



CITY OF MADISON HEIGHTS

**CITY HALL - LINDELL ROSS EXECUTIVE CONFERENCE ROOM,
300 W. 13 MILE RD.**

ELECTION COMMISSION MEETING AGENDA

JULY 13, 2026 AT 5:30 PM

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Election Commission Minutes of November 10, 2025

MEETING OPEN TO THE PUBLIC

NEW BUSINESS

- [2.](#) Appointment of City Clerk and Deputy City Clerk as Commission Delegate for the August 4, 2026 Election
- [3.](#) Approval of Election Inspectors
- [4.](#) Public Accuracy Test

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Election Commission Meeting
Madison Heights, Michigan
November 10, 2025

A Election Commission Meeting was held on Monday, November 10, 2025 at 6:15 PM at City Hall - Lindell Ross Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Commissioner Sean Fleming
Commissioner Tim Burns
Commissioner Cheryl Rottmann

EC-25-11. Election Commission Meeting Minutes of October 13, 2025.

Motion to approve the Election Commission Meeting minutes of October 13, 2025, as printed.

Motion made by Commissioner Fleming, Seconded by Commissioner Burns.

Voting Yea: Commissioner Fleming, Commissioner Burns, Commissioner Rottmann

Motion carried.

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

EC-25-11. Resolution to Approve Precinct Boundaries Map, Polling Locations, and Precinct Numbers for the City of Madison Heights.

Commissioner Rottmann noted that a slight change was made to the original proposed precinct changes which combines the polling locations for Precinct 5 and Precinct 7 to the Madison Heights Active Adult Center.

Motion to approve the Resolution to Approve Precinct Boundaries Map, Polling Locations, and Precinct Number for the City of Madison Heights, as follows:

**A RESOLUTION
TO APPROVE PRECINCT BOUNARIES MAP, POLLING LOCATIONS, AND
PRECINCT NUMBERS FOR THE CITY OF MADISON HEIGHTS**

BE IT RESOLVED, that the Madison Heights City Election Commission hereby approves the proposed Precinct Boundary Map designating seven (7) precincts for the City of Madison Heights, along with the boundary description and list of polling locations;

BE IT FURTHER RESOLVED that all documentation be forwarded to the Bureau of Elections as approved by the Election Commission to be implemented for the August 2026 Primary Election.

Motion made by Commissioner Fleming, Seconded by Commissioner Burns.

Voting Yea: Commissioner Fleming, Commissioner Burns, Commissioner Rottmann

Motion carried.

ADJOURNMENT:

Having no further business, Commissioner Rottmann adjourned the meeting at 6:17 p.m.

City of Madison Heights Precinct Boundaries, Polling Locations and Precinct Numbers

- (a) There is hereby established, in the City of Madison Heights, 7 voting precincts to be used by the electors of the City of Madison Heights for the purpose of casting their ballots at all future elections.
- (b) The following precincts are hereby established and shall be referred to by number, as follows:

Precinct No. 1 shall be the area bounded as follows: to the north beginning at the intersection of the Chrysler Expressway and Bellaire; thence east along Bellaire to Dartmouth; thence south along Dartmouth to Gardenia; thence east along Gardenia Avenue to the southwest corner of Beauty Built Manor Subdivision; thence north along the west subdivision line of Beauty Built Manor Subdivision and Steven Heights Subdivision to the northwest corner of Steven Heights Subdivision; thence east along the north subdivision line of Steven Heights Subdivision to Dequindre Road; to the east by Dequindre Road; to the south by Eleven Mile Road; and to the west Chrysler Expressway. The voting place shall be at the Madison Elementary School located at 27107 Hales Street.

Precinct No. 2 4 shall be the area bounded on the north by Eleven Mile; on the east by Dequindre Road; on the south by Lincoln Avenue; and on the west by the Chrysler Expressway. The voting place shall be at the Wilkinson Middle School located at 26524 John R Road.

Precinct No. 3 shall be the area bounded on the north by Lincoln Avenue; on the east by Dequindre Road; on the south by Ten Mile Road; and on the west by the Chrysler Expressway. The voting place shall be at the Wilkinson Middle School located at 26524 John R Road.

Precinct No. 9 4 shall be the area bounded as follows: to the north beginning at the intersection of Twelve Mile Road and the Chrysler Expressway; thence east along Twelve Mile Road to Dequindre Road; thence south along Dequindre Road to the northeast corner of the Steven Heights Subdivision; thence west along the north subdivision line of the Steven Heights Subdivision; thence south along the west subdivision line of the Steven Heights Subdivision and the Beauty Built Manor Subdivision to a point on the southwest corner of the Beauty Built Manor Subdivision; thence west along the east-west one-quarter section line of Section 13, Township 1 North Range 11 East along Gardenia Avenue to the centerline of Rialto Street; thence south along Rialto Street to the centerline of Gardenia Avenue; thence west along the centerline of Gardenia Avenue to the centerline of Lorenz Avenue; thence north along Lorenz Avenue to the center of Gardenia Avenue; thence west along Gardenia Avenue to centerline of Dartmouth; thence north along Dartmouth to the centerline of Bellaire; thence west along Bellaire to the Chrysler Expressway; thence north to the point of the beginning. The voting place shall be at the John Page Middle School located at 29615 Tawas St.

Precinct No. 5 shall be the area bounded as follows: Beginning as the intersection of the Chrysler Expressway and Fourteen Mile; thence east along Fourteen Mile to Dequindre; thence south along Dequindre to Thirteen Mile; thence west along Thirteen Mile to John R Road; thence south along John R Road to Twelve Mile; thence west along Twelve Mile to the Chrysler Expressway; thence north along the Chrysler Expressway to the point of beginning. The voting place shall be at the Madison Heights Active Adult Center located at 260 West Thirteen Mile Road.

Precinct No. 6 shall be the area bounded on the north by Thirteen Mile Road; on the east by Dequindre Road; on the south by Twelve Mile Road; and on the west by John R Road. The voting place shall be at the John Page Middle School located at 29615 Tawas St.

Precinct No. 7 shall be the area bounded as follows: Beginning at the intersection of Twelve Mile Road and Campbell Road; thence north along Campbell Road to the southwest corner of parcel 25-02-101-043 also being the corporation line between the City of Madison Heights and the City of Royal Oak; thence east along the southerly boundary of parcel 25-02-101-043 to the southeast corner of parcel 25-02-101-043 also being the corporation line between the City of Madison Heights and the City of Royal Oak; thence north along the west line of the Mally's Industrial Subdivision No. 2 which is the east boundary line of parcel 25-02-101-043, parcel 25-02-101-059, and parcel 25-02-101-058 also being the corporation line between the City of Madison Heights and the City of Royal Oak to the northeast corner of parcel 25-02-101-058; thence west along the north boundary line of parcel 25-02-101-058 and parcel 25-02-101-052 which is also the corporation line between the City of Madison Heights and the City of Royal Oak to the northwest corner of parcel 25-02-101-052 also being the centerline of Campbell Road; thence north along Campbell Road to Fourteen Mile Road; thence east along Fourteen Mile Road to the Chrysler Expressway; thence south along the Chrysler Expressway to Twelve Mile Road; thence west along Twelve Mile Road to the point of beginning. The voting place shall be at the Madison Heights Active Adult Center located at 260 W. Thirteen Mile Road.



Madison Heights - Voting Precincts

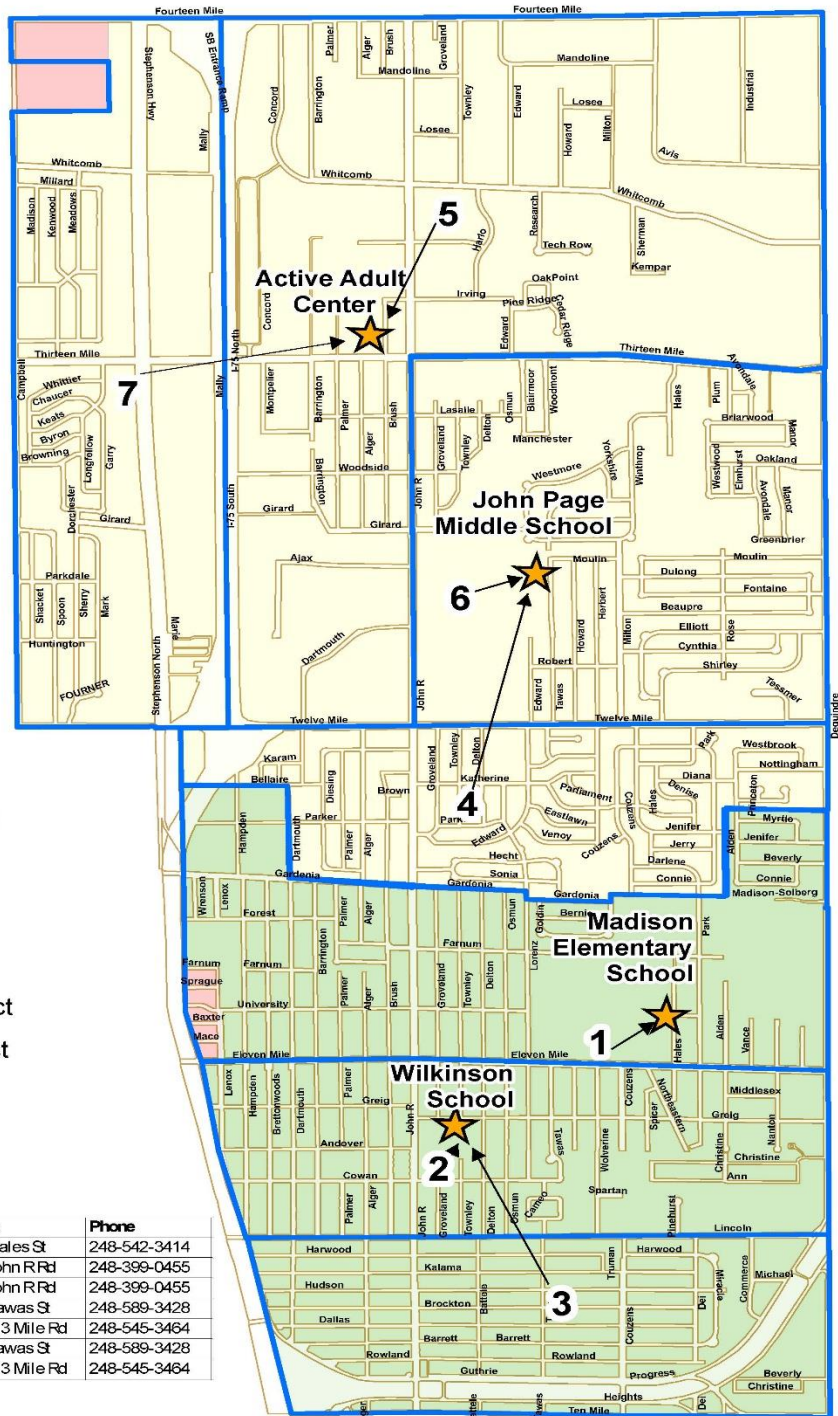
**Effective as of
August 4, 2026**

- Voting Precinct
- ★ Voting Location
- Royal Oak School District
- Lamphere School District
- Madison School District

Voting Precinct	Location	Address	Phone
1	Madison Elementary School	27107 Hales St	248-542-3414
2	Wilkinson School	26524 John R Rd	248-399-0455
3	Wilkinson School	26524 John R Rd	248-399-0455
4	John Page Middle School	29615 Tawas St	248-589-3428
5	Active Adult Center	260 W. 13 Mile Rd	248-545-3464
6	John Page Middle School	29615 Tawas St	248-589-3428
7	Active Adult Center	260 W. 13 Mile Rd	248-545-3464



1 inch = 1,542 feet



Memorandum

To: Election Commission
From: Cheryl E. Rottmann, City Clerk
Date: 7/10/26
Re: Election Commission Designee

The State of Michigan's Bureau of Elections and the Oakland County Election Division recommends that the Election Commission formerly adopt a motion giving the City Clerk the authorization to, on behalf of the Election Commission, conduct all necessary duties pertaining to the election, including preliminary testing of the ballots and appointment of emergency Election Inspectors. I would also like to request that the Deputy Clerk be included in this authorization. As such, I would request that the following motion be made at the Election Commission meeting of July 13, 2026:

Motion by , seconded by , to appoint City Clerk Cheryl Rottmann and Deputy Clerk Phommady Boucher to serve as the Commission's Designees for the August 4, 2026 election to appoint alternate election inspectors in an emergency situation, appoint student inspectors, perform any duties as deemed necessary including conducting early processing and tabulation of absentee ballots by the absentee counting board inspectors and, to conduct the Preliminary Testing in accordance with State law.

Please let me know if you have any questions.

Memorandum

To: Election Commission
From: Cheryl E. Rottmann, City Clerk
Date: 07/10/26
Re: Precinct Workers

I am in the process of finalizing the Precinct Inspector list for the Election Commission. I am still waiting for a few people to call back and confirm their appointments. I will present a list to the Election Commission at the meeting for review and authorization.

Memorandum

To: Election Commission
From: Cheryl E. Rottmann, City Clerk
Date: 10/8/25
Re: Public Accuracy Test – Additional Testing Requirement

In the past, the State of Michigan has required us to test one precinct tabulator at the public test. Due to a change in promulgated rules relating to Michigan Election Law, it is now also required to have a Voter Assist Terminal at the Public Test and conduct a test of this equipment as well. I have this equipment as well as a tabulator for testing at our meeting on July 13th. Attached is the testing procedure for the Voter Assist Terminal for your information as well as a suggested motion. No changes were implemented as it relates to the public test of the precinct tabulator.



Public Accuracy Test for Voter Assist Terminal (VAT)

This document aligns with Michigan Election Law ([MCL 168.794a \(3\)](#)) and related promulgated rules ([R 168.771 to 168.793](#)), which mandate that the applicable board of election commissioners conduct an accuracy test on electronic voting systems as prescribed by the Secretary of State. This document outlines steps that are designed to verify the correct function of the software and hardware, ensure machines accurately record and tabulate votes, and confirm that VATs are working correctly before an election.

There is no change to testing currently done at the Preliminary Accuracy Test.

One VAT must be physically present for the Public Accuracy Test.

Step 1: Program Testing

- Perform program testing for one ballot style.
- Compare the official paper ballot to VAT screen to ensure they match.
 - Initiate a voting session on the VAT.
 - Select Audio/Visual mode.
 - Compare the audio and visual screens to the official ballot.
 - Listen to each office and candidate along with each proposal.
- Print a blank ballot from the VAT.

Step 2: Hardware Testing

- Perform Hardware testing on one VAT at Public Accuracy Test.
 - Test the keypad (ATI) including volume, select, forward, back functions.
 - Test the on-screen buttons, (e.g., Next, Back, Contrast, Size, etc.)
 - Test headphones.

Step 3: Vote Position Testing

- Tabulate the vote position test deck that was generated during Preliminary Accuracy Test for one ballot style.
- Print the zero tape.
- Run the position test deck generated from the VAT.
- Print the totals tape. All results on the tape for each position should be "1".
- Clear the results to allow for testing of regular test deck.

EC-26-. Public Accuracy Testing

Sample motion wording:

Motion by , seconded by, affirming the Public Accuracy Test was held in accordance with MCL 168.778(6) for the August 4, 2026 Election and that the Accuracy Board hereby certifies that notice of this test was published 48 hours prior to the conduct of the test; the container holding the testing materials was sealed with seal number 158791 and Precinct 7 tabulator and Voter Assist Terminal were tested at the Public Accuracy Test using the prepared test decks and that the results agree with the predetermined results of the test decks and the test decks, predetermined results and results of the Public Accuracy Test were secured following the test under the seal number 158792.