AGREEMENT FOR ELECTION SERVICES

BETWEEN ISABELLA COUNTY AND BROOMFIELD, CHIPPEWA 1 & 2, COE 1 & 2, COLDWATER, DEERFIELD 1 & 2, DENVER, FREMONT, GILMORE, ISABELLA, LINCOLN, NOTTAWA, ROLLAND, SHERMAN 1 & 2, VERNON AND WISE TOWNSHIPS

This 9 – Day Isabella County Early Voting Site Agreement (the "Agreement") is made between Isabella County, 200 North Main Street, Mt. Pleasant, MI 48858 and the following townships: Broomfield Township 2889 S. Rolland Rd., Remus, MI 49340, Chippewa Township 11084 E. Pickard Rd., Mt. Pleasant, MI 48858, Coe Township 309 W. Wright Avenue, Shepherd, MI 48883, Coldwater Township 7990 N. Brinton Rd., Lake, MI 48632, Deerfield Township 3032 S. Winn Rd., Mt. Pleasant, MI 48858, Denver Township 7016 E. Beal City Rd., Mt. Pleasant, MI 48858, Fremont Township 2783 W. Blanchard Rd., Winn, MI 48896, Gilmore Township 1998 West Stevenson Lake Rd., Farwell, MI 48622, Isabella Township 3929 E. Rosebush Rd., Rosebush, MI 48878, Lincoln Township 8500 S. Crawford Rd., Shepherd, MI 48883, Nottawa Township 3024 W. Weidman Rd., Weidman, MI 48893, Rolland Township 324 W. Main St., Blanchard, MI 49310, Sherman Township 3550 N. Rolland Rd., Weidman, MI 48893, Vernon Township 4031 E. Stevenson Lake Rd., Clare, MI 48617 and Wise Township 10509 N Loomis Rd, Clare, MI 48617. In this Agreement, the county and each municipality will be represented by their respective clerk in their official capacity.

<u>PURPOSE OF THE AGREEMENT.</u> The county and the municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site.

Name of county	
Isabella County	

Name of municipality	Number of precincts in municipality	Number of registered electors in municipality
BROOMFIELD	1	1556
CHIPPEWA	2	3834
COLDWATER	1	756
COE	2	2409
DEERFIELD	2	2889
DENVER	1	955
FREMONT	1	1129
GILMORE	1	1160
ISABELLA	1	1831
LINCOLN	1	1671

NOTTANA		
NOTTAWA	1	1858
ROLLAND	1	989
SHERMAN	2	2778
VERNON	1	1110
WISE	1	1029
TOTAL VOTERS		25,954

- **1. <u>DEFINITIONS.</u>** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
 - **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
 - 1.2 <u>Coordinator</u> means the individual appointed by the county clerk and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
 - 1.3 <u>Early Voting Plan</u> means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in MCL 168.720a *et seq*. The requirements of an early voting plan are described in MCL 168.720h(3).

1.4 Election Services

Isabella County Clerk, Minde B. Lux along with Chief Deputy Clerk Shelly Nelson and Deputy Clerk Leann Ellis will prepare the election site each morning so that the polling site is set up and ready for the election workers/voters. The County Clerk will be in the polling location assisting the election workers during the day. When the polling location closes, the County Clerk will place the ballots in the proper ballot bag, lock and store them in the room adjacent to the polling room. The County will ensure to prepare the E-Poll Laptops, tabulators and VAT machines. The County will ensure that there is a plain clothed officer in the building at all times for security. The County Clerk will advertise this site on behalf of the townships along with sending out proper notifications to the voters. All precinct kits and materials needed during the day will be provided and ready for the election workers. The County Clerk will be using "ballot on Demand" machines purchased through Election Source and will also be utilizing ballot stock blank paper.

- **1.5** Legislative Body of the Municipality means the city or township council elected or appointed and serving in the municipality.
- **Municipality** means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local

authority, including, but not limited to, their council, Board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.

- **1.7 QVF** means the Qualified Voter File as described in MCL 168.509m.
- **1.8 QVF Controller** means the individual appointed by the county clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.
- 1.9 <u>Site Supervisor</u> means the participating municipal clerk or a member of the county clerk's staff who shall act as supervisor for each day of early voting. The county clerk may appoint a different participating municipal clerk or member of the county clerk's staff to act as a supervisor for different days of early voting.

2. PARTIES TO AN AGREEMENT.

- 2.1 An Agreement may be entered into between one or more municipalities wholly or partially located within the same county and the county clerk of that county.
- A municipality located in multiple counties can only enter into an Agreement with one of the counties in which the municipality is located.

3. **SCOPE OF THE AGREEMENT.**

3.1 The parties must decide among themselves and include in the Agreement the elections to which the Agreement applies. Early voting must be provided for all statewide and federal elections, but parties may extend early voting to non-statewide elections at their discretion.

4. COORDINATOR.

- 4.1 Minde B. Lux, Isabella County Clerk will serve as coordinator of the joint early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.
 - **4.1.1** In the event that that coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.
- 4.2 If the coordinator becomes unavailable for any reason, the role will be filled in one of the following ways, as determined by the parties upon execution of this Agreement:
 - **4.2.1** The county clerk will appoint the new coordinator.
 - 4.2.2 Shelly Nelson, Isabella County Chief Deputy as backup coordinator, would assume the responsibilities of coordinator. If the backup coordinator is unavailable for any reason, the county clerk will appoint the new coordinator.

5. **QVF CONTROLLER.**

5.1 Shelly Nelson, Isabella County Chief Deputy, will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF controller must meet the security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed.

6. APPROVAL OF EARLY VOTING SITES.

- Pursuant to MCL 168.662, the county clerk, after consulting the participating municipal clerks, must submit each early voting site location to the board of county election commissioners for approval. THIS MEETING WAS HELD ON OCTOBER 7TH, 2023 WITH PROBATE JUDGE STUART BLACK AND COUNTY CLERK MINDE B. LUX. EARLY VOTING SITE OF THE 15 MUNICIPILITES WAS APPROVED.
- **6.2** Each early voting site may serve all electors covered by the County Agreement, the electors in specific municipalities, the electors of one municipality, or any combination of these options, as long as each elector in the county is served by one or more early voting sites.

7. APPOINTMENT OF ELECTION INSPECTORS.

- 7.1 The board of county election commissioners is responsible for the appointment of election inspectors.
- 7.2 At least 31 days before each statewide and federal election, the board will appoint for each early voting site at least 3 election inspectors and as many more as, in its opinion, are required for the efficient, speedy, and proper conduct of the election.
- 7.3 The board will further designate one appointed election inspector from each early voting site as chairperson.
- 7.4 The selection of election inspectors will be governed by MCL 168.674.

8. APPROVAL OF EARLY VOTING HOURS.

- 8.1 Prior to the submission of an Agreement or early voting plan, the county clerk and the clerks of the participating municipalities will do all of the following:
 - **8.1.1** For the nine early voting days guaranteed by the Constitution, decide among themselves the hours that early voting will be provided at the approved joint early voting site or sites and include those hours in this Agreement.
 - **8.1.2** For any dates or hours beyond the dates and hours guaranteed by the Constitution, the county clerk may set hours without regard to the

- required hours for early voting on the nine required days of early voting and include those days and hours in this Agreement.
- **8.1.3** Indicate whether the days and hours specified in this Agreement apply to all elections or only to statewide and federal elections.

9. NOTICE OF EARLY VOTING HOURS.

9.1 Not less than 45 days before Election Day, the county clerk and the clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site or sites by posting of the notice on the county and each municipality's website and any other publication or posting the clerk considers advisable.

10. BUDGET AND COST SHARING.

Prior to the submission of an Agreement or early voting plan, the county clerk and the clerks of the participating municipalities will produce a proposal for the early voting budget and cost sharing and chargeback procedures and enter the terms here. Examples of budget, cost-sharing and chargeback procedures are as follows:

All 15 townships will pay an administrative fee of \$2500 per year, per township, each year, even if there are no Federal/State elections that year, to cover the administrative costs to the County of Isabella. The townships will share the costs equally among the participating municipalities for other expenses such as, but not limited to public testing's, programming, newspaper ads, precinct kits, maintenance fees from Election Source, election worker fees, post cards, postage.

11. <u>STAFFING AND SUPERVISION</u>

- 11.1 The coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees a specific early voting site(s).
- The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.
- 11.3 The site supervisors for early voting sites must be listed in the attached Exhibit B.

12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).

- Prior to the submission of the Early Voting Plan, the county clerk and the clerks of the participating municipalities will do all of the following:
 - **12.1.1** Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site.
 - **12.1.2** Determine whether the county or a municipality will provide the tabulators and early voting poll book laptops or other voting equipment.

- **12.2** The board of county election commissioners will be responsible for conducting testing of the electronic voting equipment.
- 12.3 The coordinator will be responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
 - **12.3.1** If the coordinator is not a clerk, the county clerk and the clerks of the participating municipalities must decide among themselves which clerk is responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
- **12.4** Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

13. <u>CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY</u>

- During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j (9) and any instructions issued by the Secretary of State
- 13.2 During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3 At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.

14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS

- 14.1 The board of county election commissioners is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the county clerk.
- 14.2 At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.

15. EXECUTION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.

- **15.1** A county Early Voting Site Agreement must be finalized and signed by the participating county and all municipalities:
 - **15.1.1** No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.
 - **15.1.2** No later than 90 days before a special statewide or federal election.

16. EARLY VOTING PLAN.

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator will be responsible for ensuring an early voting

plan, attached as Exhibit A, is filed with the county clerk of the county in which the municipalities are located.

17. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.

17.1 Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating county and municipalities. This ensure that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

18. <u>DURATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.</u>

- 18.1 This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of the county clerk and each participating municipal clerk.
- 18.2 County and municipalities must agree how long the Agreement will stay in effect and how it will be cancelled, modified, or terminated. An Agreement may provide that the Agreement has no fixed termination date.

19. <u>CANCELLATION, MODIFICATION, AND TERMINATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.</u>

- 19.1 If the county clerk withdraws from the Agreement for any reason, the Agreement will cease to exist and the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 19.2 If the parties terminate Agreement for any reason, the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 19.3 If a party withdraws from the Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided. A party to a municipal Agreement may withdraw from the Agreement by providing at least 30 days' written notice to the other Parties to the Agreement.
- 19.4 A Party may not withdraw from the Agreement during the period beginning 150 days before the first statewide November election in an even numbered year and ending on the completion of the county canvass for the statewide general November election in that even numbered year.

and ending on the completion of the county canvass for the statewide general November election in that even numbered year.

19.5 If the Agreement covers any elections in addition to statewide and federal elections, a Party may not withdraw from the Agreement during the period beginning 150 days before the election covered under the Agreement and ending on the completion of the county canvass for that election.

Minde B. LUX PRINGED NAME OF ISABELLA COUNTY CLERK	SIGNATURE OF ISABELLA COUNTY CLERK	10/25/23 DATE
Heather Justice PRINTED NAME OF BROOMFIELD TOWNSHIP CLERK	SIGNATURE OF BROOMFIELD TOWNSHIP CLERK	10/19/2023 DATE
FRANCES ASh PRINTED NAME OF CHIPPEWA TOWNSHIP CLERK	SIGNATURE OF CHIPPEWA TOWNSHIP CLERK	10-18-23 DATE
Patricia K. Sandel PRINTED NAME OF COE TOWNSHIP CLERK	SIGNATURE OF COE TOWNSHIP CLERK	10-24-23 DATE
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COLDWATER TOWNSHIP CLERK

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Walter Nelson With Nelson DEERFIELD TOWNSHIP CLERK DEERFIELD TOWNSHIP CLERK DATE SIGNATURE OF **DENVER TOWNSHIP CLERK** DENVER TOWNSHIP CLERK DATE FREMONT TOWNSHIP CLERK FREMONT TOWNSHIP CLERK DATE homas 6 6; b. PRINTED NAME OF SIGNATURE OF GILMORE TOWNSHIP CLERK GILMORE TOWNSHIP CLERK DATE PRINTED NAME OF SIGNATURE OF ISABELLA TOWNSHIP CLERK ISABELLA TOWNSHIP CLERK DATE Vanielle Willoughbu PRINTED NAME OF SIGNATURE OF

LINCOLN TOWNSHIP CLERK

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DATE

Heather A. Curtiss 10 18 23 PRINTED NAME OF NOTTAWA TOWNSHIP CLERK **NOTTAWA TOWNSHIP CLERK** DATE **ROLLAND TOWNSHIP CLERK ROLLAND TOWNSHIP CLERK** DATE SIGNATURE OF SHERMAN TOWNSHIP CLERK SHERMAN TOWNSHIP CLERK DATE 10-24-23 SIGNATURE OF **VERNON TOWNSHIP CLERK VERNON TOWNSHIP CLERK** DATE Doris Methner PRINTED NAME OF SIGNATURE OF WISE TOWNSHIP CLERK WISE TOWNSHIP CLERK DATE

EXHIBIT A: Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the County Agreement, is filed with the county clerk of the county.

Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating county and municipalities. This ensure that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

Plan Coverage: County Agreement

Coordinator of County Agreement:

Name of Coordinator	Position	Email Address	Phone Number
MINDE B. LUX	COUNTY CLERK	mlux@isabellacounty.org	989-772-0911 ext.
			1205

County:

Name of county	Clerk of County
ISABELLA COUNTY	MINDE B. LUX

Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
BROOMFIELD	HEATHER JUSTICE	1	1556

Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in	Number of registered
		municipality	electors in municipality
CHIPPEWA	FRAN ASH	2	3834

Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
COLDWATER	KIM FLAUGHER	1	756

Municipality 4:

Name of municipality	Clerk of municipality		Number of registered
		municipality	electors in municipality
COE	PATRICIA SANDEL	2	2409

Municipality 5:

Name of municipality	Clerk of municipality	Number of precincts in	Number of registered
	18.17	municipality	electors in municipality
DEERFIELD	WALTER NELSON	2	2889

Municipality 6:

Name of municipality	Clerk of municipality	Number of precincts in	Number of registered
		municipality	electors in municipality
DENVER	TAMMY PROUT	1	955

Municipality 7:

Name of municipality	Clerk of municipality	Number of precincts in	Number of registered
		municipality	electors in municipality
FREMONT	JOHN	1	1129
	SCHIMMELMANN		

Municipality 8:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
GILMORE	TOM GIBBS	1	1160

Municipality 9:

Name of municipality	Clerk of municipality	Number of precincts in	Number of registered
		municipality	electors in municipality
ISABELLA	KRISTIN DERBY	1	1831

Municipality 10:

Name of municipality	Clerk of municipality	Number of precincts in	Number of registered
		municipality	electors in municipality
LINCOLN	DANIELLE	1	1671
	WILLOUGHBY		

Municipality 11:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
NOTTAWA	HEATHER CURTISS	1	1858

Municipality 12:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
ROLLAND	MARY ELLEN BUTLER	1	989

Municipality 13:

Name of municipality	Clerk of municipality	-	Number of registered electors in municipality
SHERMAN	DENISE LIVERMORE	2	2778

Municipality 14:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
VERNON	LOREN COLE	1	1110

Municipality 15:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
WISE	DORIS METHNER	1	1029

Early Voting Location Information:

	Forhunating site #1
Location of site	Early voting site #1
	200 North Main St., Mt. Pleasant, MI 48858
Municipalities served at site	The terms him will be basic and are into (2) and a particular to the control of t
served at site	The townships will be broken down into (3) polling PRECINCTS divided into each
	tabulator according to the number of voters the townships serve. The following
	will be at each of the (3) polling PRECINCTS.
	Tabulator (1): CHIPPEWA 1&2, ISABELLA, GILMORE, COLDWATER & VERNON =
	8691 VOTERS
	Tabulator (2): DEERFIELD 1&2, NOTTAWA, LINCOLN, FREMONT & WISE = 8576
	VOTERS
	Tabulator (3): SHERMAN 1&2, COE 1&2, BROOMFIELD, DENVER & ROLLAND =
	8687 VOTERS
Number of Election	12 Total
Workers at site	4 Workers per polling site
Is this an EV site for	YES
all 9 days of	
Constitutionally-	
required early	
voting? (Y/N)	
Hours for 9 days of	8:00 A.M. – 4:00 P.M.
Constitutionally-	
required early voting	
How many (if any)	0
additional days of	
early voting will be	
provided at this site? Hours for any	
additional days of	0
early voting	
Is this site ADA	YES
compliant?	
In selecting this site,	YES
did you take into	
account expected	
turnout, population	
density, public	
transportation,	
accessibility, travel	
time, travel patterns,	
and any other	
relevant	
considerations?	

Early Voting Equipment Information:

AL L	Early voting site #1
Number of	3 – The site will be broken down into (3) polling PRECINCTS divided into each
tabulators at site	tabulator according to the number of voters the townships serve. The following
	will be at each of the (3) polling PRECINCTS.
	Tabulator (1): CHIPPEWA 1&2, ISABELLA, GILMORE, COLDWATER & VERNON =
	8691 VOTERS
	Tabulator (2): DEERFIELD 1&2, NOTTAWA, LINCOLN, FREMONT & WISE = 8576
	VOTERS
	Tabulator (3): SHERMAN 1&2, COE 1&2, BROOMFIELD, DENVER & ROLLAND = 8687 VOTERS
Municipality	ISABELLA COUNTY THROUGH GRANT FUNDING
responsible for	
providing tabulators	
Number of early	3 - The site will be broken down into (3) polling PRECINCTS divided into each
voting poll book	tabulator according to the number of voters the townships serve. The following
laptops	will be at each of the (3) polling PRECINCTS.
	Poll Book (1): CHIPPEWA 1&2, ISABELLA, GILMORE, COLDWATER & VERNON =
	8691 VOTERS
	Poll Book (2): DEERFIELD 1&2, NOTTAWA, LINCOLN, FREMONT & WISE = 8576
	VOTERS
	Poll Book (3): SHERMAN 1&2, COE 1&2, BROOMFIELD, DENVER & ROLLAND =
	8687 VOTERS
Municipality	ISABELLA COUNTY THROUGH GRANT FUNDING
responsible for	
providing early	
voting poll book	
laptops	
Clerk responsible for	ISABELLA COUNTY CLERK
taking necessary	
steps to set up the	
early voting poll	
carry voting pon	

Describe the communication strategy for informing electors of their opportunity for early voting:

This location will be advertised on the following: County Website, Township Websites, Facebook, local paper, post cards to voters. We will have signs located at the 9-Day Early Voting location so that the site is easy to find.

EXHIBIT B: SITE SUPERVISORS

Early Voting Site Supervisors:

	Supervisor at Early voting site #1	
Early Voting Day 1	Township Clerk & Election Workers	
Early Voting Day 2	Township Clerk & Election Workers	
Early Voting Day 3	Township Clerk & Election Workers	
Early Voting Day 4	Township Clerk & Election Workers	
Early Voting Day 5	Township Clerk & Election Workers	
Early Voting Day 6	Township Clerk & Election Workers	
Early Voting Day 7	Township Clerk & Election Workers	
Early Voting Day 8	Township Clerk & Election Workers	
Early Voting Day 9	Township Clerk & Election Workers	