

# PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686  
[www.peninsulatownship.com](http://www.peninsulatownship.com)

## Election Commission Meeting

Tuesday, February 25, 2020

3:00 p.m.

Peninsula Township Conference Room

### Agenda

1. Appoint election inspectors, receiving board, and chairs and co-chairs for the March 10, 2020, presidential primary.
2. Approve salaries and costs associated with election inspectors' breakfast, lunch, and dinner.

If you require special assistance, please notify the clerk at 223-7321.

  
Becky Chown, Clerk

Posted: February 19, 2020, 10:00 a.m.

**List of Election Inspectors  
March 10, 2020 Presidential Primary**

**Precinct #1**

Carol Raphael      Co-chair

Shirl Waclawski    Co-chair

Barb Soullier

Donna (Earle) Roy

Chris Earle

Len Mayhew

Greg Meenan

Sue Shooltz

Wenda Warren

Chris Cipko

Deb Crowe

Dylis Garcia

Ginny Coulter

Sue Pontes

Claudia T'Kindt

**Precinct #2**

Donna Hornberger Co-chair

Lee Hornberger    Co-chair

Harry Daniels

Francis King

Bernie Soutar

Shirley Baylis

Marcia Lee

Anne Montgomery

Christine Yeiter

Tracey Cusenza

Donna Flynn

Judy Horning

Susan Zion

**A/V Board**

Nancy Davy      Co-chair

Marilyn Elliott Co-chair

Jill Byron

Joann Cole

Nancy Dloski

Lois Manigold

Monnie Peters

Robbin Stott

William Stott

Lisa Trombley

Nancy Tucker

**Receiving Board**

Lola Jackson

Wenda Warren

## Reimbursement Guidelines for the 2020 Presidential Primary

All claimed expenses must be attributable to the March 10, 2020 Presidential Primary. See the Reimbursement Worksheet when it is made available for additional information. Direct additional costs attributable to any local elections **cannot** be claimed, (e.g. third ballot with local proposals only with no presidential primary race).

Online submission of reimbursement claim must be received **by June 8, 2020**. The online claim form will be available in the Elections eLearning Center.

### Allowed / Reimbursable Costs - Cities/Townships

- Rental charges for buildings used to establish polling places. (Rental expenses for use of a public building on election day (e.g. township hall) is not allowed)
- ⊙ Supplies and postage.
- Fees for janitorial services.
- ⊙ The cost of publishing notices of registration, election notices and public accuracy test notices paid by the city or township.
- ⊙ Travel and transportation expenses associated with the election (no rental if vehicle is owned by the jurisdiction).
- Fees for equipment rentals.
- Testing for voting system equipment.
- ⊙ Wages or per diem payments made to precinct inspectors and temporary employees for election day, election preparation and training.
- Election overtime or extra compensation (not part of their regular salary) paid to regular employees or election officials for handling the election (if it is the city or township's standard practice to pay extra for these hours).
- ⊙ Any other miscellaneous expenses directly associated with the election.

### Allowed / Reimbursable Costs - Counties

- Ballot production.
- Supplies, shipping and postage.
- The cost of publishing notices of registration, election notices and public accuracy test notices paid by the county.
- Travel and transportation expenses associated with the election (no mileage if using county-owned vehicles).
- Fees for equipment rentals.
- Testing for voting system equipment.
- Wages or per diem payments made to canvassers and temporary employees for election day, election preparation and training.
- Election overtime or extra compensation (not part of their regular salary) paid to regular employees or election officials for handling the election (if it is the county's standard practice to pay extra for these hours).
- Any other miscellaneous expenses associated with the election.

### Non-Reimbursable Costs

- Direct additional costs attributable to any local elections **cannot** be claimed (e.g. third ballot with local proposals only with no presidential primary race).
- Regular salaries and standard compensation paid to regular employees or election officials (except as noted above with respect to the ongoing practice of paying overtime or additional compensation).
- ⊙ The cost of new equipment (capital outlay).
- Maintenance expenses on voting system equipment.
- ⊙ The cost of reusable supplies or equipment.
- Any costs associated with the registration of voters.
- ⊙ Any costs associated with the establishment of a permanent absentee voter mail list for the distribution of absent voter ballot application forms (this includes the cost of any mailing sent to voters to instruct them on the procedure for adding their names to the permanent absentee voter mail list).

You are not required to send receipts with your claim. You are required to retain the receipts for a six-year period after the election (March 10, 2026). The State retains the right to inspect all receipts in support of your claim at any time during the six-year period.

Account	Description	2019-20 Orig Budget	2019-20 Amended Budget	YEAR-TO-DATE THRU 02/29/20	Available Balance	Used
Department 191: ELECTIONS						
650.VOT	Election Reimbursement	0.00	0.00	0.00	0.00	100.00
Total Revenues						
		0.00	0.00	0.00	0.00	0.00
704.000	Permanent Employees	0.00	0.00	0.00	0.00	100.00
707.000	Temporary Employees					
04/19/2019	PR SUMMARY PR 04/19/2019		33078	249.30		215
05/03/2019	PR SUMMARY PR 05/03/2019		33347	129.77		216
05/17/2019	PR SUMMARY PR 05/17/2019		33572	407.58		217
05/31/2019	PR SUMMARY PR 05/31/2019		33814	112.50		218
06/14/2019	PR SUMMARY PR 06/14/2019		34116	150.00		219
06/28/2019	PR SUMMARY PR 06/28/2019		34195	180.00		220
07/12/2019	PR SUMMARY PR 07/12/2019		34436	91.95		221
07/26/2019	PR SUMMARY PR 07/26/2019		34667	313.45		222
08/09/2019	PR SUMMARY PR 08/09/2019		35075	123.75		223
08/23/2019	PR SUMMARY PR 08/23/2019		35276	240.00		224
09/06/2019	PR SUMMARY PR 09/06/2019		35626	202.50		225
09/20/2019	PR SUMMARY PR 09/20/2019		35996	183.75		226
10/04/2019	PR SUMMARY PR 10/04/2019		36260	198.75		227
10/18/2019	PR SUMMARY PR 10/18/2019		36499	132.50		228
11/15/2019	PR SUMMARY PR 11/15/2019		36961	232.50		230
11/29/2019	PR SUMMARY PR 11/29/2019		37135	307.50		232
12/27/2019	PR SUMMARY PR 12/27/2019		37647	405.00		234
01/10/2020	PR SUMMARY PR 01/10/2020		37808	146.25		235
01/24/2020	PR SUMMARY PR 01/24/2020		38092	906.25		236
02/07/2020	PR SUMMARY PR 02/07/2020		38294	1,641.60		237
02/21/2020	PR SUMMARY PR 02/21/2020		38463	1,640.00		239
707.000	Temporary Employees	3,500.00	3,500.00	7,994.90	(4,494.90)	228.43
707.VOT	Temp Workers Elections	0.00	0.00	0.00	0.00	100.00
710.LIB	Liability					
04/11/2019	AP CYBER LIABILITY INS.		33180	162.18		Inv #: '23716' Vendor '0169'
04/17/2019	AP LIABILITY - CRIME POLICY		33409	43.45		Inv #: '04-01-2019' Vendor '0074'
04/24/2019	AP EMPLOYMENT PRACTICES LIABILITY		33402	461.00		Inv #: '23789' Vendor '0169'
04/24/2019	AP GEN/PROP/IN MARINE/CRIME		33399	88.00		Inv #: '23789' Vendor '0169'
07/09/2019	AP CYBER & LHSR LENS LIABILITY		34410	148.33		Inv #: '3051' Vendor '0554'
07/17/2019	AP LIABILITY INSURANCE		34754	680.32		Inv #: 'E-96890343' Vendor '0556'
07/18/2019	AP PUBLIC OFFICIAL BOND		34768	18.63		Inv #: '465' Vendor '0558'
08/05/2019	CR TRAVELERS INS/REFUND LIABILITY POLICY		34949	(32.64)		Receipt #: 22722
09/25/2019	CR PETERSON MCGREGOR/REFUND-INS POLICY CANCEL		36128	(533.43)		Receipt #: 25581
710.LIB	Liability	800.00	800.00	1,035.84	(235.84)	129.48
710.WRK	Workers Comp					
04/11/2019	AP WORK COMP - INITIAL INSTALLMENT		33151	2.65		Inv #: '04-01-2019' Vendor '0246'
06/25/2019	AP WORK COMP AUDIT ADJUSTMENT		34209	55.00		Inv #: '06/19/2019' Vendor '0246'
12/04/2019	CR AF GROUP/REFUND-W/C CANCELLED		37251	(0.52)		Receipt #: 26313
710.WRK	Workers Comp	10.00	10.00	57.13	(47.13)	571.30
715.000	Employer Social Security					

Account	Description	2019-20 Orig Budget	2019-20 Amended Budget	YEAR-TO-DATE THRU 02/29/20	Available Balance	Used
Department 191: ELECTIONS						
11/15/2019	PR SUMMARY PR 11/15/2019		36961	210.20	230	
11/29/2019	PR SUMMARY PR 11/29/2019		37135	23.53	232	
12/27/2019	PR SUMMARY PR 12/27/2019		37647	30.98	234	
01/10/2020	PR SUMMARY PR 01/10/2020		37808	11.19	235	
01/24/2020	PR SUMMARY PR 01/24/2020		38092	61.68	236	
02/07/2020	PR SUMMARY PR 02/07/2020		38294	125.59	237	
02/21/2020	PR SUMMARY PR 02/21/2020		38463	106.24	239	
715.000	Employer Social Security		300.00		569.41	(269.41) 189.80
718.000	Pension		0.00		0.00	0.00 100.00
724.000	Postage		0.00		0.00	0.00 100.00
06/26/2019	AP POSTAGE FOR A/V MAILING		34205	846.22	Inv #: '103150'	Vendor '0192'
01/23/2020	CD Postage		38097	385.00	Check #: '36794'	Com' Vendor '0192'
01/23/2020	CD Postage		38098	1,400.00	Check #: '36795'	Com' Vendor '0192'
01/26/2020	AP A/V BALLOT POSTAGE		38155	66.00	Inv #: '01-10-2020'	Vendor '0385'
724.000	Postage	1,000.00	1,000.00		2,697.22	(1,697.22) 269.72
726.000	Supplies					
04/17/2019	GJ Toner for Elections printer		36516	179.89	JE# 1699	
06/25/2019	AP PERM ABSENT VTR MAILING		34202	2,145.69	Inv #: '103150'	Vendor 'KW45'
08/01/2019	AP ELECTIONS - POWER CORD DS 200		35167	89.89	Inv #: '1093860'	Vendor 'ES01'
08/01/2019	AP ELECTIONS - TRAVEL CASE FOR EQUIPMENT		35166	126.62	Inv #: '1094065'	Vendor 'ES01'
08/07/2019	AP SUPPLIES		35183	94.91	Inv #: 'AUG 2019'	Vendor 'ST03'
12/02/2019	AP POWER CORD DS200		37344	89.89	Inv #: '1108873'	Vendor 'ES01'
12/18/2019	AP DEMO KIT, 3 THMB DRIVERS & BALLOTS		37345	265.07	Inv #: '1108875'	Vendor 'ES01'
01/14/2020	AP OFFICE SUPPLIES		37632	59.95	Inv #: 'DEC 2019'	Vendor 'ST03'
01/28/2020	AP PROCESSING ELECTION MAIL		38039	13.98	Inv #: 'JAN 2020'	Vendor 'ST03'
01/30/2020	AP ELECTION EXPRESS VOTE CARDS		38169	299.20	Inv #: '103604'	Vendor 'KW45'
02/05/2020	AP OFFICE SUPPLIES		38389	273.88	Inv #: '1114186'	Vendor 'ES01'
02/20/2020	CD SUPPLIES -TAB ROLLS		38462	84.31	Inv #: 'FEB 2020'	Vendor 'ST03'
726.000	Supplies	2,000.00	2,000.00		3,736.24	(1,736.24) 186.81
730.VOT	Voting Location Rental		0.00		0.00	0.00 100.00
818.000	Contractual Services					
12/05/2019	AP PAYROLL; AVE'S		37335	112.50	Inv #: '57656'	Vendor '0334'
818.000	Contractual Services		0.00		112.50	(112.50) 100.00
820.000	Shredding					
10/16/2019	GJ Move shredding from Office to Elections		37664	417.86	JE# 1781	
820.000	Shredding		680.00		417.86	262.14 61.45
870.000	Mileage					
01/26/2020	AP MILEAGE - PREPARE/MAIL A/V BALLOT APPS		38156	21.28	Inv #: '01-10-2020'	Vendor '0385'
870.000	Mileage	600.00	600.00		21.28	578.72 3.55
900.000	Legal Notices					
900.000	Legal Notices	0.00	0.00		0.00	0.00 100.00

DEPARTMENT REVENUE AND EXPENDITURE REPORT FOR PENINSULA TOWNSHIP  
 Balances as of 02/29/2020

Fund 101 - GENERAL FUND

Account	Description	2019-20		YEAR-TO-DATE THRU 02/29/20	Available Balance	Used %
		Orig Budget	Amended Budget			
Department 191: ELECTIONS						
900.000	Printing	0.00	0.00		0.00	100.00
930.000	Repairs and Maintenance	0.00	0.00		0.00	100.00
960.000	Education & Training					
05/08/2019	GU Reclassify training to Elections		37264	4.42 JE# 1752		
06/25/2019	GU Move conf exp for June to Elections		37330	512.71 JE# 1767		
07/16/2019	GU Move conf. exp from Clerk to Elections		37329	306.44 JE# 1766		
960.000	Education & Training	2,000.00	2,000.00	823.57	1,176.43	41.18
Total Expenditures		10,890.00	10,890.00	17,465.95	(6,575.95)	160.39
Net - Dept 191		(10,890.00)	(10,890.00)	(17,465.95)	6,575.95	
FUND 101:						
REVENUES:		0.00	0.00	0.00	0.00	
EXPENDITURES:		10,890.00	10,890.00	17,465.95	(6,575.95)	
NET OF REVENUES AND EXPENDITURES		(10,890.00)	(10,890.00)	(17,465.95)	6,575.95	