

DRAFT

CITY OF STERLING HEIGHTS
MINUTES OF THE ELECTION COMMISSION
JUNE 4, 2025

Location: City Hall, Conference Room 106, 40555 Utica Road, Sterling Heights, MI 48313

1. Meeting called to order and roll call.

Chair May called the meeting to order at 6:01 p.m.

Commissioners present: Sara Dionne, Joseph Niman, Jr., Chelsea May, Deputy City Clerk

Present via zoom: Melanie D. Ryska, City Clerk

Also present: Judy McHale, Clerk Coordinator

The Commission welcomed new member Sara Dionne.

2. Approval of Agenda

Motion by Niman, seconded by Dionne, to approve the agenda as presented.

Yes: All

Motion carried.

3. Approval of Meeting Minutes of October 2, 2024

Motion by Niman, seconded by May, to approve the meeting minutes of October 2, 2024 as presented.

Yes: All

Motion carried.

4. To review and approve ballot proofs for the August 5, 2025 Local Primary Election

Deputy Clerk May reported that staff proofed the ballots and found no errors. The Commission took some time to review the ballots and compare them to the Affidavits of Identity.

Motion by Dionne, seconded by Niman, to approve the ballot proofs and printing for the August 5, 2025 Primary Election and authorize the City Clerk to sign the Ballot Layout Sign-Off Form to be submitted to Macomb County Elections Department.

Yes: All

Motion carried.

5. To consolidate precincts for the August 5, 2025 Local Primary Election

Deputy Clerk May noted that the City has 40 precincts at 28 locations. The Clerk's Office was notified that eight (8) polling locations would be inaccessible for the August Primary and one (1) of those locations would also not be available for the November General. City Council has approved temporary locations for those precincts. As a result, there will be 33 precincts in 21 locations for the August Primary.

Motion by Niman, seconded by Dionne, to consolidate precincts at the polling locations as identified by the City Clerk for the August 5, 2025 Local Primary Election.

Yes: All
Motion carried.

6. To authorize early tabulation of absent voter ballots in accordance with PA 81 of 2023

Deputy Clerk May noted that MCL 168.765a (11) authorizes the Election Commission to approve up to eight (8) days of early tabulation of absentee ballots. She noted that while it is unlikely all eight (8) days will be needed, the Clerk's Office is requesting approval as a precaution, should the full duration become necessary. Early tabulation will take place in Seminar Room 2 of the Community Center for the August 5, 2025 Local Primary Election.

Motion by Dionne, seconded by Niman, to authorize the City Clerk to process and tabulate absent voter ballots between the hours of 7:00 a.m. and 8:00 p.m. on any of the 8 days before election day, beginning on the second Monday before election day and ending on the Monday immediately before election day; and instruct the city clerk to submit a written notice to the Secretary of State no later than 28 days before election day stating the specific days and times of early absent voter ballot processing and tabulation.

Yes: All
Motion carried.

7. Communication from Citizens. None

8. Unfinished Business. None

9. New Business.

a. Early Voting

Deputy Clerk May noted that, given one-third of voters in the last election chose to vote early, five days of Early Voting will be offered at the Community Center. Sterling Heights

ranked third in the state for Early Voting turnout during the Presidential Election, highlighting strong voter interest in this option.

b. Temporary precinct location moves

As noted earlier, eight (8) precincts will be temporarily moved for the August 5, 2025 Primary due to extensive renovations at many Utica Community Schools and Warren Consolidated Schools. Temporary locations were approved by City Council at the June 3, 2025 meeting.

	Original Location	Temporary Location	Affected Elections
Precinct 10	Schuchard Elementary 2900 Holly Dr	Jeanette Jr. High 40400 Gulliver Dr	August Primary
Precinct 22	Browning Elementary 12400 Nineteen Mile Rd	Bemis Jr. High 12500 Nineteen Mile Rd	August Primary
Precinct 23 & 29	Graebner Elementary 41875 Saal Rd	Havel Elementary 41855 Schoenherr Rd	August Primary & November General
Precinct 33	Messmore Elementary 8742 Dill Dr	Heritage Jr. High 37400 Dodge Park Rd	August Primary
Precinct 37	Bruce Collins Elementary 12900 Grand Haven Dr	Heritage Jr. High 37400 Dodge Park Rd	August Primary
Precinct 39	Willow Woods Elementary 11001 Daniel Dr	Career Prep Center 12200 Fifteen Mile Rd	August Primary
Precinct 40	Carleton Middle School 8900 Fifteen Mile Rd	Career Prep Center 12200 Fifteen Mile Rd	August Primary
Precinct 43	Black Elementary 14100 Heritage Rd	Sterling Heights High School 12901 Fifteen Mile Rd	August Primary

The Clerk's Office will ensure that all affected voters are notified in accordance with state law, and they are working to ensure proper signage at all the original polling locations.

The Commission will have to hold one additional meeting before the August Primary, to approve Election Inspectors.

10. Adjournment

Motion by Niman, seconded by Dionne, to adjourn the meeting at 7:13 p.m.

Yes: All
Motion carried.

Chelsea May, Chair
Deputy City Clerk