

Marshall Township Election Commission Minutes

February 6, 2024

The meeting was called to order at the Township Hall, 13551 Myron Avery Drive, Marshall, MI 49068, by Chairperson Clerk Albaugh at 9:30 a.m.

PRESENT: Clerk Albaugh, Supervisor Bosserd, Treasurer VanArman

ALSO PRESENT: Election Assistant Kline

Motion by Bosserd, second by VanArman approve the proposed agenda. APPROVED by voice vote.

Motion by VanArman, second by Bosserd to approve the minutes of the July 18, 2023, meeting.  
Approved by voice vote.

There was no Old Business.

New Business:

-Motion by Bosserd, second by VanArman, approve the following:

-Election Inspector appointments (list attached).

-Precinct workers for February 27, 2024, Presidential Primary Election to be assigned and sworn in by Clerk and/or Deputy Clerk and/or Elections Assistant.

-Payment for meals for election workers as they cannot leave at mealtimes from the elections budget.

-Appoint the Clerk, Deputy Clerk and Election Assistant to conduct the Public Accuracy Test, on February 6, 2024, at 10:00 a.m.

ROLL CALL: YES-Bosserd, VanArman and Albaugh. NO-None. MOTION CARRIED.

Public Comment: Mick Woods was present but had no comments. There was no public comment.

The Chair declared a recess from 9:40 a.m. until 10 a.m. The meeting resumed at 10 a.m. to conduct the Public Accuracy Test. Election Inspectors Rick Frey, Mick Woods, Frank Brownell, Marijke Guerin, and Deb Lyng were also present for the Test.

Election Assistant Kline explained the testing and tabulator process. Testing was conducted and all items balanced.

Motion by Bosserd, second by VanArman, to adjourn. Approved by voice vote.

Respectfully submitted,

JEFFREY S. ALBAUGH, Marshall Township Clerk

10:50  
AM  
JSA

## ELECTION COMMISSION MEETING AGENDA

February 6, 2024, 9:30 a.m.

Jeffrey S. Albaugh, Clerk, Chairperson

David Bosserd, Supervisor, Member

David VanArman, Treasurer, Member

- I. Call to Order
- II. Approve Proposed Agenda
- III. Approve Minutes of July 18, 2023, meeting
- IV. Old Business
- V. New Business
  - Approve Election Inspector appointments.
  - Authorize Precinct workers for February 27, 2024, Presidential Primary Election to be assigned and sworn in by Clerk & Deputy Clerk
  - Authorize payment for meals of election workers (they cannot leave at mealtimes) from Election Budget.
  - Appoint Clerk, Deputy Clerk and Election Assistant to conduct the Public Accuracy Test on February 6, 2024, at 10:00 a.m.
- VI. Public Comment (up to 3 minutes per person, maximum of one time per person)
- VII. Public Accuracy Test
- VIII. Adjournment

Marshall Township Election Commission Minutes

July 18, 2023

The meeting was called to order at the Township Hall, 13551 Myron Avery Drive, Marshall, MI 49068, by Chairperson Clerk Albaugh at 9:30 a.m.

PRESENT: Clerk Albaugh, Treasurer Roberts

ABSENT: Supervisor Bosserd

ALSO PRESENT: Deputy Clerk George, Election Assistant Kline

Motion by Roberts, second by Albaugh to approve the minutes of the April 11, 2023, meeting. Voice Vote. MOTION CARRIED.

There was no Old Business.

New Business:

Motion by Roberts, second by Albaugh, to:

- Approve Election Inspector appointments (attached);
- Authorize the precinct workers for the August 8, 2023, Special Election to be assigned and sworn in by Clerk & Deputy Clerk;
- Authorize payment for meals for election workers as they cannot leave at mealtimes from the elections budget; and,
- Appoint the Clerk, Deputy Clerk and Election Assistant to conduct the Public Accuracy Test, on Tuesday, July 17<sup>th</sup>, 2023, at 10:00 a.m.

ROLL CALL: YES-Roberts and Albaugh. NO-None. ABSENT: Bosserd. MOTION CARRIED.

-Motion by Bosserd, second by Roberts, approve Election Inspector appointments for the May 2, 2023, Special Election p

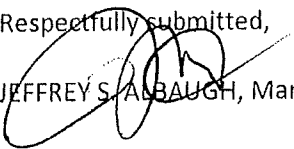
Clerk Albaugh reported on changes to election law adding Early Voting option in statewide elections.

There was no public comment. One resident attended the meeting.

Clerk Albaugh declared the meeting adjourned at 9:37 a.m.

The Public Accuracy Test for the 8-8-23 Special Election was conducted at 10 a.m. In attendance were Clerk Albaugh, Treasurer Roberts, Deputy Clerk Sue George, Election Assistant Colleen Kline, and Election Inspector Diane Cloutier. Resident Mick Woods also attended.

Respectfully submitted,

  
JEFFREY S. ALBAUGH, Marshall Township Clerk

Marshall Township Election Commission Minutes

April 11, 2023

The meeting was called to order at the Township Hall, 13551 Myron Avery Drive, Marshall, MI 49068, by Chairperson Clerk Albaugh at 9:30 a.m.

PRESENT: Clerk Albaugh, Supervisor Bosserd, Treasurer Roberts

ALSO PRESENT: Deputy Clerk George, Election Assistant Kline

Motion by Bosserd, second by Roberts to approve the minutes of the October 18, 2022 meeting. ROLL CALL: YES-Bosserd, Roberts and Albaugh. NO-None. MOTION CARRIED.

There was no Old Business.

New Business:

-Motion by Bosserd, second by Roberts, to authorize the precinct workers to be assigned and sworn in by Clerk and/or Deputy Clerk. ROLL CALL: YES-Bosserd, Roberts and Albaugh. NO-None. MOTION CARRIED.

-Motion by Bosserd, second by Roberts, authorize payment for meals for election workers as they cannot leave at mealtimes from the elections budget. ROLL CALL: YES-Bosserd, Roberts and Albaugh. NO-None. MOTION CARRIED.

-Motion by Bosserd, second by Roberts, appoint the Clerk, Deputy Clerk and Election Assistant to conduct the Public Test, on Wednesday, April 12, 2023, at 10:00 a.m. ROLL CALL: YES-Bosserd, Roberts and Albaugh. NO-None. MOTION CARRIED.

-Motion by Bosserd, second by Roberts, approve Election Inspector appointments for the May 2, 2023, Special Election per the attached. ROLL CALL: YES-Bosserd, Roberts and Albaugh. NO-None. MOTION CARRIED.

-Motion by Bosserd, second by Roberts, confirm Election Inspector salaries as approved by the Township Board in the 2023-24 budget: Poll Workers - \$20 per hour; Chairpersons - \$23 per hour. ROLL CALL: YES-Bosserd, Roberts and Albaugh. NO-None. MOTION CARRIED.

There was no public comment. The two residents attending were welcomed to the meeting by Commissioners.

Motion by Bosserd, second by Roberts, adjourn with members and the public desiring to attend the Public Accuracy Test on April 12 welcome to attend. VOICE VOTE. Motion carried.

Respectfully submitted,

JEFFREY S. ALBAUGH, Marshall Township Clerk

ELECTION INSPECTORS SCHEDULE  
SPECIAL ELECTION – AUGUST 8, 2023

Clerk – Jeff Albaugh (R)

Election Assistant/Chairperson – Colleen Kline (D)

8:30 am until completed

AV Ballots Processing: Kathy Bassage (R), Diane Cloutier (D) &  
Sue George (R)

6:00 am – 2:00 pm

Greeting/Applications: Marijke Guerin (D) & Rebecca Moore (R)

Computer/Ballots: Jodi Lubis (R) & Nikki Roberts (D)

Tabulator: Katina Niemi (D) & Ed Tersteeg (D)

2:00 pm – close

Greeting/Applications: Richard Frey (R) & Linda Pell (D)

Computer/Ballots: Kim Fish (D) & Kelly Lowe (D)

Tabulator: Frank Brownell (R) & Dane McGill (D)

8:00 pm – close

Receiving Board: Frank Brownell (R) & Linda Pell (D)

July 12, 2023

Jeff Albaugh  
Marshall Township  
13551 Myron Avery Dr  
Marshall, MI 49068

Re: Calhoun County Early Voting Center(s)

Dear Jeff:

As you know, at the November 8, 2022, general election, Michigan voters adopted Proposal 2022-2 which, among other things, added language to the Michigan Constitution providing for early voting. The provision regarding early voting, which is now found in Article II, Section 4(m), states in relevant part that:

...An early voting site is a polling place and shall be subject to the same requirements as an election day polling place, except that an early voting site may serve voters from more than six (6) precincts and may serve voters from more than one (1) municipality within a county. An early voting site shall also be subject to the same requirements as an election day precinct, except that any statutory limit on the number of voters assigned to a precinct shall not apply to an early voting site....

To help municipalities within Calhoun County manage early voting more efficiently, and to help reduce costs associated with providing an early voting center, my office is formulating plans to offer early voting center(s) to serve all municipalities in Calhoun County that choose to participate. To aid our planning in this regard, I am writing to each municipal clerk within Calhoun County to determine which municipalities would intend to participate in the proposed consolidated early voting center(s).

Each municipality participating in a consolidated early voting center would be required to reimburse the County for costs associated with managing the early voting center(s) on a pro-rata method to be determined and agreed upon in a written contract to be subsequently prepared and signed by each participating municipality.


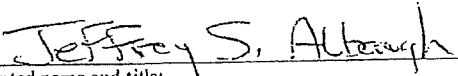
If your municipality is interested in participating in a consolidated early voting center as generally described above, please indicate by signing the attached letter of intent on behalf of your municipality and returning it to my attention no later than Wednesday, July 19, 2023.

By signing this letter of intent, the parties hereto are not bound to enter into any ultimate contractual agreement for the provision of and participation in a consolidated early voting precinct. This letter of intent serves only as a general expression of intent by the parties, and any binding commitment with respect to the matters described herein will result only from the execution of a written agreement signed by the authorized officials of the contracting parties. **This letter merely sets forth the mutual present intent of the parties and does not in any manner constitute a binding agreement as to any party.**

Kindest regards,

*Kimberly A. Hinkley*  
Calhoun County Clerk & Register of Deeds

Acknowledged by:

  
  
Printed name and title:

Dated this 13<sup>th</sup> day of July, 2023

## **PUBLIC NOTICE**

### **MARSHALL TOWNSHIP RESIDENTS:**

Notice is given that a Public Accuracy Test will be conducted for the Tuesday, August 8, 2023, Special Election, to test the optical scan tabulation equipment to ascertain that it will accurately count the votes cast for all items on the ballot.

The Public Accuracy Test will be conducted at 10:00 a.m. on Tuesday, July 18, 2023, at the Marshall Township Hall, 13551 Myron Avery Drive, Marshall, MI 49068.

Individuals with disabilities requiring auxiliary aids or services should contact the undersigned for accommodation by Monday, July 17, 2023, 12 Noon.

Jeffrey S. Albaugh, Clerk

13551 Myron Avery Drive

Marshall, MI 49068

269-781-7976

Jeff@marshalltownship.org



ELECTION INSPECTORS SCHEDULE  
PRESIDENTIAL PRIMARY – FEBRUARY 27, 2024

Clerk – Jeff Albaugh (R)

Election Assistant/Chairperson – Colleen Kline (D)

9:00 am until completed

AV Ballots Processing: Frank Brownell (R), Diane Cloutier (D),  
Kimberly Fish (D) & Susan George (R)

6:00 am – 2:00 pm

Greeting/Applications: Marijke Guerin (D) & James Monaweck (R)

Computer/Ballots: Jodi Lubis (R) & Cindy Monaweck (R)

Tabulator: Katina Niemi (D) & Edward Tersteeg (D)

1:30 pm – close

Greeting/Applications: Richard Frey (R) & Therese VanDyke (R)

Computer/Ballots: Kimberly Fish (D) & Linda Pell (D)

Tabulator: Frank Brownell (R) & Debora Lyng (D)

8:00 pm – close

Receiving Board: Frank Brownell (R) & Linda Pell (D)

# TABULATOR PROGRAM TESTING AND SECURITY CERTIFICATION

Marshall Township  
Jurisdiction

Calhoun  
County

Election Date: 02-27-2024

**PRELIMINARY ACCURACY TEST:** (The Preliminary test is the responsibility of the Election Commission. The Election Commission may delegate the administration of the Preliminary test to an authorized assistant.) The undersigned certifies that the listed precinct tabulators have been tested using the test deck prepared under the direction of the Election Commission, the tabulator results agree with the predetermined test deck results and the official ballots have been compared and agree with the zero tape.

Precinct #	Tabulator Serial #	Memory Device Seal #	Memory Device Seal # (Dominion Only)	Prelim Test Date	Public Test Date (if tabulator was tested at Public Test)
1	AAFAJHN, 0025		133022	01-22-2024	02-06-2024

Further the zero tapes, test deck, program predetermined results, and the results of the Preliminary Test were secured and sealed in an approved ballot container with seal number 133025 on 01/22/24.

Colleen L. Kline

Member(s) of Election Commission or Authorized Assistant(s)

**PUBLIC ACCURACY TEST:** We, the Election Commission, hereby certify that notice of this test was published in accordance with Michigan Election Law prior to the conduct of the test and the container holding the testing materials was sealed with the seal recorded on the Preliminary Accuracy Test Certificate. The precincts listed above were tested at the Public Accuracy Test using the test deck prepared under the direction of the Election Commission and the results agree with the predetermined test deck results. In addition, the tabulators were reset to zero and memory devices were sealed with the seal numbers recorded on this form and on the Clerk's Preparation Certificate in the Poll Book of the precinct to which the tabulator was assigned.

Further the zero tapes, test deck, program predetermined results, and results of the Public Accuracy Test were secured and sealed in an approved ballot container following the test with seal number 133021 on 02/06/2024

[Signature]  
Member(s) of Election Commission

NOTE: If a vendor completed the preliminary testing and that vendor also programmed the election, the Election Commission Certification form is required to be completed.

**Voter Assist Terminal (VAT)  
TESTING & SECURITY CERTIFICATION FORM**

Marshall Township  
Jurisdiction


Calhoun  
County

Election Date: 02-27-2024

**VAT ACCURACY TEST:** (This test is the responsibility of the Election Commission. The Election Commission may delegate the administration of the test to an authorized assistant.) The undersigned certifies that the listed terminals were properly tested as required by Promulgated Rule and prescribed by the Bureau of Elections. Further, the program matches the official ballot, the hardware was found to be fully functioning, and the Vote Position Test results agree with the predetermined results. Finally, the proper program was installed into each terminal using the seal number recorded below and on the Clerk's Preparation Certificate in the Poll Book of the precinct(s) to which the terminal was assigned.

Precinct #	Terminal Serial #	Memory Device Seal #	Date of Test
1	C04A00490048	133024	01-22-2024

Further the test ballot(s) were secured and sealed in an approved ballot container with seal number 133025 on 01/22/24.

Colleen L. Kline 

Member(s) of Election Commission or Authorized Assistant(s)