public Accuracy Test for the August 5, 2014 Primary Election.

Being no further business to come before the Election Commission, the meeting was adjourned.

Adjournment: 8:12 a.m.

Respectfully submitted,

Dianne Massa, City Clerk
Chairperson

Approved as submitted: 7/30/14