

BLACKMAN CHARTER TOWNSHIP
1990 WEST PARNALL ROAD, JACKSON MI 49201
ELECTION COMMISSION MEETING
TUESDAY, JANUARY 20, 2026
5:00 PM

AGENDA

CALL TO ORDER AT 5:00pm

- 1. Public Comment**
 - 2. Approval of Agenda**
 - 3. Approval of Election Commission Meeting Minutes**
 - a. Approval of October 06, 2025 Meeting Minutes
 - 4. Authorize Use of Precinct and AVCB - 2026**
 - a. Precinct 1, 2, 3, 4, 5, 6
 - b. AVCB 1, 2, 3, 4
 - 5. Approve entering into a municipal Early Voting Agreement**
 - 6. Approve the 9-Day Early Voting Agreement**
 - 7. 2026 Election Dates**
 - 8. Public Comment**
 - 9. Committee member comment**
 - 10. Adjournment**
-

BLACKMAN CHARTER TOWNSHIP
1990 WEST PARNALL ROAD, JACKSON MI 49201
ELECTION COMMISSION MEETING
Monday, October 06, 2025
4:30 PM

CALL TO ORDER AT 4:30 pm

PRESENT: Ambs, Pack, Elwell

ABSENT: None

1. Public Comment

- a. None

2. Approval of Agenda

- a. No additions/deletions

Motion by Pack, supported by Ambs to approve the Election Commission Agenda for the Regular Meeting held on Monday, October 06, 2025.

Ayes – 3 Nays – 0 *Motion Approved*

3. Approval of Election Commission Meeting Minutes

- a. August 26, 2025

Motion by Ambs, supported by Pack to approve Election Commission Meeting Minutes of August 26, 2025.

Ayes – 3 Nays – 0 *Motion Approved*

4. Approval of Election Inspectors

- a. November 04, 2025 Special Election

- b. Election Inspectors for 1 Precinct and 1 Receiving Board have been proposed to the commission. The Clerk's Office has been appointed to make any changes to the Inspector list.

Motion by Pack supported by Ambs to approve election inspectors and to appoint the Clerk's Office to make any changes to the inspector list for the November 04, 2025 Special Election.

Ayes – 3 Nays – 0 *Motion Approved*

5. Public Accuracy Test

- a. November 04, 2025 Special Election

- b. Testing Precinct #1-5's Voter Assist Terminal (VAT) and Precinct #1-5's tabulator

- i. All ballots issued by the Voter Assist Terminal (VAT) were tested by the tabulator and determined the machine was reading the ballots accurately after comparing the totals tape from the tabulator to the chart of predetermined results.

- ii. All Precinct test ballots were tested by the tabulator and determined the machine was reading the ballots accurately after comparing the totals tape from the tabulator to the chart of predetermined results.

6. Public Comment

- a. None

7. Committee Member Comment

- a. None
-

ADJOURNMENT 5:30 pm

2026 Election Dates

May 05, 2026 Election Day - Regular Election

July 25, 2026 Early Voting

July 26, 2026 Early Voting

July 27, 2026 Early Voting

July 28, 2026 Early Voting

July 29, 2026 Early Voting

July 30, 2026 Early Voting

July 31, 2026 Early Voting

Aug. 1, 2026 Early Voting

Aug. 2, 2026 Early Voting

August 4, 2026 Election Day - Primary Election

Oct. 24, 2026 Early Voting

Oct. 25, 2026 Early Voting

Oct. 26, 2026 Early Voting

Oct. 27, 2026 Early Voting

Oct. 28, 2026 Early Voting

Oct. 29, 2026 Early Voting

Oct. 30, 2026 Early Voting

Oct. 31, 2026 Early Voting

Nov. 1, 2026 Early Voting

November 3, 2026 Election Day - General Election

AGREEMENT FOR ELECTION SERVICES

BETWEEN **Blackman Charter Township and Henrietta Township and Rives Township and Springport Township and Tompkins Township and Waterloo Township** in Jackson County, Michigan

This Municipal Joint Early Voting Site Agreement (the "Agreement") is made between:

Blackman Charter Township, 1990 W. Parnall Road, Jackson, MI, 49201
Henrietta Township, 11732 Bunkerhill Rd., Pleasant Lake, MI 49272
Rives Township, 348 E. Main St., Rives Junction, MI 49277
Springport Township, 101 E. Main St., Springport, MI 49284
Tompkins Township, 9999 Tompkins Rd., Rives Junction, MI 49277
Waterloo Township, 9773 Mount Hope Rd., Munith, MI 49259

In this Agreement, each municipality will be represented by their respective clerk in their official capacity. The municipalities may be referred to individually as a "party" and jointly as "parties".

PURPOSE OF THE AGREEMENT. The municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site during the required nine days of early voting for Federal and Statewide elections.

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
 - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
 - 1.2 **Coordinator** means the individual designated by the clerks of the municipalities and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
 - 1.3 **Department** means Secretary of State, Bureau of Elections.
 - 1.4 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided for the municipalities that are party to this agreement, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).
 - 1.5 **Election Services** encompasses the following individual Election Services provided by Blackman Charter Township Clerk, if applicable:
 - 1.5.1 Provide any and all equipment and supplies needed for the running of Early Voting Precinct.
 - 1.5.2 Provide location for Early Voting Precinct.
 - 1.5.3 Hire Precinct Inspectors and Chairpersons/assistant Chairpersons to staff Early Voting Site.
 - 1.5.4 Provide payroll services for Inspectors and Chairpersons/assistant Chairpersons.
 - 1.5.5 Provide/coordinate 9 days of early voting during required elections.
 - 1.5.6 Coordinate/fulfill public notice requirements for Election Commission meetings and required public accuracy tests.
 - 1.5.7 Blackman Charter Township Election Commission shall serve as the joint election commission for 9-day early voting for all municipalities that are party to this agreement.
 - 1.6 **Legislative Body of the Municipality** means the Township Board, elected or appointed and serving in the municipality.

- 1.7 **Municipality** means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, Board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
- 1.8 **Parties** means the municipal clerks that are party to this agreement.
- 1.9 **QVF** means the Qualified Voter File as described in MCL 168.509m.
- 1.10 **QVF Controller** means the individual, named and identified through this agreement, as the Qualified Voter File (QVF) administrator of early voting information within the QVF.
- 1.11 **Site Supervisor** means the individual, named and identified through this agreement, who shall act as supervisor for each day of early voting. The Coordinator, named in this agreement, may appoint a different participating municipal clerk or other such qualified person, to act as a Site Supervisor for different days of early voting.

2. **PARTIES TO THE AGREEMENT.**

Name of municipality	Number of precincts in municipality	Number of registered electors in municipality
Blackman Charter Township	6	16,038
Henrietta Township	2	4,045
Rives Township	2	4,045
Springport Township	1	1,736
Tompkins Township	1	2,222
Waterloo Township	1	2,473

3. **SCOPE OF THE AGREEMENT.**

Blackman Charter Township will provide the singular Early Voting Site for the 6 municipalities party to this agreement, which will include the conducting of 9-day early voting for all Federal and Statewide elections only, as required under MCL 168.720. This agreement shall NOT apply to any non-statewide elections.

4. **COORDINATOR.**

- 4.1 **Janet Hayward** will serve as coordinator of the joint early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.
- 4.2 If the coordinator becomes unavailable for any reason, the role will be filled in the following way, as determined by the parties upon execution of this Agreement:
 - 4.2.1 The clerks of the participating municipalities will determine the new coordinator among themselves and submit a revised early voting plan to that effect to the Department.

5. **QVF CONTROLLER.**

- 5.1 **Janet Hayward** will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF controller must meet

the security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed.

6. APPROVAL OF EARLY VOTING SITE.

- 6.1 Pursuant to MCL 168.662, the Legislative Body in each municipality will designate as options at least one place and no more than two places that meet the requirements for an early voting site.
- 6.2 The clerks of the participating municipalities select Blackman Charter Township, 1990 W. Parnall Rd., Jackson, MI as the singular early voting site.

7. APPOINTMENT OF ELECTION INSPECTORS.

- 7.1 The parties agree to appoint the Blackman Charter Township Election Commission to serve as the Election Commission responsible for the appointment of election inspectors, and for all other matters and decisions necessary of an Election Commission.
- 7.2 At least 31 days before each statewide and federal election, the designated commission will appoint for each early voting site at least 3 election inspectors and as many more as the board determines is required for the efficient, speedy, and proper conduct of the election.
- 7.3 The designated Election Commission will further designate one appointed election inspector as chairperson for the early voting site.
- 7.4 The selection of election inspectors will be governed by MCL 168.674.

8. APPROVAL OF EARLY VOTING HOURS.

- 8.1 The Clerks party to this agreement agree to the following:
 - 8.1.1 For the nine days of Early Voting guaranteed by the Constitution, the Early Voting site will be open for voting from 8:00 a.m. until 4:00 p.m.
 - 8.1.2 The days and hours specified in this Agreement apply only to statewide and federal elections.
 - 8.1.3 No additional days and hours of early voting will be provided for any election.

9. NOTICE OF EARLY VOTING HOURS.

- 9.1 Not less than 45 days before Election Day, the clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site by posting of the notice on each municipality's website and any other publication or posting the clerk considers advisable.

10. BUDGET AND COST SHARING.

- 10.1 With regard to an early voting budget and cost sharing chargeback procedures applicable to this Agreement, the parties agree as follows:
 - 10.1.1 Blackman Charter Township Clerk's Office is responsible for recording, requesting and dispensing all funds related to early voting.
 - 10.1.2 Blackman Charter Township Clerk's Office will seek any reimbursements/grants available to offset the collective costs of the 6 participating municipalities.
 - 10.1.3 Collective costs shall be shared equally between the 6 participating municipalities. Examples are Election Inspector Wages, Election Commission meeting pay, Site Supervisor overtime wages, joint Public Notices costs, supplies (EV Pollbook, tabulator tape, etc), equipment rental agreement costs from Jackson County, early voting election equipment service/repairs, and any other collective costs agreed to by the participating municipalities.

10.1.4 Individual costs will NOT be shared between the 6 participating municipalities. Examples are A) ordering and sending the post card notification to their registered voters, and B) ballot orders, etc.

11. STAFFING AND SUPERVISION

- 11.1** The clerks of the municipalities that are participating in this municipal agreement shall appoint a municipal clerk to act as supervisor for each day of early voting. The supervisor shall operate in the same manner as a municipal clerk does for an election day polling place. A supervisor may delegate the supervisor's duties to a member of the supervisor's staff. **(noted in the plan)**
- 11.2** The Coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees the early voting site.
- 11.3** The Site Supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.

12. TABULATORS & EARLY VOTING POLL BOOK DOWNLOAD & LAPTOPS AT EARLY VOTING SITE(S).

- 12.1** Prior to the submission of an Agreement or Early Voting Plan, the clerks of the participating municipalities will do all of the following:
 - 12.1.1** Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site. **(noted in the plan)**
 - 12.1.2** Determine which municipality will provide the tabulators and early voting poll book laptops or other voting equipment. **(noted in the plan)**
 - 12.1.3** Designate which board of election commissioners is responsible for conducting testing of the electronic voting equipment. **(noted in the plan)**
 - 12.1.4** Designate a municipal clerk to download the early voting poll book. **(noted in the plan)**
- 12.2** The coordinator will be responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
 - 12.2.1** If the coordinator is not a clerk, the clerks of the participating municipalities must decide among themselves which clerk is responsible for taking the necessary steps to set up the early voting poll book and early voting poll book laptops. **(noted in the plan)**
- 12.3** Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY

- 13.1** During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State
- 13.2** During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3** At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.

14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS

- 14.1** The board of election commissioners responsible for appointing election inspectors for early voting is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the county clerk.
- 14.2** At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.

15. EXECUTION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.

15.1 A municipal Joint Early Voting Site Agreement must be finalized and signed by all participating municipalities:

15.1.1 No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.

15.1.2 No later than 90 days before a special statewide or federal election.

16. EARLY VOTING PLAN.

16.1 No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator will be responsible for ensuring an early voting plan, attached as Exhibit A, is filed with the county clerk of the county in which the municipalities are located.

17. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.

17.1 No later than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

18. DURATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.

18.1 This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of each participating municipal clerk.

18.2 This agreement shall be for the period from **January 1, 2026 through December 31, 2027**. Subject to this subsection, A party to this municipal agreement may withdraw from the agreement by providing at least 30 days' written notice to the other parties to the agreement. A party to this municipal agreement may not withdraw from the municipal agreement during the period beginning 150 days before the first statewide general November election in an even numbered year and ending on the completion of the county canvass for that statewide general November election in that even numbered year.

19. CANCELLATION, MODIFICATION, AND TERMINATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.

19.1 If the parties terminate this Agreement for any reason, the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.

19.2 If a party withdraws from the Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided. A party to this municipal Agreement may withdraw from the Agreement by providing at least 30 days' written notice to the other Parties to the Agreement.

19.3 A party may not withdraw from the Agreement during the period beginning 150 days before the first statewide November election in an even numbered year and ending on the completion of the county canvass for the statewide general November election in that even numbered year.

DAVID K. ELWELL

Printed name of Clerk 1



Signature of Clerk 1

10-22-25

Date

Bill Richardson

Printed name of Clerk 2



Signature of Clerk 2

10/31/25

Date

<u>Makendra K Krutsch</u> Printed name of Clerk 3	<u>Makendra K Krutsch</u> Signature of Clerk 3	<u>11/18/25</u> Date
<u>Kendra Adams</u> Printed name of Clerk 4	<u>Kendra Adams</u> Signature of Clerk 4	<u>11-17-2025</u> Date
<u>Melanie Curran</u> Printed name of Clerk 5	<u>Melanie Curran</u> Signature of Clerk 5	<u>10-22-2025</u> Date
<u>Jaclyn K. Riehle</u> Printed name of Clerk 6	<u>Jaclyn K. Riehle</u> Signature of Clerk 6	<u>10-30-2025</u> Date

EXHIBIT A: Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the Municipal Agreement, is filed with the county clerk of the county in which the municipalities are located.

Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State’s website.

Plan Coverage: Municipal Agreement

Coordinator of Municipal Agreement:

Name of Coordinator	Position	Email Address	Phone Number
Janet Hayward	Deputy Clerk	depclerk@blackmantwp.com	517-990-8228

Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Blackman Charter Township	David K. Elwell	6	16,038

Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Henrietta Township	Makendra Krutsch	2	4,045

Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Rives Township	Kendra Adams	2	4,045

Municipality 4:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Springport Township	Jackie Riehle	1	1,736

Municipality 5:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Tompkins Township	Melanie Curran	1	2,222

Municipality 6:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Waterloo Township	Bill Richardson	1	2,473

Early Voting Location Information:

	Early voting site
Location of site	1990 W. Parnall Rd.
Municipalities served at site	6
Number of Election Workers at site	
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Y
Hours for 9 days of Constitutionally-required early voting	8:00 a.m. to 4:00 p.m.
How many (if any) additional days of early voting will be provided at this site?	0
Hours for any additional days of early voting	N/A
Is this site ADA compliant?	Y
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Yes, including: A: site security B: adequate parking C: used as prior site

Early Voting Equipment Information:

	Early voting site

Number of tabulators at site	2
Municipality responsible for providing tabulators	Jackson County Clerk
Number of early voting poll book laptops	2
Municipality responsible for providing early voting poll book laptops	Jackson County Clerk
Clerk responsible for taking the necessary steps to set up the early voting poll book laptops	Coordinator (named in agreement)
Board of election commissioners responsible for testing equipment	Blackman Charter Township Election Commission
Clerk responsible for download of early voting poll book.	Blackman Charter Township Clerk Elwell

EXHIBIT B: SITE SUPERVISORS

Early Voting Site Supervisors: Pursuant to MCL 168.720F (6), the parties name Blackman Charter Township Clerk Elwell as overall Site Supervisor, with the authority to delegate the daily assignment to a member of the supervisor’s staff or any of the Clerks (or their deputy clerks) that are party to this agreement.

	Site Supervisor
Early Voting Day 1	
Early Voting Day 2	
Early Voting Day 3	
Early Voting Day 4	
Early Voting Day 5	
Early Voting Day 6	
Early Voting Day 7	
Early Voting Day 8	
Early Voting Day 9	

Describe the communication strategy for informing electors of their opportunity for early voting:

- A. Radio or TV interviews when available at no cost.
- B. Publication on the websites of the participating municipalities that maintain a website.
- C. Posting of notices at each of the participating municipalities.
- D. Posting on the electronic signs at each of the participating municipalities that have same.