

**AGREEMENT FOR ELECTION SERVICES
 BETWEEN HOUGHTON COUNTY CLERK, JENNIFER KELLY AND THE TOWNSHIP
 CLERKS OF ADAMS, CALUMET, CHASSELL, DUNCAN, ELM RIVER, FRANKLIN,
 HANCOCK, LAIRD, OSCEOLA, PORTAGE, QUINCY, SCHOOLCRAFT, STANTON,
 TORCH LAKE AND THE CITY CLERKS OF HANCOCK AND HOUGHTON**

This County Early Voting Site Agreement (the “Agreement”) is made between Houghton County, and the Township and City Clerks in Houghton County. In this Agreement, the County and each municipality will be represented by their respective Clerk in their official capacity. **This Agreement will be in place for the Primary Election in August 2024 and the General Election in November 2024.**

PURPOSE OF THE AGREEMENT. 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: Houghton County

Name of municipality	Number of precincts in municipality	Number of registered electors in municipality	Percent of Fee Responsible
Adams Township	1	2057	8
Calumet Township	4	5348	18
Chassell Township	1	1657	6
Duncan Township	2	193	1
Elm River Township	1	198	1
Franklin Township	2	1190	4
Hancock Township	1	426	2
Laird Township	1	418	2
Osceola Township	3	1539	5
Portage Township	2	2682	10
Quincy Township	1	245	1
Schoolcraft Township	1	1681	6
Stanton Township	2	1299	4
Torch Lake Township	2	1681	6
City of Hancock	3	3266	13
City of Houghton	2	2800	13
TOTAL		26,682	

- DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:

- 1.1 **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 **Coordinator** 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 **Early Voting Plan** 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** encompasses the following individual Election Services provided by the County or either municipality's Elections Division, if applicable:
 - Election Source/Dominion**
- 1.5 **Legislative Body of the Municipality** means the city or township council elected or appointed and serving in the municipality.
- 1.6 **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.
The local municipalities wish to have Jennifer Kelly, County Clerk, be the QVF Controller.
- 1.9 **Site Supervisor** 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 This Agreement is entered into between the municipalities listed above and the Houghton County Clerk.

3. SCOPE OF THE AGREEMENT.

- 3.1 This Agreement applies to the 9 Days of Early Voting for all statewide and federal elections that will be held at the Houghton City Center.
There will be no Early Voting Center/site for any Special Elections.

4. COORDINATOR.

- 4.1.1 **Jennifer Kelly, 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.

4.1.2 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 **Renee Cunningham, Chief Deputy Clerk, 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 **Jennifer Kelly 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.

6.1 Pursuant to MCL 168.662, the County Clerk, after consulting the participating municipal Clerks, must submit each early voting site location to the Houghton County Election Commission Board for approval.

6.2 The early voting site will serve all electors covered by the County Agreement.

7. APPOINTMENT OF ELECTION INSPECTORS.

7.1 The Board of County Election Commission is responsible for the appointment of election inspectors for the 9-day early voting.

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.

The County Clerk and clerks of the participating municipalities chose the hours of **8:00 am to 4:00 pm for the 9 days of early voting for statewide and federal elections only.**

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's and each municipality's website and any other publication or posting the clerk considers advisable.

10. BUDGET AND COST SHARING.

10.1 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:

10.1.1 Designate the County as the party responsible for requesting and dispensing all funds related to early voting. **The County has a fund set up and the County will receive and send out all monies for the Early Voting Center and bill the State or the Cities and Townships accordingly.**

10.1.2 Make each municipality responsible for the fraction of costs corresponding to the fraction of registered voters in the Qualified Voter File for each municipality's jurisdiction. **Each Municipality shall be responsible for the fraction of costs corresponding to the fraction of registered voters in the Qualified Voter File for each municipality's jurisdiction. The breakdown is on the first page of this Agreement.**

10.1.3 Share the costs equally among the participating municipalities.

10.1.4 An alternate cost-sharing option agreed upon by the clerks of the participating municipalities and the county.

Mileage:

The local clerks agree to pay mileage at the \$.67 rate for the Site Supervisor and Renee Cunningham.

Public Accuracy Testing:

The workers will be paid \$16.00 per hour for working at the Public Accuracy Testing.

11. STAFFING AND SUPERVISION

- 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).
- 11.2 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.

**** Renee Cunningham will close the Early Voting Center on Election night.**

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

- 12.1 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. There will be 4 tabulators, 1 laptop, and 1 VAT in 2024.
 - 12.1.2 Determine whether the County or a municipality will provide the tabulators and early voting poll book laptops or other voting equipment. **The County applied and received the voting equipment in 2023/2024. Any other expenses not covered by the previous Grant, will be the responsibility of the Cities and Townships in Houghton County.**
- 12.2 The Board of County Election Commission 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 the early voting poll book laptop.
- 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. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY

- 13.1 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.

- 14. 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.

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

- 15.1 The Board of County Election commission 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.

15.2 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.

16. EXECUTION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.

16.1 A County Early Voting Site Agreement must be finalized and signed by the participating County and all municipalities:

16.1.1 No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.

16.1.2 No later than 90 days before a special statewide or federal election.

17. **EARLY VOTING PLAN.** No later than 120 days before the first Statewide or Federal election in each even numbered year, the Houghton County Clerk is responsible for ensuring the Countywide Early Voting Plan is submitted to the Secretary of State.

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

18.1 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.

19. DURATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.

19.1 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.

19.2 County and municipalities agree the Agreement will stay in effect until the parties agree to terminate, cancel or modify the Agreement.

20. CANCELLATION, MODIFICATION, AND TERMINATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.

20.1 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.

20.2 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.

20.3 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.

20.4 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.

20.5 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.

JENNIFER KELLY HOUGHTON COUNTY CLERK	_____ Signature of County Clerk	_____ Date
DEBBIE PINDRAL ADAMS TWP CLERK	_____ Signature Township Clerk	_____ Date
ROBIN HICKS CALUMET TWP CLERK	_____ Signature of Township Clerk	_____ Date
LYNN GIERKE CHASSELL TWP CLERK	_____ Signature Township Clerk	_____ Date
KATHY ALLEN DUNCAN TWP CLERK	_____ Signature of Township Clerk	_____ Date
SHERRI BRANDT ELM RIVER TWP CLERK	_____ Signature Township Clerk	_____ Date
TARA DULONG FRANKLIN TWP CLERK	_____ Signature of Township Clerk	_____ Date
AMY JO MAKI HANCOCK TWP CLERK	_____ Signature Township Clerk	_____ Date
ROBIN HENRY LAIRD TWP CLERK	_____ Signature of Township Clerk	_____ Date
CHRISTA GARDNER OSCEOLA TWP CLERK	_____ Signature Township Clerk	_____ Date

AMY SKEWES
PORTAGE TWP CLERK

Signature of Township Clerk

Date

BETH HELMINEN
QUINCY TWP CLERK

Signature Township Clerk

Date

BETTY ANTILLA
SCHOOLCRAFT TWP CLERK

Signature of Township Clerk

Date

KARA HEINONEN
STANTON TWP CLERK

Signature Township Clerk

Date

LOU AMBUEHL
TORCH LAKE TWP CLERK

Signature of Township Clerk

Date

LINDA KALINEC
HANCOCK CITY CLERK

Signature City Clerk

Date

ANN VOLLRATH
HOUGHTON CITY CLERK

Signature of City 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
JENNIFER KELLY	COORDINATOR	countyclerk@houghtoncounty.net	906-482-1150

County:

Name of county	Clerk of County
HOUGHTON	JENNIFER KELLY

Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Adams Township	Debbie Pindral	1	2057

Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Calumet Township	Robin Hicks	4	5348

Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Chassell Township	Lynn Gierke	1	1657

Municipality 4:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Duncan Township	Kathy Allen	2	193

Municipality 5:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Elm River Township	Sherry Brandt	1	198

Municipality 6:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Franklin Township	Tara Dulong	2	1190

Municipality 7:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Hancock Township	Amy Jo Maki	1	426

Municipality 8:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Laird Township	Robin Henry	1	418

Municipality 9:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Osceola Township	Christa Gardner	3	1539

Municipality 10:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Portage Township	Amy Skewes	2	2682

Municipality 11:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Quincy Township	Beth Helminen	1	245

Municipality 12:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Schoolcraft Township	Betty Antilla	1	1681

Municipality 13:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Stanton Township	Kara Heinonen	2	1299

Municipality 14:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Torch Lake Township	Lou Ambuehl	2	1681

Municipality 15:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Hancock	Linda Kalinec	3	3266

Municipality 16:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Houghton	Ann Vollrath	2	2800

Early Voting Location Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Location of site	Houghton City Center	NONE AT THIS TIME	NONE AT THIS TIME
Municipalities served at site	16	N/A	N/A
Number of Election Workers at site	9	N/A	N/A

Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	YES		
Hours for 9 days of Constitutionally-required early voting	8 AM-4 PM		
How many (if any) additional days of early voting will be provided at this site?	0		
Hours for any additional days of early voting	0		
Is this site ADA compliant?	YES		
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	YES		

Early Voting Equipment Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Number of tabulators at site	3		
Municipality financially responsible for providing tabulators	16-ALL		
Number of early voting poll book laptops	3		
Municipality financially responsible for providing early voting poll book laptops	16-ALL		
Clerk responsible for taking necessary steps to set up the early voting poll book laptops	JENNIFER KELLY		

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

CITY, COUNTY AND TOWNSHIP WEBSITES

NOTIFY NEW VOTERS BY MAIL-PROVIDE NEW VOTER ID CARDS-RESPONSIBILITY OF CITY/TOWNSHIP CLERKS

EXHIBIT B: SITE SUPERVISORS

Early Voting Site Supervisors:

	Supervisor at Early voting site #1	Supervisor at Early voting site #2	Supervisor at Early voting site #3
Early Voting Day 1	Deb Pindral/Robin Hicks		
Early Voting Day 2	Lynn Gierke/Linda Kalinec		
Early Voting Day 3	Ann Vollrath/Sherri Brandt		
Early Voting Day 4	Elizabeth Aho/Amy Jo Maki		
Early Voting Day 5	Robin Henry/Christa Gardner		
Early Voting Day 6	Amy Skewes/Beth Helminen		
Early Voting Day 7	Betty Antila/Kara Heinonen		
Early Voting Day 8	Renee Cunningham/Jennifer Kelly		
Early Voting Day 9	Lou Ambuehl/Jennifer Kelly		

**Site Supervisor's days may be changed. The Coordinator, Jennifer Kelly, will work with the local municipality Clerks to make any changes with the Supervisor position at the Early Voting Site(s).