

CITY OF STERLING HEIGHTS  
MINUTES OF THE ELECTION COMMISSION  
AUGUST 27, 2025

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

1. Meeting called to order and roll call.

Chair Ryska called the meeting to order at 6:02 p.m.

Commissioners present: Sara Dionne, Joseph Niman, Jr., Melanie D. Ryska, City Clerk  
Also present: Chelsea May, Deputy City Clerk

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 July 7, 2025

Motion by Niman, seconded by Dionne, to approve the meeting minutes of July 7, 2025 as presented.

Yes: All

Motion carried.

4. To review and approve ballot proofs for the November 4, 2025 Local General Election

Clerk Ryska 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 November 4, 2025 Local General 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 November 4, 2025 Local General Election

Clerk Ryska noted that the City has 40 precincts at 28 locations. The Clerk's Office was notified that two (2) polling locations would be inaccessible for the November General. City Council has approved temporary locations for one of those precincts and one will be presented to City Council at the meeting on September 15, 2025. As a result, there will be 33 precincts in 26 locations for the November General.

Motion by Niman, seconded by Dionne, to consolidate precincts at the polling locations as identified by the City Clerk for the November 4, 2025 Local General Election.

Yes: All

Motion carried.

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

Clerk Ryska 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 November 4, 2025 Local General 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

Clerk Ryska noted that, as with the August Primary, Early Voting will be available for five days at the Community Center.

b. Temporary precinct location moves

As noted earlier, two (2) precincts will be temporarily moved for the November 4, 2025 General due to renovations at Utica Community Schools. One temporary location was approved by City Council at the June 3, 2025 meeting and the other will be voted on at the upcoming September 15, 2025 meeting.

	<b>Original Location</b>	<b>Temporary Location</b>	<b>Affected Elections</b>
Precinct 23 & 29	Graebner Elementary 41875 Saal Rd	Havel Elementary 41855 Schoenherr Rd	August Primary & November General
Precinct 31	DeKeyser Elementary 39600 Atkinson Dr	Plumbrook Elementary 39660 Spalding Dr	August Primary & November General

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 November General, to approve Election Inspectors.

10. Adjournment

Motion by Dionne, seconded by Niman, to adjourn the meeting at 6:45 p.m.

Yes: All

Motion carried.

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Melanie D. Ryska, Chair  
City Clerk