

Mayor
Kip C. Walby
Mayor Pro-Tem
Ronald J. Frederick
City Manager
Matthew W. Coppler

City of St. Clair Shores
27600 Jefferson Avenue, St. Clair Shores, MI 48081-2075
Phone: (586) 447-3303 Fax: (586) 445-0469 www.scsmi.net



Council Members:
Peter A. Accica
John D. Caron
David J. Rubello
Candice B. Rusie
Chris M. Vitale

January 20, 2021

NOTICE OF MEETING - January 28, 2021

A meeting of the **Election Coordinating Committee** has been scheduled for
Thursday, January 28, 2021 at 4:00 p.m.

VIA TELECONFERENCE

Notice is hereby given that due to precautions being taken to mitigate the spread of the Coronavirus (COVID-19) and protect the public health in compliance with the MDHHS guidelines, the City of St. Clair Shores Regular City Council *Meeting will be conducted virtually (online and/or by phone)* from the City Council Chambers of the Municipal Building at 27600 Jefferson Avenue, St. Clair Shores, Macomb County, Michigan 48081, on **Thursday, January 28, 2021, at 4:00 p.m.** The Governor signed Public Act 254 of 2020 which was passed primarily to extend the time period during which public bodies in Michigan can continue to meet virtually during the COVID-19 pandemic.

Audience Participation: Members of the public wishing to participate in the meeting will have access to the meeting through the following method:

Join Zoom Meeting

<https://us02web.zoom.us/j/82763957668?pwd=dVpiblZSWTN4Qlowd2lSMTVDMGd0UT09>

Meeting ID: 827 6395 7668

Phone: +1 312 626 6799 US (Chicago)

The Agenda is as follows:

1. Call to Order
2. Approval of Minutes of January 31, 2017
3. Lake Shore Public Schools Election Coordinating Agreement
4. Lakeview Public Schools Election Coordinating Agreement
5. Any other business that comes before the Committee
6. Public Comment
7. Adjourn

ST. CLAIR SHORES CITY OFFICES
Mary A. Kotowski, MMC, MMC
City Clerk

Please call the Office of the City Clerk at (586) 447-3303 if you are unable to attend this meeting.

c: Election Commission Members
Dr. Joseph DiPonio, Lake Shore Superintendent
Elizabeth Munger, Lake Shore Board of Education Secretary
Karl Paulson, Lakeview Superintendent
Robbyn Martin, Lakeview Board of Education Secretary

Individuals with disabilities or impairments who plan to attend this meeting need to contact the Office of the City Clerk at (586) 447-3303 or via Michigan Relay Center at (800) 649-3777 (771 from TTY) if auxiliary aides or devices are needed.

**PROPOSED MINUTES OF THE
CITY OF ST. CLAIR SHORES
ELECTION COORDINATING COMMITTEE
SPECIAL MEETING
TUESDAY, JANUARY 31, 2017**

PRESENT:

Chairperson/City Clerk – Election Coordinator
Election Commissioner
Election Commissioner
Election Commissioner / City Attorney Representative
Lake Shore Public Schools Assistant Superintendent
Lakeview Public Schools Board of Education Secretary
Lakeview Public Schools Superintendent

Mary A. Kotowski
Bebe Frahm
Grace Descamps
Calvin Brown
Dee Ann Irby
Donald Wheaton
Karl Paulson

ALSO PRESENT:

Clerk's Office Staff
Recording Secretary

Tina Hirzel

1. CALL TO ORDER

Ms. Kotowski called the meeting to order at 4:14 p.m. The new Committee Members were introduced.

2. LAKE SHORE PUBLIC SCHOOL DISTRICT ELECTION COORDINATING AGREEMENT

It was explained that the agreements need to be completed every four years.

Ms. Kotowski presented the same agreement to both of the school districts and noted there are no changes to the agreements.

Motion by Frahm, seconded by Irby to adopt the agreement between the City of St. Clair Shores and Lake Shore Public Schools, allowing the City to conduct all elections called by the Lake Shore Public School District for the next four years. A copy of the signed agreement is attached to the original minutes of this meeting.

Ayes: All – 5

3. LAKEVIEW PUBLIC SCHOOL DISTRICT ELECTION COORDINATING AGREEMENT

Motion by Wheaton, seconded Descamps by to adopt the agreement between the City of St. Clair Shores and Lakeview Public Schools, allowing the City to conduct all elections called by the Lakeview Public School District for the next four years. A copy of the signed agreement is attached to the original minutes of this meeting.

Ayes: All – 6

Ms. Kotowski will forward the two approved agreements to the County Clerk and Secretary of State as required by Michigan Election Law.

4. APPROVAL OF MINUTES OF JANUARY 29, 2013

Motion by Wheaton, seconded by Frahm to approve the minutes of January 29, 2013 as presented.

Ayes: All – 6

Abstain: Irby

5. ANY OTHER BUSINESS THAT COMES BEFORE THE COMMITTEE – None

6. PUBLIC COMMENT – None

7. ADJOURNMENT

Motion by Wheaton, seconded by Frahm to adjourn the meeting at 4:17 p.m.

Ayes: All – 7

Prepared by:
Tina Hirzel
Recording Secretary

Reviewed by:
Mary A. Kotowski, MMC, CMMC
Chairwoman / City Clerk

**CITY OF ST. CLAIR SHORES
ELECTION COORDINATING COMMITTEES
FOR LAKE SHORE PUBLIC SCHOOLS 2017 - 2021**

Election: Even Year November (first Tuesday after first Monday), seven (7) Board of Education positions (staggered terms) to be elected for 6 year terms.

The District includes the City of St. Clair Shores Precincts 2, 16 – 23 (minus the portion of Precinct 22 which belongs to the L'Anse Creuse School District).

Election Coordinating Committee: is made up of the City Election Commission and Secretary of Board of Education (6 members)

Mary Kotowski, City Clerk - Election Coordinator
Bebe Frahm, Election Commissioner
Grace Descamps, Election Commissioner
City Attorney Representative, Election Commissioner
Secretary, Lake Shore Board of Education/ Designee

Tasks of the City Clerk/Election Coordinator

- Serve as the district's filing official and accept candidate filings, check petitions for sufficiency, accept candidate withdrawals and certify candidates
- Receive special election resolutions and ballot proposal language adopted by the district's board
- Handle the distribution, receipt and processing of absentee ballot applications
- Handle the issuance of absentee ballots and the return of the voted absentee ballots
- Arrange for ballot printing and proofing
- Order necessary precinct supply kits, absentee voter applications, envelopes, and supplies
- Provide voting equipment for the conduct of the district's elections
- Arrange for the programming/coding and testing of voting equipment
- Publish notice of the "public accuracy test", "Notices of Close of Registration" and "Notices of Election" in the Sentinel newspaper
- Handle Qualified Voter File (QVF) related responsibilities (setting up election, Electronic PollBooks for precinct lists, updating voter history)
- Appoint election inspectors through the City's Election Commission
- Establish City precinct boundaries for school elections through the City's Election Commission
- Designate polling places through the City Council (if different polling places are needed for the conduct of the district's elections)
- Handle the setup of polling places on election day
- Handle Election Day issues and "troubleshooting"
- Transmit election results to Board of Canvassers for the canvass and certification of the election
- Train election inspectors
- Store voted ballots after the election
- Prepare and present reimbursement requests to school district


Precinct Boundaries and Polling Places

Since there is no need to establish separate precinct boundaries for the conduct of the district's elections, the district's elections will be administered with the precincts and polling places established on the city level for the conduct of city, state and federal elections.

Precincts in the Lake Shore District:

2	St. Margaret Church	21201 Thirteen Mile Rd. (82)
16	Rev. Bjorum Activity Center	28301 Little Mack (81)
17	VFW Bruce Post	28404 Jefferson (81)
18	Lake Shore High School	22980 Thirteen Mi. (82)
19	Violet School	22020 Violet (82)
20	St. Margaret Church	21201 Thirteen Mile Rd. (82)
21	Lake Shore High School	22980 Thirteen Mi. (82)
22	Lakeside Comm. Church	33701 Jefferson (82)
23	Kennedy Middle School	23101 Masonic (82)
AVCB	Jefferson Masonic Temple	22000 Eleven Mi. (81)

Agreement is binding for four (4) years under Public Act 287 of 2004 and MCL168.305(3) as amended.



 Mary A. Kotowski, MMC, CMMC, City Clerk
 Election Commission Chair, Election Coordinator

1-31-2017

Date



 Secretary, Lake Shore Board of Education/Designee

1-31-17

Date



 Grace Descamps, St. Clair Shores Election Commission

1-31-17

Date



 Bebe Frahm, St. Clair Shores Election Commission

1-31-17

Date



 City Attorney Member, St. Clair Shores Election Commission

1/31/17
 Date

**CITY OF ST. CLAIR SHORES
ELECTION COORDINATING COMMITTEES
FOR LAKE SHORE PUBLIC SCHOOLS 2021 - 2025**

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 Grace Descamps, Election Commissioner
 Patricia Guciardo, Election Commissioner
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 Secretary, Lake Shore Board of Education/ Designee

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22	Lakeside Community Church	33701 Jefferson (82)
23	Kennedy Middle School	23101 Masonic (82)
AVCB	City Hall	27600 Jefferson Ave. (81)

Agreement is binding for four (4) years under Public Act 287 of 2004 and MCL168.305(3) as amended.

 Mary A. Kotowski, MMC, CMMC, City Clerk
 Election Commission Chair, Election Coordinator

 Date

 Secretary, Lake Shore Board of Education/Designee

 Date

 Grace Descamps, St. Clair Shores Election Commission

 Date

 Bebe Frahm, St. Clair Shores Election Commission

 Date

 Patricia Guciardo, St. Clair Shores Election Commission

 Date

 City Attorney Member, St. Clair Shores Election Commission

 Date

**CITY OF ST. CLAIR SHORES
ELECTION COORDINATING COMMITTEES
FOR LAKEVIEW PUBLIC SCHOOLS 2017 - 2021**

Election: Even Year November (first Tuesday after first Monday), seven (7) Board of Education positions (staggered terms) to be elected for 6 year terms.

The District includes the City of St. Clair Shores Precincts 8 – 15.

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Precincts in the Lakeview District:

8	The Shores Church (aka Assembly of God Church)	24905 Manhattan (81)
9	Blossom Heath Inn	24800 Jefferson (80)
10	Civic Arena – Senior Activities Center	20000 Stephens (80)
11	Rev. Bjorum Activity Center	28301 Little Mack (81)
12	Blossom Heath Inn	24800 Jefferson (80)
13	City Hall	27600 Jefferson Ave. (81)
14	Lakeview High School Auditorium	21100 E. 11 Mile Rd. (81)
15	Lakeview High School Auditorium	21100 E. 11 Mile Rd. (81)
AVCB	Jefferson Masonic Temple	22000 Eleven Mi. (81)

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 Election Commission Chair, Election Coordinator

1-31-2017
 Date



 Secretary, Lakeview Board of Education/Designee

1-31-2017
 Date



 Grace Descamps, St. Clair Shores Election Commission

1-31-2017
 Date



 Bebe Frahm, St. Clair Shores Election Commission

1-31-17
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 City Attorney Member, St. Clair Shores Election Commission

1/31/17
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10	Senior Activities Center	20100 Stephens (80)
11	Rev. Bjorum Activity Center	28301 Little Mack (81)
12	Blossom Heath Inn	24800 Jefferson (80)
13	VFW Bruce Post Hall	28404 Jefferson Ave. (81)
14	Lakeview High School Auditorium	21100 E. 11 Mile Rd. (81)
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