



## **ELECTION COMMISSION**

**Wednesday, February 18, 2026 at 8:30 AM**

**City Hall, 10th Floor Conference Room**

### **AGENDA**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. APPROVAL OF MINUTES**

A. Minutes of August 26, 2025 Election Commission Meeting

**4. CITIZEN COMMENTS**

(3-Minute Limit)

**5. BUSINESS**

A. City of Jackson, Michigan Election Polling Place Facility Rental Agreement

Approve the Election Polling Place Facility Rental Agreement

B. Establish the Early Voting Site for the August 4, 2026, State Primary Election

C. Election Polling Place Facility Rental Rate Increase

Discuss increasing the current rental rate for non-city-owned polling locations from \$300 to \$500 per election.

D. Precinct Boundaries

Discuss moving the precinct boundaries in Wards 3 and 4

**6. BOARD MEMBER ANNOUNCEMENTS**

**7. ADJOURNMENT**

Election Commission  
August 26, 2025  
Minutes

Call to order:

The Election Commission meeting was called to order at 8:30 a.m. by City Clerk Andrea Muray.

Present: City Clerk Andrea Muray, City Assessor Jason Yoakam, City Attorney Matt Hagerty, and David Hammontree.

Also present: Elections Coordinator Cindi Clementin.

Roll Call:

Roll taken by Cindi Clementin, all present by manner of voice.

Adoption of Agenda:

Motion was made by Andrea Muray, seconded by David Hammontree to adopt the agenda as presented. Vote was done by voice with all in favor. Motion carried.

Citizen Comment:

None.

Approval of June 4, 2025, Meeting Minutes:

Motion was made by Jason Yoakam, seconded by David Hammontree to approve the June 4, 2025, Meeting minutes. Vote was done by voice with all in favor. Motion carried.

Old Business:

None.

New Business:

A. Resolution – Consolidation of Precincts

Recommendation: Approve a Resolution consolidating precincts in each of the six wards, resulting in 4 consolidated precincts. Ward 2- 2&3, Ward 3- 4&5, Ward 4- 6&7, Ward 6- 9&10, for November 4, 2025, General Election. Motion was made by Jason Yoakam, seconded by David Hammontree to approve the Resolution to consolidate the precincts as presented. Vote was done by voice with all in favor. Motion carried.

B. Appointment of Election Inspectors

Recommendation: Approve the full list of election inspectors for the November 4, 2025, General Election and allow the City Clerk and the Election Coordinator to select from the list of certified Inspectors. Motion was made by Matt Hagerty, seconded by Jason Yoakam to approve the recommendation. Vote was done by voice with all in favor. Motion carried.

C. Appointment of Receiving Board

Recommendation: Approve the list of Receiving Board Members. Motion was made by Jason Yoakam, seconded by Matt Hagerty to approve the recommendation. Vote was done by voice with all in favor. Motion carried.

D. Public Accuracy

Recommendation: Establish Thursday, September 18, 2025, at 8:30 a.m. on the 2<sup>nd</sup> floor Lobby as the date, time and place for public accuracy test using two tabulators. Motion was made by Jason Yoakam, seconded by David Hammontree, to approve the recommendation as stated. Vote was done by voice with all in favor. Motion carried.

Board Member Announcement

None.

Adjournment:

No further business being offered, a motion to adjourn was made by Matt Hagerty, seconded by Jason Yoakam. Vote was done by voice with all in favor. The meeting was adjourned at 8:38 a.m.

**CITY OF JACKSON, MICHIGAN**  
**ELECTION POLLING PLACE FACILITY RENTAL AGREEMENT**

This Facility Rental Agreement (“Agreement”) is entered into by and between the City of Jackson, Michigan, a Michigan municipal corporation (“City”), and \_\_\_\_\_ (“Owner”), for the temporary use of certain premises for election polling purposes.

**1. Premises.**

Owner agrees to rent to the City the following facility and related areas (“Premises”):

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**2. Purpose.**

The Premises shall be used solely as an official polling location for the City of Jackson for the August 4, 2026 State Primary Election and the November 3, 2026 State General Election, including setup, voting operations, and breakdown activities associated with conducting elections under Michigan law.

**3. Term and Dates of Use.**

This Agreement covers use of the Premises for:

- State Primary Election: August 4, 2026
- State General Election: November 3, 2026

The City may access the Premises for reasonable setup prior to election day and for breakdown immediately following the close of polls.

**4. Exclusive Use / No Public Activities.**

Owner agrees that once voting equipment, ballots, tabulators, or other election materials are delivered to the Premises, and continuing until all such materials are removed by the City, no activities open to the public shall be conducted in the rooms or areas of the

Premises designated for voting or election operations. Owner shall ensure that such areas remain reserved exclusively for election-related use during this period.

**5. Rental Fee.**

The City agrees to pay Owner a rental fee of Five Hundred Dollars (\$500.00) per election, for a total rental fee of One Thousand Dollars (\$1,000.00) for use of the Premises for both the State Primary Election and the State General Election. Payment shall be made in accordance with City payment procedures.

**6. Utilities and Services.**

Owner shall provide normal utilities, including electricity, lighting, heating/cooling, restroom access, and parking, at no additional cost unless otherwise agreed in writing.

**7. Compliance with Law.**

Both parties shall comply with all applicable federal, state, and local laws, including but not limited to the Michigan Election Law and accessibility requirements under the Americans with Disabilities Act (ADA).

**8. Non-Discrimination.**

Owner represents that the Premises will be made available without discrimination based on race, color, religion, national origin, sex, age, disability, or any other status protected by law.

**9. Liability and Indemnification.**

To the extent permitted by law, the City shall be responsible for its own acts and omissions arising from use of the Premises. Nothing in this Agreement shall be construed as a waiver of governmental immunity under the Governmental Tort Liability Act, MCL 691.1401 et seq.

Owner shall be responsible for the condition of the Premises and shall maintain it in a safe condition during the term of use.

**10. Insurance.**

The City is self-insured as permitted by Michigan law. Upon request, the City may provide a certificate or letter evidencing coverage.

**11. Damage to Premises.**

The City shall exercise reasonable care in its use of the Premises. The City shall not be responsible for ordinary wear and tear.

**12. Cancellation.**

In the event of emergency, election consolidation, or changes required by law, the City may cancel or modify this Agreement upon reasonable notice.

**13. Independent Parties.**

Nothing in this Agreement shall be construed to create a partnership, joint venture, or agency relationship between the parties.

**14. Governing Law.**

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

**15. Entire Agreement.**

This Agreement constitutes the entire agreement between the parties and may be amended only in writing signed by both parties.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the dates set forth below.

**CITY OF JACKSON, MICHIGAN**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**[NAME OF FACILITY OWNER]**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

