

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: February 28, 2024
RE: *Communications

For the Agenda of March 4, 2024

***Note: This is a Consent Agenda item and is considered routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed. In this event, it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of March 4, 2024.**

FOIA Requests & Responses: Citizens for Electoral Justice, Zachary French, SmartProcure, TWG, Triterra, Scott Aughney, Clarissa Filhart.

Bureau of Elections News Updates & Special Releases: The most recent election updates from the State are attached for information.

Site Plans, Special Use Permits, Variance Requests & Public Notices:

- Notice to Election Inspectors
- Jay Trucks Façade improvement.
- Public Notice for Nominating Petitions for City Commission Seats (Bob Bonham, Gus Murphy, and Maegan Jenkins)

Attachments. As noted above.

Diane Lyon

From: Bonnie Gustavison <BonnieGustavison@hotmail.com>
Sent: Friday, February 16, 2024 8:01 AM
To: Elections
Subject: FOIA 2 16
Attachments: 2024-02-12-A-Exhibits.pdf

DATE 2/12/2024

CLARE CITY Clerk Office
elections@cityofclare.gov

Attn: FOIA Coordinator

Re: Freedom of Information Act (“FOIA”) Request

Dear FOIA Coordinator:

Per the Freedom of Information Act, please provide a copy of the qualified voter list containing the eligible voters for the forthcoming early voting segment of the Michigan Presidential Primary. This is the list of eligible voters that can be downloaded at the local clerk’s office or county clerk’s office. We are asking for the file to be downloaded the day prior to commencement of the early voting period. Please include all fields available to us in accordance with MCL 168.509gg.

We would prefer to receive information in a .csv or .xls format via email. If email is unavailable, please contact us to coordinate an alternative.

Should you have any questions, please reach out to the contact information below.

Thank you.

Sincerely,

Citizens for Electoral Justice
P.O. Box 812
Michigan Center, MI 49201
517-581-1757
locusstandi83@gmail.com



202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

February 15, 2024

Scott Aughney
Citizens for Electoral Justice
P.O. Box 812
Michigan Center, MI 49201
517-581-1757
locusstandi83@gmail.com

Stephanie Beltinck
1408 E. High St.
Mount Pleasant, MI 48858
(989) 621-2377
stephbeltinck@gmail.com

Clarissa Filhart
9088 N. Leaton Rd.
Clare, MI 48617
(989) 339-6850
cookiefil@yahoo.com

RE: Public Records Request 2024-010 for: copy of the City of Clare qualified voter list containing the eligible voters for the forthcoming early voting segment of the Michigan Presidential Primary. This is the list of eligible voters that can be downloaded at the local clerk's office or county clerk's office.

Dear Mr. Aughney/Ms. Beltinck/Ms. Filhart:

Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA"), dated February 15, 2024, for an electronic, csv file copy, of the **qualified voter list containing the eligible voters for the forthcoming early voting segment of the Michigan Presidential Primary. We are asking for the file to be downloaded the day prior to commencement of the early voting period.** is acknowledged and is hereby: **Granted in Part:**

1. There is no single, static list that contains all voters who will be eligible to vote during the early voting period that can be created in advance of the early voting period. The early voting EPB utilizes data that is updated from QVF in real time – so the list of voters and voter status will change if, for example, a new voter registers at a local clerk's office, voter registration is canceled, a voter's AV ballot is processed for tabulation, or a voter votes at a different early voting site during the early voting period. Therefore, there is no one specific "list" that corresponds to that requested in this FOIA.
2. My office is not open the day prior to the commencement of the early voting period.

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3. I am however providing a copy of the city's precinct list with redaction as provided for under the provisions of MCL 15.243 Section 13(1)(a).

A copy of this request will be kept on file for no less than one (1) year.

The City of Clare's FOIA Procedures and Guidelines and Summary are available for review on our website at www.cityofclare.org. A copy of this request will be kept on file for no less than one (1) year.

If your FOIA request has been denied in whole or in part, you may do one of the following at your option:

- (1) Commence an action in the circuit court to compel disclosure of the public records or information within 180 days after the governmental unit's final determination to deny your request. If the circuit court orders disclosure of all or a portion of the public record or information, you have the right to receive reasonable attorney's fees, costs, and disbursements. If the circuit court determines that the governmental unit arbitrarily and capriciously denied your request, you also have the right to receive punitive damages in the amount of \$500.00. Please see MCL 12.231 *et seq.* for further information on the Freedom of Information Act.
- (2) Submit to the City Manager a written appeal that specifically states the word "**appeal**" and identifies the reason(s) for reversal of the denial. Your appeal should be sent to City of Clare – City Manager, 202 West Fifth Street, Clare, MI 48617-1490.

Diane M. Lyon
City Clerk & Freedom of Information Coordinator

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Diane Lyon

From: FOIA@cityofclare.gov
Sent: Friday, February 16, 2024 6:49 AM
To: FOIA
Subject: New submission from Request for Examination or Copy of Records (FOIA)

Requestor Information

Name

Zachary French

Date of Birth

05/25/1990

Street Address

2058 Lac Du Mont Drive

City

Haslett

State

Michigan

Zip Code

48840

Daytime Phone:

(517) 392-5820

Email

frenchzachary3@gmail.com

Request Information

Date/Time of Incident:

01/21/22 between 5:30 & 6:30pm

Type of Incident:

Alleged Altercation

Location of Incident:

Clare Culvers

I am requesting the following record(s):

I'm requesting any and all records of an alleged incident that happened at the Clare Culvers. If there are no records, please call and draft a certified letter on official letterhead, stating that no records were found

I am requesting the above record(s) for:

Inspection

Please check this box if you wish to receive a "True Copy" of the requested record(s):

Check Here



Where the north begins at the crossroads of Rt 10 and 127.

202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

February 20, 2024

DENIAL OF REQUEST FOR PUBLIC RECORD

Zachary French
2058 Lac Du Mont Drive
Haslett, MI 48840

Tel: (517) 392-5820
Frenchzachary3@gmail.com

RE: **FOIA Request #2024-011 via email dated 02/16/2024** for any and all records of an alleged incident that happened at the Clare Culvers on 01/21/22 between 5:30 & 6:30pm.

Your request as described is denied because it does not exist under information.

NOTICE: This correspondence constitutes a certification that the public records, as indicated, do not exist. You have the right to appeal this denial to the City Manager in writing that specifically states the word "APPEAL" and indicates the reason or reasons for reversal of the denial, or seek judicial review in the Circuit Court within 180 days of a final determination to deny a request. If the Court determines a public record is not exempt from disclosure, it shall order its release or production. The burden of proof in Court is on the public body. If the Court determines that the public body has been arbitrary and capricious in not disclosing a public record, it may award, in addition to actual and compensatory damages, punitive damages not exceeding \$500.00

The City of Clare's FOIA Procedures and Guidelines and Summary are available for review on our website at www.cityofclare.org.

If your FOIA request has been denied in whole or in part, you may do one of the following at your option:

- (1) Commence an action in the circuit court to compel disclosure of the public records or information within 180 days after the governmental unit's final determination to deny your request. If the circuit court orders disclosure of all or a portion of the public record or information, you have the right to receive reasonable attorney's fees, costs, and disbursements. If the circuit court determines that the governmental unit arbitrarily and capriciously denied your request, you also have the right to receive punitive damages in the amount of \$500.00. Please see MCL 12.231 *et seq.* for further information on the Freedom of Information Act.
- (2) Submit to the City Manager a written appeal that specifically states the word "**appeal**" and identifies the reason(s) for reversal of the denial. Your appeal should be sent to City of Clare – City Manager, 202 West Fifth Street, Clare, MI 48617-1490.

A copy of this request will be kept on file for no less than one (1) year.

FOIA Coordinator or Authorized Representative

February 20, 2024
Date Denial Approved

The City of Clare is an Equal Opportunity Provider and Employer



Diane Lyon

From: Ken Deloian <kdeloian@smartprocure.com>
Sent: Wednesday, February 21, 2024 8:15 AM
To: FOIA
Cc: kdeloian@smartprocure.com; Diane Lyon
Subject: SmartProcure FOIA Request to Clare City For PO/Vendor Information
Attachments: DATA SAMPLE.csv

Good morning Ms. Lyon,

SmartProcure is submitting a FOIA request to Clare City for any and all purchasing records from 11/21/2023 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.

Please advise as to the cost, if any, before any charges are incurred by your Agency.

As means of an example, please see the attached file we have received before from your Agency.

The specific information requested from your record-keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and email address

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance with this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwMndYMVIBSSZzdD1NSSZvcmc9Q2xhcmVDaXR5Jm9pZD01NTk0OQ%3D%3D>

If this request was misrouted, please forward it to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Best Regards,
Ken Deloian
Data Acquisition Specialist
SmartProcure
Direct: 561-609-6943
Email: kdeloian@smartprocure.com
5000 T-Rex Ave., Suite #200

Boca Raton, FL 33431





202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

February 21, 2024

Ken Deloian
SmartProcure Data Acquisition Specialist
5000 T-Rex Ave, Ste 200
Boca Raton FL 33431

561-609-6943
kdeloian@smartprocure.com

RE: **Freedom of Information Act (“FOIA”) Request Response**

Your request for public record(s) under the Michigan Freedom of Information Act (“FOIA”), dated February 21, 2024, and received February 21, 2024 for the following records is acknowledged and your request is hereby **Granted** for the following information: Purchasing records from 11/21/23 through current 02/21/24. A Fee Schedule is attached.

The City of Clare’s FOIA Procedures and Guidelines and Summary are available for review on our website at www.cityofclare.org.

If your FOIA request has been denied in whole or in part, you may do one of the following at your option:

- (1) Commence an action in the circuit court to compel disclosure of the public records or information within 180 days after the governmental unit’s final determination to deny your request. If the circuit court orders disclosure of all or a portion of the public record or information, you have the right to receive reasonable attorney’s fees, costs, and disbursements. If the circuit court determines that the governmental unit arbitrarily and capriciously denied your request, you also have the right to receive punitive damages in the amount of \$500.00. Please see MCL 12.231 *et seq.* for further information on the Freedom of Information Act.
- (2) Submit to the City Manager a written appeal that specifically states the word “**appeal**” and identifies the reason(s) for reversal of the denial. Your appeal should be sent to City of Clare – City Manager, 202 West Fifth Street, Clare, MI 48617-1490.

A copy of this request will be kept on file for no less than one (1) year.

Diane Lyon, City Clerk



Diane Lyon

From: TWG Acquisitions <acquisitions@thewarrengroup.com>
Sent: Wednesday, February 21, 2024 10:08 AM
To: TWG Acquisitions
Subject: 2023 Winter Tax Roll Request
Attachments: Exporting Current Season Tax roll.pdf

Good morning,

We are writing today to request your **2023 Winter Tax Roll in the BS&A format**. We cannot use the mortcomp format. The BS&A format will include the following files:

 ADJUST	Text Document
 INFO.EQ	EQ File
 LEGALS	Text Document
 NAMES	Text Document
 TAXES	Text Document
 VALUES	Text Document

If there are costs involved in acquiring this information, I will need to get those approved prior to receiving any files, so please first reply with the cost, if any. I have attached instructions for the export for your convenience.

The tax roll requested can be sent in a digital format to my email listed above or upload the file to <https://twg-acquisitions.wetransfer.com/>

Thank you for your time and assistance.

Best,
Christina

Christina Doucette
Parcel Acquisitions Coordinator



[The Warren Group, LLC](#)
2 Corporation Way | Suite 250 | Peabody, MA 01960
617-896-5379 | cdoucette@thewarrengroup.com

[LinkedIn](#) | [Twitter](#) | [Facebook](#)

This communication is for its intended recipient only, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient or the employee or agent responsible for delivering this communication to the intended recipient, you are hereby notified that any unauthorized use, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify The Warren Group immediately by telephone (617) 428-5100 or email reply, delete it from your system, and destroy any hard copy you may have printed. Thank you.



202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

February 21, 2024

Christina Doucette
The Warren Group
2 Corporate Way, Ste 250
Peabody, MA 01960

P: 617-896-5379
E: cdoucette@thewarrengroup.com

RE: **Freedom of Information Act (“FOIA”) Request Response**

Your request for public record(s) under the Michigan Freedom of Information Act (“FOIA”), dated February 21, 2024, for the following records is acknowledged: **Winter 2023 Tax Roll in the BSA format. A fee schedule is attached for your records.**

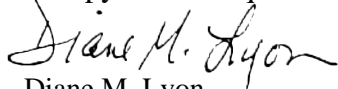
Your request for information is hereby **Granted.**

The City of Clare’s FOIA Procedures and Guidelines and Summary are available for review on our website at www.cityofclare.org.

If your FOIA request has been denied in whole or in part, you may do one of the following at your option:

- (1) Commence an action in the circuit court to compel disclosure of the public records or information within 180 days after the governmental unit’s final determination to deny your request. If the circuit court orders disclosure of all or a portion of the public record or information, you have the right to receive reasonable attorney’s fees, costs, and disbursements. If the circuit court determines that the governmental unit arbitrarily and capriciously denied your request, you also have the right to receive punitive damages in the amount of \$500.00. Please see MCL 12.231 *et seq.* for further information on the Freedom of Information Act.
- (2) Submit to the City Manager a written appeal that specifically states the word “**appeal**” and identifies the reason(s) for reversal of the denial. Your appeal should be sent to City of Clare – City Manager, 202 West Fifth Street, Clare, MI 48617-1490.

A copy of this request will be kept on file for no less than one (1) year.


Diane M. Lyon
FOIA Coordinator & City Clerk

Diane Lyon

From: locusstandi83@gmail.com
Sent: Monday, February 26, 2024 8:50 AM
To: Elections
Subject: FOIA request C and Exhibits
Attachments: 2024-02-26-C-Exhibits.pdf

DATE 2/26/2024

CLARE CITY Clerk Office
elections@cityofclare.gov

Attn: FOIA Coordinator

Re: Freedom of Information Act (“FOIA”) Request

Dear FOIA Coordinator:

Per the Freedom of Information Act, please provide, for each represented precinct, a copy of the qualified voter file extract containing the eligible voters for the forthcoming voting segment of the Michigan Presidential Primary, dated Feb. 27, 2024 . This is the list of eligible voters that would be downloaded by the local clerk’s office on Monday afternoon/evening, Feb. 26, 2024, via the Michigan Bureau of Elections. The expectation being that this extract list of eligible voters would be the one utilized by the Electronic Poll Book in commencement of the Feb. 27, 2024 election cycle.

These files may contain the full birthdate and driver’s license number of the registrants in your jurisdiction, which is exempt from FOIA release (MCL 168.509gg). Please open the copy of the digital file and erase the birth month, birth day and driver’s license number information and save before providing. If you are able to retain the year of birth for the registrants (which is permissible), it would be appreciated.

We are not requesting any software or other information which would somehow be deemed proprietary.

Please note that data which is intended to be utilized by the electronic pollbooks are original records and a component of the electronic voting system audit trail and should be retained for a federal minimum of 22 months (52 USC 20701) and a state minimum of 22 months (MCL 168.811).

Four laws will be included as exhibits at the end of this FOIA submission which should be taken into consideration for our request:

We would prefer to receive information via email. If email is unavailable, please contact us to coordinate an alternative.

Should you have any questions, please reach out to the contact information below.

Thank you.

Sincerely,

Scott Aughney
Citizens for Electoral Justice
P.O. Box 812
Michigan Center, MI 49254
517-581-1757
locusstandi83@gmail.com



Where the north begins at the crossroads of Rt 10 and 127.

202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

February 28, 2024

DENIAL OF REQUEST FOR PUBLIC RECORD

Scott Aughney
Citizens for Electoral Justice
P.O.Box 812
Michigan Center MI 49254

Tel: (517) 581-1757
Locusstandi83@gmail.com

RE: **FOIA Request #2024-016 via email dated 02/26/2024 and received in this office on 02/26/2024.**
a copy of the qualified voter file extract containing the eligible voters for the forthcoming voting segment of the Michigan Presidential Primary, dated Feb. 27, 2024 . This is the list of eligible voters that would be downloaded by the local clerk's office on Monday afternoon/evening, Feb. 26, 2024, via the Michigan Bureau of Elections. The expectation being that this extract list of eligible voters would be the one utilized by the Electronic Poll Book in commencement of the Feb. 27, 2024 election cycle.

1. X Your request as described is denied under exemptions MCL 15.243(1)(y), MCL 15.243(z), and MCL 168.509gg. Per the Michigan Bureau of Elections, requests for epb data must be directed to the Bureau, to ensure that sensitive information related to both individual voters and the epb are removed before public disclosure of otherwise available information. Please contact the Michigan Secretary of State's Office at Michigan.gov/ContactSOS if you do not agree with this decision.

NOTICE: You have the right to appeal this denial to the City Manager in writing that specifically states the word "APPEAL" and indicates the reason or reasons for reversal of the denial, or seek judicial review in the Circuit Court within 180 days of a final determination to deny a request. If the Court determines a public record is not exempt from disclosure, it shall order its release or production. The burden of proof in Court is on the public body. If the Court determines that the public body has been arbitrary and capricious in not disclosing a public record, it may award, in addition to actual and compensatory damages, punitive damages not exceeding \$500.00

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If your FOIA request has been denied in whole or in part, you may do one of the following at your option:

- (1) Commence an action in the circuit court to compel disclosure of the public records or information within 180 days after the governmental unit's final determination to deny your request. If the circuit court orders disclosure of all or a portion of the public record or information, you have the right to receive reasonable attorney's fees, costs, and disbursements. If the circuit court determines that the governmental unit arbitrarily and capriciously denied your request, you also have the right to receive punitive damages in the amount of \$500.00. Please see MCL 12.231 *et seq.* for further information on the Freedom of Information Act.

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(2) Submit to the City Manager a written appeal that specifically states the word “**appeal**” and identifies the reason(s) for reversal of the denial. Your appeal should be sent to City of Clare – City Manager, 202 West Fifth Street, Clare, MI 48617-1490.

A copy of this request will be kept on file for no less than one (1) year.



FOIA Coordinator or Authorized Representative

February 28, 2024
Date Denial Approved

Diane Lyon

From: Clarissa Filhart <cookiefil@yahoo.com>
Sent: Tuesday, February 27, 2024 3:14 PM
To: Diane Lyon
Cc: Jaynie Hoerauf; Jeremy Howard; Shannon Zietz; Jennifer Kinberg; Bob Bonham; Kim Horwood-Bussell; Gus Murphy; phumphrey@cityofclre.gov; Maegan Jenkins; FOIA
Subject: February 27, 2024 Election Records

February 27, 2024

Clerk Lyon,

I hope this communication finds you well.

I would like to request electronic election records for today's Presidential Primary, along with millage proposals, for the City of Clare, Precinct 1, Isabella County voting jurisdiction that will be delivered into your possession this evening for the purpose of said records being transmitted to the Michigan Bureau of Elections.

ease include it in this records request.

The recorded data that I am requesting is the Electronic Pollbook flash drive contents in a Comma Separated Value (CSV) format. The EPB record is the original vote record created when an individual scans their license to vote in their voting jurisdiction. This electronic record will have approximately 12 points recorded for each voter. Be advised that I am not seeking the voter's driver's license number, nor their birth day or month. Per MCL 168.509gg, those elements are exempt from disclosure under the Freedom of Information Act. The voter's birth year may be provided under FOIA.

Please note that I have no interest in software configuration, IP addresses, or any aspect related to the security of election data. The record I am requesting will contain only the data recorded when an individual scans their license and the original electronic record is generated.

I prefer this request to be downloaded on a flash drive to reduce the cost of paper copies and the time necessary to generate the request. Additionally, in an attempt to reduce the time spent generating this record, the spreadsheet fields where the records are stored can be easily closed to redact exempt items.

To clarify my request further, I am not seeking the Custom Voter List or the list of eligible voters in each of these jurisdictions.

Per MCL 168.810:
Sec. 810.

One of the poll lists shall be delivered to the clerk of the township or city, as the case may be, and shall be by him filed in his office.

History: 1954, Act 116, Eff. June 1, 1955

Popular Name: Election Code

The poll list mentioned in MCL 168.810 is the one I am requesting. As you know, the electronic version of the pollbook replaced the paper poll book around 2010. Therefore, the poll list created via license scanning has replaced the paper version of the poll list.

Also, MCL 168.811 states:

"All election returns, including poll lists, statements, tally sheets, absent voters' applications, absent voters' return envelopes bearing the statement required by section 761, absent voters' records required by section 760 and other returns made by the inspectors of election of the several precincts shall be carefully preserved and may be destroyed after the expiration of 2 years following the primary or election at which the same were used. All ballots used at any primary or election may be destroyed after 7 days following the final determination of the board of canvassers with respect to such primary or election unless a petition for recount has been filed and not completed or unless their destruction is stayed by an order of a court."

History: 1954, Act 116, Eff. June 1, 1955 ;-- Am. 1963, Act 122, Imd. Eff. May 10, 1963

Popular Name: Election Code

Kindly, preserve the election records contained on each jurisdiction's EPB flash drive in the same manner they were received in your office on election day.

If it is necessary to further refine my request, I am available at (989) 339-6850, or cookiefil@yahoo.com. My USPS mailing address for this Freedom of Information Act request to be fulfilled is: Clarissa Filhart, 9088 N. Leaton Rd., Clare, MI 48617.

I would like to ask for the fee charged for this request to be reduced or waived. The purpose of seeking these records is to perform an audit of the records created in Isabella County in comparison to records generated by the Michigan Bureau of Elections which serve as an interest to the Isabella County community's interest as a collective.

Pardon the length of this request. I am seeking only to mitigate my communication shortcomings and clarification for efficiency.

Thank you,
Clarissa Filhart



Where the north begins at the crossroads of Rt 10 and 127.

202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

February 28, 2024

DENIAL OF REQUEST FOR PUBLIC RECORD

Clarissa Filhart
9088 N. Leaton Rd.
Clare, MI 48617

Tel: (989) 339-6850
cookiefil@yahoo.com

RE: **FOIA Request #2024-018 via email dated 02/27/2024 and received in this office on 02/28/2024.**

I would like to request electronic election records for today's Presidential Primary, along with millage proposals, for the City of Clare, Precinct 1, Isabella County voting jurisdiction that will be delivered into your possession this evening for the purpose of said records being transmitted to the Michigan Bureau of Elections.

The recorded data that I am requesting is the Electronic Pollbook flash drive contents in a Comma Separated Value (CSV) format. The EPB record is the original vote record created when an individual scans their license to vote in their voting jurisdiction. This electronic record will have approximately 12 points recorded for each voter. Be advised that I am not seeking the voter's driver's license number, nor their birth day or month. Per MCL 168.509gg, those elements are exempt from disclosure under the Freedom of Information Act. The voter's birth year may be provided under FOIA.

1. X Your request as described is denied under exemptions MCL 15.243(1)(y), MCL 15.243(z), and MCL 168.509gg. Per the Michigan Bureau of Elections, requests for epb data must be directed to the Bureau, to ensure that sensitive information related to both individual voters and the epb are removed before public disclosure of otherwise available information. Please contact the Michigan Secretary of State's Office at Michigan.gov/ContactSOS if you do not agree with this decision.

NOTICE: You have the right to appeal this denial to the City Manager in writing that specifically states the word "APPEAL" and indicates the reason or reasons for reversal of the denial, or seek judicial review in the Circuit Court within 180 days of a final determination to deny a request. If the Court determines a public record is not exempt from disclosure, it shall order its release or production. The burden of proof in Court is on the public body. If the Court determines that the public body has been arbitrary and capricious in not disclosing a public record, it may award, in addition to actual and compensatory damages, punitive damages not exceeding \$500.00

The City of Clare's FOIA Procedures and Guidelines and Summary are available for review on our website at www.cityofclare.org.

If your FOIA request has been denied in whole or in part, you may do one of the following at your option:

- (1) Commence an action in the circuit court to compel disclosure of the public records or information within 180 days after the governmental unit's final determination to deny your request. If the circuit court orders disclosure of all or a portion of the public record or information, you have the right to

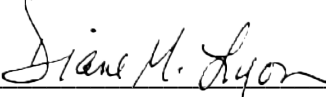
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receive reasonable attorney's fees, costs, and disbursements. If the circuit court determines that the governmental unit arbitrarily and capriciously denied your request, you also have the right to receive punitive damages in the amount of \$500.00. Please see MCL 12.231 *et seq.* for further information on the Freedom of Information Act.

- (2) Submit to the City Manager a written appeal that specifically states the word "**appeal**" and identifies the reason(s) for reversal of the denial. Your appeal should be sent to City of Clare – City Manager, 202 West Fifth Street, Clare, MI 48617-1490.

A copy of this request will be kept on file for no less than one (1) year.



FOIA Coordinator or Authorized Representative

February 28, 2024
Date Denial Approved



1375 S. Washington Avenue, Suite 100
Lansing, Michigan 48910
517-702-0470
Fax 517-702-0477
www.triterra.us

February 23, 2024

Fire Chief/FOIA Coordinator
207 W. Fifth Street
Clare, MI 48617

Transmittal Sent Via Email

SUBJECT: FOIA Request

To Whom It May Concern:

Under the Freedom of Information Act, Triterra would like to respectfully request any new/updated copies of the records described below for the following parcel located within Grant Township, Clare County: S. Eberhart & E. Surrey Road (Parcel ID 015-023-200-08).

Fire Department

- Underground/aboveground storage tanks
- Historical fires, permits, violations, inspections
- Emergency response reports for hazardous materials, spills, or other environmental incidents
- Pollution Incident Prevention Plan (PIPP)
- Resource Conservation & Recovery Act (RCRA) Emergency response plans
- Spill Prevention Control and Countermeasure (SPCC) reports
- Hazardous Waste Contingency Plans
- SARA Title III Emergency plan and/or Tier Two Hazardous Chemical Inventory forms

Please direct your response and any questions to the undersigned at 989-465-7807 or Lillian.badillo@triterra.us. Thank you!

Sincerely,

The logo for Triterra, featuring the word "TRITERRA" in a bold, brown, sans-serif font. A horizontal line runs above the letters "I" and "T". A green square with a white diagonal line is positioned between the "I" and "T".

A handwritten signature in blue ink, appearing to read "Lillian Badillo".

Lillian Badillo
Environmental Scientist



Where the north begins at the crossroads of Rt 10 and 127.

202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

February 28, 2024

DENIAL OF REQUEST FOR PUBLIC RECORD

TriTerra
1375 S. Washington Ave., Ste 100
Lansing MI 48910

Tel: (517) 702-0470
Fax: (517) 702-0477
lillian.badillo@triterra.us

RE: **FOIA Request #2024-017 Parcel ID 015-023-200-08 Fire Department Records.**

X Your request as described is denied because it does not exist under information. This parcel is not located within the City of Clare therefore the only records the City of Clare Fire Department would have are for an emergency response and there are no records regarding that parcel. A schedule of fees for the search and review of records is attached.

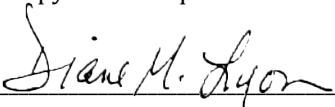
NOTICE: This correspondence constitutes a certification that the public records, as indicated, do not exist. You have the right to appeal this denial to the City Manager in writing that specifically states the word "APPEAL" and indicates the reason or reasons for reversal of the denial, or seek judicial review in the Circuit Court within 180 days of a final determination to deny a request. If the Court determines a public record is not exempt from disclosure, it shall order its release or production. The burden of proof in Court is on the public body. If the Court determines that the public body has been arbitrary and capricious in not disclosing a public record, it may award, in addition to actual and compensatory damages, punitive damages not exceeding \$500.00

The City of Clare's FOIA Procedures and Guidelines and Summary are available for review on our website at www.cityofclare.org.

If your FOIA request has been denied in whole or in part, you may do one of the following at your option:

- (1) Commence an action in the circuit court to compel disclosure of the public records or information within 180 days after the governmental unit's final determination to deny your request. If the circuit court orders disclosure of all or a portion of the public record or information, you have the right to receive reasonable attorney's fees, costs, and disbursements. If the circuit court determines that the governmental unit arbitrarily and capriciously denied your request, you also have the right to receive punitive damages in the amount of \$500.00. Please see MCL 12.231 *et seq.* for further information on the Freedom of Information Act.
- (2) Submit to the City Manager a written appeal that specifically states the word "**appeal**" and identifies the reason(s) for reversal of the denial. Your appeal should be sent to City of Clare – City Manager, 202 West Fifth Street, Clare, MI 48617-1490.

A copy of this request will be kept on file for no less than one (1) year.


FOIA Coordinator or Authorized Representative

February 28, 2024
Date Denial Approved

The City of Clare is an Equal Opportunity Provider and Employer



From: Michigan Bureau of Elections <MISOS@public.govdelivery.com>
Sent: Friday, February 16, 2024 3:34 PM
To: Diane Lyon
Subject: 2/16/24 News Update - Early Voting Support, Challenger credentials, Early Absent Voter Tabulation Guide, and more

Having trouble viewing this email? [View it as a Web page.](#)



Michigan Bureau of Elections
News Update
for Election Administrators

February 16, 2024

Regular Edition News Update #2024-7

BOE support for first week of early voting



The following technical QVF and election administration support will be available:

Saturday and Sunday: 5 a.m. until 8 p.m.

Monday – Friday: 7 a.m. until 8 p.m.

If your call goes to voicemail, please leave only one message with detailed information about the problem you are encountering. This allows Bureau staff to return calls effectively and to provide help to everyone efficiently.

Phone numbers:

QVF/EV EPB Technical Questions: 800-310-5697

Election Administration Questions: 517-335-3237

In this issue:

- BOE support for first week of early voting
- Early Voting: Saturday Morning Setup and Offline/Paper Backup Procedures
- Requirements for Voter Registration Challenges
- Early voting information and materials playlist in eLearning
- EV Quick Guide for Early Voting equipment
- Early Absent Voter Ballot Processing and Tabulating Guide
- Voter preregistration
- Changes for voters registering to vote in the 14 days prior to an election and Election Day
- Political party challenger credentials
- Presidential Primary Local Election Officials Election Day Information Sharing Room
- Reminders
 - **Updated Election Crimes Manual**
 - **Presidential Primary FAQ**



Early Voting: Saturday Morning Setup and Offline/Paper Backup Procedures

If you are having trouble connecting to the early voting EPB, please ensure your early voting EPB laptop is connected to the internet and you have reviewed the Early Voting EPB manual. If you have not already done so, please contact the individual or entity responsible for providing IT or internet support for your early voting site and determine how you can best reach them if you need assistance. Please make sure you have your internet service provider or IT support phone number available in case your early voting site loses connectivity.

BOE anticipates that peak call and email volume from clerks will occur the first Saturday morning of early voting as early voting sites are set up for the first time. As noted above, if you are unable to resolve a connectivity issue and need assistance, please leave only one message with detailed information about the problem you are encountering so that we may assist you and other jurisdictions most efficiently.

Note that if you do not have access to the early voting EPB during the early voting period, early voting can and should still continue. The early voting EPB has been thoroughly tested and we do not expect any interruptions in connectivity on the state end, but you can continue to operate an early voting site if you lose connectivity during any part of the early voting period or any other unforeseen circumstances.

Please utilize the linked [Early Voting Offline/Paper Back-up Procedures](#) as stop gap steps if connectivity is temporarily lost. Once connection resumes you will need to 'catch up' the Early Voting Electronic Pollbook (EV EPB) to ensure that voter activity is recorded timely in the Qualified Voter File (QVF).



Early voting information and materials playlist in eLearning

To find a collection of all our guides and resources developed for early voting, please visit our [early voting information and materials playlist](#). We continue to add materials to this playlist in response to feedback from election administrators. Make sure to follow this playlist and check it regularly to view updated and added materials.

- 2024 Presidential Primary Electronic Pollbook Addendum
- Signature cure notices



Requirements for Voter Registration Challenges:

A letter describing the requirements for voter registration challenges is available in the [eLearning Center](#). If you have any questions about these requirements or challenges you have received, please contact the Bureau of Elections. Bureau of Elections.

Reminders:



Updated Election Crimes Manual

BOE has updated the manual that describes election-related offenses, available through the [BOE web page](#). This includes new information based on the enactment of Public Acts 252 and 253 of 2023, which made it a crime for an individual to intimidate an election worker, including an election inspector, because of their status as an election worker and with the specific intent to interfere with their performance of election-related duties. For a first or second offense, the individual who intimidates the election worker is guilty of a misdemeanor. For a third or subsequent offense, the individual is guilty of a felony. This prohibition on interference does not apply to constitutionally protected

These materials include:

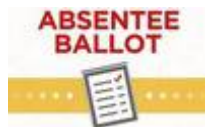
- Early Voting Electronic Poll Book Manual
- Early Voting Region QVF Setup Guide
- Early Voting EPB QVF Setup Guide
- Early Voting EPB Virtual Presentation
- Virtual Early Voting EPB Training Recording
- Early Voting Electronic Poll Book Sandbox
- Qualified Voter File Sandbox
- QVF + EV EPB Sandbox Guide
- QVF + EV EPB Sandbox Tutorial Video
- Early Voting EPB Security Best Practices
- Early Voting Site Offline Paper Back-up Procedures
- Early Voting Procedures Virtual Training Presentation
- EV Quick Guide for Early Voting Equipment

EV Quick Guide for Early Voting equipment



In response to questions received, the Bureau has published an [EV Quick Guide for Early Voting equipment](#) document in eLearning, which contains guidance on the physical security of early voting equipment, along with procedures to follow at the end of each day of early voting, including which reports should be generated for each voting system. This is available in the early voting information and materials playlist.

Early Absent Voter Ballot Processing and Tabulating Guide



Public Act 81 of 2023 amended the Michigan Election Law to allow jurisdictions to convene absent voter counting boards to process and tabulate absent voter ballots prior to Election Day. For those jurisdictions who are participating in the preprocessing and tabulation of AV ballots, please review the [Early Absent Voter Ballot Processing and Tabulating guide](#), now available in eLearning.

activity such as reporting or advocacy.

Presidential Primary FAQ

An updated presidential primary FAQ document is available [through the BOE web page](#).

2024 Presidential Primary electronic pollbook addendum, including Election Day absent voter ballot conversion to Election Day ballot

The February 27, 2024 Michigan Presidential Primary requires tracking a voter's ballot selection of a Democratic ballot, Republican ballot, or a ballot without a Presidential Primary where applicable. This requires temporary changes to certain election and Electronic Pollbook (EPB) procedures. This guide also provides procedural guidance on EPB procedures to document voter tabulation of AV Ballots on Election Day. Refer to the [2024 Presidential Primary Electronic Pollbook Addendum](#) in eLearning.

Signature cure notices

As described in the Oct. 12, 2023 News Update, voters have until 4 p.m. on the fourth day before Election Day to cure a signature deficiency on an AV ballot **application** and 5 p.m. on the third day after Election Day to cure a signature deficiency on an AV ballot **return envelope**. BOE has updated the [Absent Voter Ballot Application Signature Cure Notice](#) and the [Absent Voter Ballot Return Envelope Signature Cure Form](#) templates to incorporate early voting and the new spoilage deadline, and those templates are available on eLearning.

You may also refer to BOE's [Signature Verification Training](#) and [Signature Verification and Voter Notification](#) document for guidance on signature matching.



Voter preregistration

Public Act 258 of 2023 allows for eligible 16-year-olds in Michigan to preregister to vote. Upon turning 17.5, the individual becomes registered to vote and eligible to vote in the next election where they turn 18.

The Bureau has developed a paper and online application for preregistration. If clerks receive any paper preregistration applications at this time, please hold the application and do not process it until after the Presidential Primary. The Bureau will provide guidance on how to process the preregistration application after the Presidential Primary.

Changes for voters registering to vote in the 14 days prior to an election and Election Day



Public Act 184 of 2023 removes the requirement to process a ballot as challenged depending on which type of documentation a voter provides for residency verification. Now, if a voter registers to vote or changes their voter registration address with residency verification in the 14 days prior to an election or on Election Day, they must be issued a regular ballot with no additional challenge markings. The Qualified Voter File has been updated to print a single receipt type reflecting the steps for issuing a regular ballot.



Political party challenger credentials

Under MCL 168.730, "a political party... may designate not more than 2 challengers to serve in a precinct at any 1 time.... If more than 1 challenger of a political party, incorporated organization, or organized committee of interested citizens is serving in a precinct

Helpful Links



at any 1 time, only 1 of the challengers has the authority to initiate a challenge at any given time.” As further explained in the [Appointment, Rights, and Duties of Election Challengers and Poll Watchers](#), political parties appoint a challenger by giving the person a credential indicating that the person is serving as a challenger on behalf of the party (Michigan Challenger Credential Card). The Bureau of Elections is aware that at this time, two different individuals, Kristina Karamo and Peter Hoekstra, claim to be the Chair of the Michigan Republican Party, and the issue of who is the Chair is currently under litigation in at least two state circuit courts.

Accordingly, Michigan Republican Party challengers may present a Michigan Challenger Credential Card signed either by Ms. Karamo or Mr. Hoekstra, and be admitted as challengers. However, no more than 2 total challengers from the Michigan Republican Party may be at the precinct at a time, and only one may initiate challenges. If there are more than 2 challengers seeking to be present, and the purported challengers cannot agree on who will remain in the precinct, the challenger liaison should recognize the 2 challengers who first presented a challenger credential card to the challenger liaison. If the challengers cannot agree on who will initiate challenges, the challenger liaison should recognize the challenger who first presented a challenger credential card to the challenger liaison.

The same process should be followed when determining the challengers permitted in an early voting site, absent voter counting board, or absent voter ballot processing location.

Non-challengers may remain in the polling place as poll watchers. In the event of a dispute in which challengers or purported challengers do not follow the challenger liaison’s instructions or become disruptive, the challenger liaison should contact the local clerk and/or law enforcement.

Presidential Primary Local Election Officials Election Day Information Sharing Room



The Bureau of Elections invites all local election officials to join the Election Day information sharing room. The purpose of this room is to share election related information, in particular information regarding incidents that have occurred, between local

government officials, local election officials, and the Michigan Election Incident Response Team. You may log in and use the chat area to stay informed and report any election security related incidents directly or request guidance on security related issues. Information shared in this room should be considered raw information and should not be shared with the public or the media. The room will be open **February 27, 2024, from 7:00 a.m. to 9 p.m.**

Attendance in this room is optional, and you may drop in and out throughout the day for updates.

Access to this room is by request only. Once requested you will receive a link to the session. The session will be on the Adobe Connect Platform, which may require a download on your system. Please e-mail David Tarrant at Tarrantd2@Michigan.gov to request a link.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.



Questions?
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From: Michigan Bureau of Elections <MISOS@public.govdelivery.com>
Sent: Thursday, February 22, 2024 3:12 PM
To: Diane Lyon
Subject: 2/22/24 News Update - Weekend office hours, Emergencies, Updated Materials, and more

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Michigan Bureau of Elections
News Update
for Election Administrators

February 22, 2024

Regular Edition News Update #2024-8

BOE support through Election Day



The following technical QVF and election administration support will be available:

Wednesday – Sunday: 7 a.m. until 8 p.m.

Monday: 8 a.m. until 7 p.m.

Election Day: 6:30 a.m. until 10 p.m.

If your call goes to voicemail, please leave only one message with detailed information about the problem. This allows BOE staff to return calls effectively and to provide help to everyone efficiently.

Phone numbers:

QVF/EV EPB Technical Questions: 800-310-5697

Election Administration Questions: 517-335-3237

In this issue:

- BOE support through Election Day
- Saturday and/or Sunday office hours, AV ballot issuance and voter registration
- Election Day electronic pollbook (EPB), ballot selection, and Election Day documentation of AV ballot tabulation by voters in precinct
- Emergencies
- Notice of precinct canvass location and time
- Curbside voting
- Updated materials available
- Reminders
 - Political party challenger credentials
 - MOVE ballots postmarked by Election Day and received within 6 days after Election Day are timely received
 - Early voting information and materials playlist in eLearning
 - Voter preregistration
 - Requirements for voter

Saturday and/or Sunday office hours, AV ballot issuance and voter registration



Local clerks or authorized personnel appointed by the clerk must be available in the clerk's office for at least 8 hours, offered in some combination on Saturday, Feb. 24 and/or Sunday, Feb. 25. The hours do not need to be the same hours as early voting hours. On Saturday and/or Sunday, voters may register to vote with residency verification and/or request an absentee ballot in person. During this weekend (unlike Monday before the election), voters may take with them any AV ballot issued in the clerk's office - it does not have to be voted in the clerk's office.



Election Day electronic pollbook (EPB), ballot selection, and Election Day documentation of AV ballot tabulation by voters in precinct

If they have not already, clerks should practice downloading their electronic pollbook (EPB) files and installing them on their EPB laptop. Please be sure that your EPB download from a previous election was successfully uninstalled from your laptop prior to the download. Once you have practiced downloading your EPB software from the QVF and installing the software on your EPB laptop, please make sure you uninstall your practice download so you have a fresh start on Monday, Feb. 26. These procedures remain unchanged and can be found in the [Electronic Pollbook Manual](#).

In addition to review of regular Election Day EPB procedures, be sure to provide election inspectors the [2024 Presidential Primary Electronic Pollbook Addendum](#), which includes temporary changes to certain EPB procedures for tracking a voter's ballot selection of a Democratic ballot, Republican ballot, or a ballot without a Presidential Primary (where available). This guide also provides information on EPB procedures to document voter tabulation of AV Ballots on Election Day and accounting for these ballots in the ballot summary. Refer to the [2024](#)

- registration challenges
- Changes for voters registering to vote in the 14 days prior to and on Election Day
- Presidential Primary Election Day information sharing room
- Presidential Primary FAQ

Reminders:



MOVE ballots postmarked by Election Day and received within 6 days after Election Day are timely received

In early May 2023, [Public Act 25 of 2023 \(Senate Bill 259\)](#) was enrolled and signed by the Governor. The new law does the following:

- Incorporates into statute the new [constitutional requirement](#) in Article 2, section 4(1)(b) that MOVE ballots postmarked on or before Election Day and received within 6 days after Election Day be considered timely received. [In determining timeliness](#): if the postmark on the AV ballot return envelope is unclear, the local clerk delivers it to the county clerk and the county clerk determines whether it was timely received.
- Requires that, by the seventh day after Election Day, local clerks deliver all MOVE AV ballots to their county clerk. [In determining timeliness](#): if the postmark on the AV ballot return envelope is unclear but the county clerk determines that the AV



Emergencies

Remember: County and local clerks cannot shorten or extend polling hours unless or until directed to do so by the proper legal authority. If

an emergency occurs within your jurisdiction that could potentially interrupt the voting process or that closes one or more of your jurisdiction's early voting sites or polling places, take direction from local law enforcement officials and call the BOE as soon as possible. If it is necessary to evacuate an early voting site or polling place for any reason, instruct the election inspectors to take possession of the pollbook before leaving.

If an emergency occurs outside your jurisdiction that raises questions about the possible interruption of the voting process or the suspension of the election, contact local emergency and law enforcement personnel for any security-related concerns but do not make any changes to voting procedures until you receive direction from the BOE. Election Day polling hours cannot be extended beyond 8 p.m. without a court order.

Reminders:

Tabulators and some VATs will run for a significant amount of time without a power source if properly charged. Keep all devices, including electronic pollbooks, charging throughout early voting and on Election Day!

Voting can continue in the event of a loss of power. Be sure to use auxiliary bins for ballots and paper backup pollbooks if the electronic equipment is not working. Flashlights should be available in each early voting site or precinct, and if possible, you should make arrangements to have access to a generator.

In the event of a wide-scale emergency during early voting or on Election Day, the BOE will send an urgent News Update.

ballot return envelope or voter certificate was dated on or before Election Day, it is considered timely received.

- Requires that timely received MOVE AV ballots are tabulated by the county clerk in a meeting of the board of county canvassers.
- [Instructions on Processing Ballots](#) are in the eLearning Center.

Early voting information and materials playlist in eLearning

To find all of our guides and resources developed for early voting, please visit the [early voting information and materials playlist](#). We continue to add materials in response to feedback from election administrators. Make sure to follow this playlist and check it regularly to view updated and added materials.

These materials include:

- Early Voting Electronic Pollbook Manual
- Early Voting Region QVF Setup Guide
- Early Voting EPB QVF Setup Guide
- Early Voting EPB Virtual Presentation
- Virtual Early Voting EPB Training Recording
- Early Voting Electronic Poll Book Sandbox
- Qualified Voter File Sandbox
- QVF + EV EPB Sandbox Guide
- QVF + EV EPB Sandbox Tutorial Video
- Early Voting EPB Security Best Practices
- Early Voting Site Offline Paper Back-up Procedures
- Early Voting Procedures Virtual Training Presentation

Notice of precinct canvass location and time



This notice is required under [MCL 168.720j](#). No later than tomorrow, Feb. 23, municipal clerks must post on their municipality's website, if available, where the precinct canvass of early votes for their municipality will take place and the time the canvass will begin. The Bureau has received questions about this rule given the use of combined early voting (EV) sites under county and municipal agreements. However, even when a municipality is participating in a combined site, it is still responsible for informing voters of certain election-related activities.



Curbside voting

A voter who is unable to enter the polling place may request to vote using the curbside voting process.

The curbside voting process must be carried out by two election inspectors who have expressed a preference for different political parties. While curbside voting often, but not always, involves a voter who cannot leave their car to enter the polling place, election inspectors may not ask the voter why the voter has requested to vote using the curbside voting process.

A voter requesting curbside assistance is subject to all of the same requirements regarding the application to vote and voter identification requirement, but receives assistance from election inspectors in delivering the voted ballot, inside a secrecy sleeve, to the tabulator. These procedures are unchanged from previous elections. For more information on the curbside voting process, see page 19 of [Election officials' manual - Chapter 11: Election Day](#)

Updated materials available



Updated versions of the following materials have been posted to account for recent statutory changes. Clerks have already received training on updates to election procedures as part of in-person and virtual training, so clerks do not need to

- EV Quick Guide for Early Voting Equipment
- Early Voting Site Administration Procedures

Voter preregistration

Public Act 258 of 2023 allows eligible 16-year-olds in Michigan to preregister to vote. Upon turning 17.5, the individual becomes registered to vote and eligible to vote in the next election that occurs after they turn 18.

The BOE has developed a paper and online application for preregistration. If clerks receive any paper preregistration applications at this time, please hold the application and do not process it until after the Presidential Primary. The BOE will provide guidance on how to process the preregistration application after the Presidential Primary.

Requirements for voter registration challenges

A letter describing the requirements for voter registration challenges is available in the [eLearning Center](#). If you have any questions about these requirements or challenges you have received, please contact the BOE.

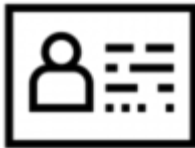
Changes for voters registering to vote in the 14 days prior to and on Election Day

Public Act 184 of 2023 removed the requirement to process a ballot as challenged depending on which type of documentation a voter provides for residency verification. Now, if a voter registers to vote or changes their voter registration address with residency verification in the 14 days prior to an election or on Election Day, they must be issued a regular ballot with no

review these updated materials for training purposes at this time. However, they are available for reference:

- [Managing your precinct on Election Day: Election inspectors' procedure manual \("The flipchart"\)](#)
- [Election officials' manual - Chapter 2: Voter registration](#)
- [Election officials' manual - Chapter 6: Michigan's absent voter process](#)
- [Election officials' manual - Chapter 8: Absent voter ballot processing](#)
- [Election officials' manual - Chapter 11: Election Day](#)

Further updates, along with updates to additional chapters, will be available after the Presidential Primary election.



Reminder: Political party challenger credentials

Under MCL 168.730, "a political party... may designate not more than 2 challengers to serve in a precinct at any 1 time.... If more than 1 challenger of a political party, incorporated organization, or organized committee of interested citizens is serving in a precinct at any 1 time, only 1 of the challengers has the authority to initiate a challenge at any given time." As further explained in the Appointment, Rights, and Duties of Election Challengers and Poll Watchers, political parties appoint a challenger by giving the person a credential indicating that the person is serving as a challenger on behalf of the party (Michigan Challenger Credential Card). The BOE is aware that, at this time, two different individuals, Kristina Karamo and Peter Hoekstra, claim to be the chair of the Michigan Republican Party, and the issue of who is the legitimate chair is currently under litigation in at least two state circuit courts.

Accordingly, Michigan Republican Party challengers may present a Michigan Challenger Credential Card signed either by Ms. Karamo or Mr. Hoekstra and be admitted as challengers. However, no more than 2 total challengers from the Michigan Republican Party may be at the precinct at a time, and only one may initiate challenges.

The challenger liaison should recognize the challenger who first presented a challenger credential card to the challenger liaison if more

additional challenge markings. The Qualified Voter File has been updated to print a single receipt type reflecting the steps for issuing a regular ballot.

Presidential Primary Election Day information sharing room

The BOE invites all local election officials to join the Election Day information sharing room. The purpose of this room is to share election-related information between local government officials, local election officials, and the Michigan Election Incident Response Team, especially regarding incidents that have occurred. You may log in and use the chat area to stay informed and report any election security related incidents directly or request guidance on security related issues. Information shared in this room should be considered privileged and should not be shared with the public or the media. The room will be open **Feb. 27, 2024, from 7 a.m. to 9 p.m.**

Attendance in this room is optional, and you may drop in and out throughout the day for updates.

Access to this room is by request only. Once requested, you will receive a link to the session. The session will be on the Adobe Connect Platform, which may require a download on your system. Please email David Tarrant at TarrantD2@Michigan.gov to request a link.

Presidential Primary FAQ

An updated presidential primary FAQ document is available [through the BOE web page](#).

Helpful Links

than two challengers seek to be present and cannot agree on who will remain in the precinct or if the challengers can't agree on who will initiate challengers.

The same process should be followed when determining the challengers permitted in an early voting site, absent voter counting board, or absent voter ballot processing location.

Non-challengers may remain in the polling place as poll watchers. In the event of a dispute in which challengers or purported challengers do not follow the challenger liaison's instructions or become disruptive, the challenger liaison should contact the local clerk and/or law enforcement.



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.



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From: Michigan Bureau of Elections <MISOS@public.govdelivery.com>
Sent: Monday, February 26, 2024 3:38 PM
To: Diane Lyon
Subject: 2/26/24 Special News Update - Message from Director Brater, EPB Download, Election Day documentation, Power Outages, and more

Having trouble viewing this email? [View it as a Web page.](#)



Michigan Bureau of Elections
News Update
for Election Administrators

February 26, 2024

Special Edition News Update #2024-2

From Director Brater: Thank You, Congratulations, and Good Luck!

Dear Clerks and Election Staff:

Yesterday, we made history by wrapping up the first statewide early voting period in Michigan. While we are in the midst of final preparations for Election Day tomorrow, BOE would like to thank clerks and election staff for their incredible work so far.

Early voting is a great new option for Michiganders, and it also represents a significant challenge for election officials. This first round was especially challenging to administer as we worked together to implement a variety of new procedures, including setting up election regions, acquiring and using new equipment, notifying voters, checking them in at early voting sites, issuing and tabulating ballots, and (soon) reporting results. And while we worked throughout last year to prepare for early voting, election officials had only a few months between the enactment of implementing legislation last summer and the beginning of the presidential primary schedule, with many key deadlines in December.

In that time, clerks managed to work with their local governments and each other to set up combinations of municipal and county early voting agreements, find voting sites, hire election inspectors, work with BOE and vendors to determine and find the equipment they would need, notify voters of new early voting options, determine how new procedures and technology should work, and much, much more in advance of the early voting period. Clerks

In this issue:

- From Director Brater: Thank You, Congratulations, and Good Luck!
- Absent Voter Ballot Posting Information
- BOE support
- Election Day electronic pollbook (EPB), ballot selection, and Election Day documentation of AV ballot tabulation by voters in precinct
- Loss of power on Election Day



Absent Voter Ballot Posting Information

By 8 a.m. on each Election Day, clerks must post certain absentee voter ballot information in a public place. This information is required to be updated at the conclusion of Election Day. The information required for posting has been simplified in recent law changes. A copy of the updated [absent voter ballot](#)

got this done with two elections (plus a special election in some areas) in between. In November, a number of clerks took on the challenge of piloting early voting for local elections, an invaluable opportunity for clerks to test out new procedures and equipment, and to help BOE refine them for the statewide election.

Thanks to your tireless efforts, our first early voting period was extraordinarily successful. The greatest testament to the quality of your preparation and work is that for those going to the polls, early voting felt perfectly normal – like it had been this way for years. BOE staff and clerks saw happy voters across the state. Many of them thanked election workers, but perhaps an even greater compliment was simply showing up, getting checked in, voting, and leaving as if it were all business as usual.

Administering early voting alone would have been challenging enough, but election officials are also implementing a bevy of additional new election laws at the same time – including statewide absent voter ballot drop boxes, prepaid postage, a permanent ballot list, early tabulation of absentee ballots for many jurisdictions, and more. Added to this is the unique set of timelines that accompany the presidential primary, especially the many hours spent informing voters how to select their preferred ballot or to get a new one if their preferred candidate drops out.

Voters are embracing their new voting options. Over the early voting period, nearly 80,000 Michiganders cast ballots (The highest total came yesterday, when more than 11,000 people voted). In future elections, we can expect these totals to increase significantly, as they have in other states as voters learn about their early voting options. Voting by mail continues to be popular as well, with more than 930,000 ballots already returned, and the early tabulation of AV ballots has gone smoothly thus far. Combined, more than 1 million voters have already cast or returned their ballots in the presidential primary.

I hope the number of people who have already voted, combined with some additional precinct flexibility, will help lead to a smooth election day. Many challenges remain, including running election night reports from early voting and early AV ballot tabulators for the first time, and completing the election-night and post-election canvasses with these new ballot types and additional procedures.

BOE sincerely appreciates the dedication and excellent work clerks and election staff have shown to get us to this point. After the election, we are looking forward to additional feedback on how we can improve processes for voters and make them more manageable for election officials - whether through training, technology improvements, or proposed legislative changes.

[posting](#) can be found in the eLearning Center.

BOE support

The following technical QVF and election administration support will be available:

Today: until 7 p.m.

Election Day: 6:30 a.m. until 10 p.m.

If your call goes to voicemail, please leave only one message with detailed information about the problem. This allows BOE staff to return calls effectively and to provide help to everyone efficiently.

Phone numbers:

QVF/EV EPB Technical Questions: 800-310-5697

Election Administration Questions: 517-335-3237

Helpful Links



Thank you again, and good luck tomorrow!

Jonathan



Election Day electronic pollbook (EPB), ballot selection, and Election Day documentation of AV ballot tabulation by voters in precinct

Please make sure you uninstall any practice downloaded EPB software, so you have a fresh start to begin your Election Day EPB download after 4 p.m. today. Procedures for the download remain unchanged and can be found in the [Electronic Pollbook Manual](#).

In addition to review of regular Election Day EPB procedures, be sure to provide election inspectors the [2024 Presidential Primary Electronic Pollbook Addendum](#), which includes temporary changes to certain EPB procedures for tracking a voter's ballot selection of a Democratic ballot, Republican ballot, or a ballot without a Presidential Primary (where available). This guide also provides information on EPB procedures to document voter tabulation of AV Ballots on Election Day and accounting for these ballots in the ballot summary. Refer to the [2024 Presidential Primary Electronic Pollbook Addendum in eLearning](#).

Loss of power on Election Day



Severe weather is forecast for some parts of Michigan tomorrow, which may result in power outages. Tabulators and some VATs will run for a significant amount of time without a power source if properly charged. Keep all devices, including electronic pollbooks, charging throughout Election Day!

Voting can continue in the event of a loss of power. Be sure to use auxiliary bins for ballots and paper backup pollbooks if the electronic equipment is not working. Flashlights should be available in each early voting site or

precinct, and if possible, you should make arrangements to have access to a generator.

In the event of a wide-scale emergency on Election Day, the BOE will send an urgent News Update.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.



Questions?
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From: Michigan Bureau of Elections <MISOS@public.govdelivery.com>
Sent: Saturday, February 24, 2024 7:39 PM
To: Diane Lyon
Subject: 2/24/24 Special News Update - Absent voter ballots issued in office on Monday

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Michigan Bureau of Elections
News Update
for Election Administrators

February 24, 2024

Special Edition News Update #2024-1

Absent voter ballots issued in office on Monday



Absent voter ballots may be requested at the clerk's office until 4 p.m. on Monday, Feb. 26. A voter may vote their ballot in the clerk's office and turn it in, leave with the ballot and return it to the clerk's office or to a ballot drop box in the jurisdiction no later than 8 p.m. on Election Day, or tabulate the absent voter ballot in the voter's precinct on Election Day. This is a change from past elections, where, on the Monday before an election, a voter had to remain in the clerk's office and complete and return their ballot. Please note, the Saturday and/or Sunday office hours, AV ballot issuance and voter registration article in the Feb. 22, 2024 News Update incorrectly stated that a voter may not leave with their absent voter ballot on Monday. However, the information contained in [Election Official's Manual - Chapter 6: Michigan's absent voter process](#) on pages 8 – 9 is correct.

In this issue:

- Absent voter ballots issued in office on Monday

Helpful Links

ACCOUNT REQUEST

eLearning Center

MigovBOE YouTube

Dates & Deadlines



CITY HALL

Ph 989.386.7541
Fx 989.386.4508
www.cityofclare.org
Manager x102
Assessor x103
Clerk x106
Treasurer x107

February 19, 2024

Dear Election Inspector:

Thank you for agreeing to work the upcoming February 27, 2024, Presidential Primary Election. I have attached a work schedule and a list of contact information for all Election Inspectors.

**DEPARTMENT OF
PUBLIC WORKS**

Ph 989.386.2182 or
989.386.7541 x202
Fx 989.386.4508

Inspectors who are scheduled to work Election Day, including those scheduled to work the AVCB, should come to the Pere Marquette District Library, 185 E. Fourth St., for a review of procedures and to assist in the setup of the polling location at 2:00 pm on Monday, February 26, 2024. This is considered training time for which you will be paid. If you are not able to attend this training, please notify me prior to Monday.

UTILITY BILLING

Ph 989.386.7541 x201

1. All Election Inspectors working on Election Day are required to be available to travel to the Clare County Building two days following the election should the Board of Canvassers require your signature on election documents or have questions regarding materials submitted, so that they can certify the election for the State of Michigan; you must also be accessible via telephone through March 1, 2024, should the Board of Canvassers have questions about election day events or paperwork.

W/WWT PLANT

Ph 989.386.2321
Fx 989.386.2387

Please contact me if you notice any errors or have any questions or concerns regarding the attached information at 989-424-4068 (office) or 989-854-4428 (cell).

**POLICE DEPT.
NON-EMERGENCY**

Ph 989.386.2121
Fx 989.386.0440

Thanks again,

Diane M. Lyon
Clare City Clerk

**FIRE DEPT.
NON-EMERGENCY**

Ph 989.386.2151
Fx 989.386.3020

**PARKS &
RECREATION**

Ph 989.386.7541 x213
Fx 989.386.4508

Enclosure(s)

AIRPORT

Ph 989.386.0445
Fx 989.386.4508





CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

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CITY HALL

Ph 989.386.7541

Fx 989.386.4508

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Manager x102

Assessor x103

Clerk x106

Treasurer x107

DEPARTMENT OF PUBLIC WORKS

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Fx 989.386.4508

UTILITY BILLING

Ph 989.386.7541 x201

W/WWT PLANT

Ph 989.386.2321

Fx 989.386.2387

POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121

Fx 989.386.0440

FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151

Fx 989.386.3020

PARKS & RECREATION

Ph 989.386.7541 x213

Fx 989.386.4508

AIRPORT

Ph 989.386.0445

Fx 989.386.4508

CITY OF CLARE PUBLIC NOTICE

The City of Clare Planning Commission will hold a public hearing on Wednesday, March 13, 2024, at 5:30 p.m. at 202 W. Fifth St., Clare, Michigan, to receive public comment pertaining to the site plan application of Jefferson Millard Group (Jay Trucks) for the proposed installation of an egress door on the second floor with a retractable fire ladder, and a proposed façade and roof improvement of your building located at 600 Pine Street, Clare, Michigan. The Planning Commission will accept comments at the hearing or in writing if the written comments are received by the City Clerk not later than 5:00 p.m. on the date of the hearing. A copy of the site plan application is available for review in the City Clerk's Office. The City of Clare is an equal-opportunity employer and provider.

Diane Lyon
City Clerk



CITY OF CLARE PUBLIC NOTICE

Nominating petitions for the office of City Commissioner will be accepted in the office of Clare City Clerk, 202 West Fifth Street, Clare, MI **until 4:00 p.m. on Tuesday, April 23, 2024.**

REQUIREMENTS FOR FILING NOMINATING PETITIONS

1. The nominee shall be qualified elector of the City of Clare
2. The petition shall be signed by not less than 25 nor more than 50 qualified registered electors of the City of Clare
3. Separate nominating petition forms must be filed for each county (Isabella and Clare) in which signatures are obtained from qualified voters within the city limits. If the qualified voter resides in the Isabella County portion of the city, they must sign a nominating petition form with Isabella County listed in the header. Qualified residents residing in the Clare County portion of the city must sign a nominating petition form with Clare County listed in the header.
4. No person shall sign his/her name to a greater number of petitions for any one office than there will be persons elected. For example, if there are two (2) Commissioners to be elected, a qualified voter may only sign two (2) petitions.
5. At the time of filing nominating petitions, two copies of an "Affidavit of Identity" must be filed by all candidate seeking office.
6. A "Campaign Finance Statement" must be completed by the petitioner and filed with the County Clerk's Office (Lori Martin) after nominating petitions are returned to the City. Contact the County Clerk's office at 989-539-7131 for more information.
7. Nominating petitions & accompanying paperwork for city office will be accepted in the office of the Clare City Clerk, 202 West Fifth Street, Clare, MI until **4:00 p.m. on Tuesday, April 23, 2024.**
8. **It is the responsibility of the candidate or the authorized representative to assure that these requirements are fulfilled.**

Please contact the City Clerk, Diane Lyon, dlyon@cityofclare.gov, (989) 424-4068 if you would like to file for office or if you have questions about filing for office.