

AGENDA

BLISSFIELD TOWNSHIP SPECIAL BOARD MEETING

LENAWEE COUNTY EARLY VOTING AGREEMENT

BLISSFIELD, MI 49228

AUGUST 24, 2023

9:00 AM

MEETING CALLED TO ORDER

APPROVAL OF AGENDA

NEW BUSINESS

 Lenawee County Early Voting Agreement

ADJOURN

AGREEMENT FOR ELECTION SERVICES
BETWEEN LENAWEE COUNTY AND BLISSFIELD TOWNSHIP

This County Early Voting Site Agreement (the "Agreement") is made between Lenawee County, 301 N. Main St., Adrian, MI 49221, and Blissfield Township, 120 S. Lane St., Blissfield, MI 49228. In this Agreement, the county and each municipality will be represented by their respective clerk in their official capacity.

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
Lenawee County

Name of municipality	Number of precincts in municipality	Number of registered electors in
Blissfield Township	2	municipality

1. **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:
 - Purchase of election equipment and precinct supplies.
 - Create a County Early Voting Plan that incorporates each of the plans received and filed from each municipality and forward to the state by the required deadline before each State and Federal election.
 - Plan for and prepare any Early Voting precinct location to meet the required standards according to best practice and election law.
 - Configure early voting within the election geography and duty lists of the Qualified Voter File (QVF) for each municipality and precinct in the County.

- Coordinate the additional training of election inspectors for early voting precincts as they have unique differences compared to election day precincts.
- Schedule and prepare for at least one County Election Commission meeting to appoint inspectors for the County Early Voting Precinct before each required election.
- Coordinate communications and scheduling among appointed inspectors and municipal clerks for the required nine days of early voting.
- Perform additional election programming responsibilities on the County's Election Management System due to the complexities of an early voting precinct and the additional equipment/devices required.
- Conduct preliminary testing on all early voting equipment including tabulators, voter assist terminals, ballot-on-demand print solutions, and electronic poll book laptops.
- Coordinate and conduct logic and accuracy testing on early voting tabulator(s) at an open public accuracy meeting of the County Election Commission.
- Provide oversight and technical support to the early voting precinct operating in the county during each of the 9 days, including weekends, to ensure proper procedures are being followed and security measures are implemented.
- Take all necessary steps to secure the electronic voting equipment, ballot containers, blank ballots, and other election materials after the close of early voting each day until the opening of early voting on the following day.
- Oversee the closing of the Early Voting election site after the polls close on Election Night.
- Keep track of service agreements and preventative maintenance schedules for additional county-owned election equipment required for early voting.
- Preparing and printing additional reserve ballots for each ballot style offered in an early voting site as a backup in case of power or equipment failure.
- Track all costs associated with early voting and facilitate reimbursement requests from the State of Michigan and local municipalities.
- Budget for anticipated costs associated with these responsibilities.

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.
- 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 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.
- 2.2 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 **Michelle Bates** 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 [Insert backup coordinator name] 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 **Michelle Bates** 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 board of county election commissioners for approval.
 - 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'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.
- 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.
- 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.

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.

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.
 - 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. 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.

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.**

16.1 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. **DURATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**

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

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.
- 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.

_____	_____	_____
Printed name of County Clerk	Signature of County Clerk	Date
_____	_____	_____
Printed name of Clerk	Signature of Clerk	Date

Lenawee Countywide Early Voting Plan

No later than 110 days before the first statewide or federal election in each even-numbered year, each county clerk is responsible for ensuring the following is submitted to the Secretary of State:

- This Countywide Early Voting Plan;
- A copy of any Early Voting Plans submitted by single municipalities in the county;
- A copy of any Early voting Plans submitted by municipal coordinators in the county;
- A copy of the county Early Voting Plan, if the county is entering into a County Agreement with any municipalities.

County Information:

Name of county	Clerk of county	Email address	Phone number	Participating in county agreement (Y/N)
Lenawee	Roxann Holloway	roxann.holloway@lenawee.mi.us	517-264-4594	Yes

Parties to County Agreement

Name of municipality	Clerk of municipality	Clerk's email address	Clerk's phone number
Adrian City	Christy Low	clow@adrianmi.gov	517-264-4866
Hudson City	Jeaniene McClellan	clerk@ci.hudson.mi.us	517-448-8983
Morenci City	Brad Moran	brad.moran@cityofmorenci.org	517-458-6828
Tecumseh City	Tonya Miller	tmiller@tecumseh.mi.us	517-423-2107
Adrian Twp	Rob Hosken	rhosken@adriantownship.com	517-263-7920
Blissfield Twp	Diann Paul-Warner	blisstwpcerk@gmail.com	517-486-2626
Cambridge Twp	Rick Richardson	rick@cambridgetownship.net	517-467-2104
Clinton Twp	Joann Steffens	clerk@twpofclinton.com	517-456-6701
Deerfield Twp	Shirley Soldwish	deerfieldlenawee@gmail.com	517-447-3000
Dover Twp	Amber Swander	dovertownship@outlook.com	517-673-3211
Fairfield Twp	Debra Keller	fairfieldtownshipclerk.mi@gmail.com	517-436-6400
Franklin Twp	Susan Whitehead	sue@franklintownship.net	517-431-2320
Hudson Twp	Marcy Griffin	hudsontwpclerk@tc3net.com	517-270-4070
Macon Twp	Julia Marshall	macontwpclerk@hotmail.com	517-451-8074
Madison Twp	Janet Moden	clerk@madisontwp.com	517-263-9313
Medina Twp	Valerie Sword	medinaclerk@gmail.com	517-286-6879
Ogden Twp	Ashley Vandenbusche	ogdenclerk@ogdentel.net	517-443-5409
Palmyra Twp	Christine Whited	palmyratownshipclerk@gmail.com	517-260-8628
Raisin Twp	Susan Bunch	clerk@raisintownship.com	517-423-3162
Ridgeway Twp	Lora Feldkamp	ridgewaytwpclerk@gmail.com	517-451-4111
Riga Twp	Natalie Thompson	rigaclerk@gmail.com	419-260-6203

Rollin Twp	Denice Combs	rollintownship@comcast.net	517-547-7786
Rome Twp	Robin Robertson	rometownshipclerk@gmail.com	517-605-5163
Seneca Twp	Allison Ott	clerkofseneca@gmail.com	517-458-7801
Tecumseh Twp	Rita Roth	tecumsehtwpclerk@gmail.com	517-423-2284
Woodstock Twp	Chari Cure	woodstocktownshipclerk@gmail.com	517-547-6598

Describe the process the county, each municipal coordinator in the county, and each municipality that is not party to a municipal or county agreement, will use to ensure the Secretary of State has the information necessary to include the LOCATION, DAYS, and HOURS of each early voting site on the Department of State's website:

Plan Coverage: County Agreement

Coordinator of County Agreement:

Name of	Position	Email Address	Phone Number
Michelle Bates	Lenawee County Election Coordinator	michelle.bates@lenawee.mi.us	517-264-4771

County:

Name of county	Clerk of County
Lenawee County	Roxann Holloway

Municipality	Clerk	Precincts	Reg. Voter #
Adrian City	Christy Low	6	14,915
Hudson City	Jeaniene McClellan	1	1,608
Morenci City	Brad Moran	1	1,873
Tecumseh City	Tonya Miller	4	7,258
Adrian Twp	Rob Hosken	2	5,384
Blissfield Twp	Diann Paul-Warner	2	3,218
Cambridge Twp	Rick Richardson	3	5,005
Clinton Twp	Joann Steffens	2	3,068
Deerfield Twp	Shirley Soldwish	1	1,254
Dover Twp	Amber Swander	1	1,422
Fairfield Twp	Debra Keller	1	1,347
Franklin Twp	Susan Whitehead	1	2,707
Hudson Twp	Marcy Griffin	1	1,275
Macon Twp	Julia Marshall	1	1,146
Madison Twp	Janet Moden	3	5,287
Medina Twp	Valerie Sword	1	949
Ogden Twp	Ashley Vandenbusche	1	804
Palmyra Twp	Christine Whited	1	1,752
Raisin Twp	Susan Bunch	3	6,620
Ridgeway Twp	Lora Feldkamp	1	1,239
Riga Twp	Natalie Thompson	1	1,148
Rollin Twp	Denice Combs	1	2,760
Rome Twp	Robin Robertson	1	1,532
Seneca Twp	Allison Ott	1	880
Tecumseh Twp	Rita Roth	1	1,861
Woodstock Twp	Chari Cure	1	3,314

Early Voting Location Information:

	Early voting site #1
Location of site	Lenawee County Human Service Building
Municipalities served at the site	26
Number of Election Workers at the site	8-10
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	9 AM - 5 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
Number of tabulators at site	2 with 1 back-up
Municipality responsible for providing tabulators	0
Number of early voting poll book laptops	2
Municipality responsible for providing early voting poll book laptops	0
Clerk responsible for taking necessary steps to set up the early voting poll book laptops	Lenawee County Election Coordinator and Site Supervisor

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

All registered voters will be notified through USPS mail as required. Additional steps to inform the community will be made through publication in local newspapers, the county website, the county social media page, and local radio media.

Early Voting Site Supervisors:

	Supervisor at Early Voting site
Early Voting Day 1	Lenawee County Election Clerk
Early Voting Day 2	Lenawee County Election Clerk
Early Voting Day 3	Lenawee County Election Clerk
Early Voting Day 4	Lenawee County Election Clerk
Early Voting Day 5	Lenawee County Election Clerk
Early Voting Day 6	Lenawee County Election Clerk
Early Voting Day 7	Lenawee County Election Clerk
Early Voting Day 8	Lenawee County Election Clerk
Early Voting Day 9	Lenawee County Election Clerk

I certify that, with the exception of the electors residing in the municipalities listed above, whose municipal clerk did not submit an early voting plan, the electors of each municipality in the county of Lenawee County are served by one or more early voting sites.

Roxann Holloway

Date

Early In-Person Voting Cost Summary

	Option C
Implementation Cost - 1st election	\$80,971
Ongoing Cost per Election - 2nd election	\$23,396
Ongoing Cost per Election - 3rd election	\$23,396
Additional Annual Cost - year 1	\$3,425
Additional Annual Cost - year 2	\$3,425
Total Cost for 2 years of Early In-Person Voting Cost of 2 Years of Early In-Person Voting Per Local Unit	\$134,613

See attachment C

	Cost for Option C
Adrian City	\$25,215
Hudson City	\$2,718
Morenci City	\$3,166
Tecumseh City	\$12,270
Adrian Twp	\$9,102
Blissfield Twp	\$5,440
Cambridge Twp	\$8,461
Clinton Twp	\$5,187
Deerfield Twp	\$2,120
Dover Twp	\$2,404
Fairfield Twp	\$2,277
Franklin Twp	\$4,576
Hudson Twp	\$2,155
Macon Twp	\$1,937
Madison Twp	\$8,938
Medina Twp	\$1,604
Ogden Twp	\$1,359
Palmyra Twp	\$2,962
Raisin Twp	\$11,192
Ridgeway Twp	\$2,095
Riga Twp	\$1,941
Rollin Twp	\$4,666
Rome Twp	\$2,590
Seneca Twp	\$1,488
Tecumseh Twp	\$3,146
Woodstock Twp	\$5,603
	\$134,613

Early In-Person Voting - Cost of Option C - Local Units Partner with County

FEB 2024 ELECTION

Option C is based on the County operating 1 early in-person voting site that serves approximately 80,000 voters.

1 County

Voting Site	Notes
Poll workers	The cost per poll worker is estimated at \$20/hr with each working 10 hours per day. The minimum number of poll workers per site per day is estimated at 8 - 10. <i>(This is pending the number of tabulators)</i> The hourly rate is based on survey data collected from local unit clerks in Lenawee County.
Poll workers	\$14,400
Receiving Board	Estimate based on \$20/hr, estimating 4 hrs on election day close with needing a minimum of 2 board members (1 Republican and 1 Democrat). Legislation prohibits early voting site to be closed until after 8pm on election night.
Training of poll workers	Based on training 50 poll workers who are paid \$20/hr for ea. training. The state requires recertification every 2 years. This training will be specific for early voting only.
Meals for poll workers	\$1,944 Estimate of \$21.60/person/ per day utilizing local box lunch service. Delivery included.
Administration/coordination staff	Implementing/Facilitating this site and all additional requirements will require current staff to work more TBD hours including weekends. Legislation requires each plan to include an Early Voting Coordinator
Overtime pay for existing staff/Early Voting Coordinator	Legislation requires each plan to include a site supervisor. The County would utilize a trained election employee at 20.57 per hour for an estimated 10HR/per E.V. days (9) and an additional 4HR on election night.
Site Supervisor staff person	\$2,100
Polling places	
Polling place rental/cleaning	\$0 The current plan is HSB.
Network connectivity	\$0 This will impact the sites that can be used for elections.
Equipment	
Ballot tabulators & ADA devices	\$33,638 The average cost is \$6,000 for a ballot tabulator and \$5,212.50 for an ADA device. It is estimated that we will require 3 new ballot tabulators and new ADA devices.
Print on demand device	\$10,425 The average cost is \$5,212.50 for a print-on-demand device package
Electronic poll books	\$1,000 The cost per electronic poll book is \$500. We are estimating the need of 2 poll books.
Scanners	\$400 The estimated cost is \$200 per scanner used to swipe/scan driver's licenses. One scanner is required for each voter registration laptop and electronic poll book.
Precinct kits	\$42 A precinct kit that includes envelopes, seals, etc. is \$42. Each polling site will require 1 precinct kit.
Ballots	TBD Printed ballots and ballot on demand printer
Ballot instructions/secretary sleeve	\$258 The cost per sleeve and ballot marking instructions is \$47.50/pk of 10 with 50 sleeves needed.
Equipment (continued)	
Voting booths	\$6,135 The cost per booth is \$409 with 15 booths needed.

Early In-Person Voting - Cost of Option C - Local Units Partner with County
FEB 2024 ELECTION

ICX Printers	\$2,445	Each ICX will need a printer \$815
Security cage for voting equipment	\$1,855	A security cage is needed to store equipment overnight. The county would also be required to secure and retain election materials for retention periods. The cost per cage is \$1855
Ballot container and bags	\$1,440	The cost per ballot container is \$150 with 6 needed. The cost per bag is \$20 with a minimum of 27 ballot bags.
Delivery trailer for equipment	\$0	County will contact maintenance department
1 voted stickers	\$250	Estimated at \$5.00 per roll of 1000 stickers with 50 rolls
Miscellaneous	\$2,500	Misc. precinct supplies
Storage space - new equipment	\$0	New equipment will be stored in a locked cage in a locked storage area at a county location.
Cost of Implementation for Early In-Person Voting	\$80,971	

Early In-Person Voting - Cost of Option C - Local Units Partner with County
AUG 2024

Option C is based on the County operating 1 early in-person voting site that serves approximately 80,000 voters.

1 County

Voting Site	Notes
Poll workers	The cost per poll worker is estimated at \$20/hr with each working 10 hours per day. The minimum number of poll workers per site per day is estimated at 8 - 10. (This is pending the number of tabulators) The hourly rate is based on survey data collected from local unit clerks in Lenawee County.
Poll workers	\$14,400
Receiving Board	Estimate based on \$20/hr, estimating 4 hrs on election day close with needing a minimum of 2 board members (1 Republican and 1 Democrat). Legislation prohibits early voting site to be closed until after 8pm on election night.
Receiving Board	\$160
Training of poll workers	Based on training 50 poll workers who are paid \$20/hr for ea. training. The training cost could be less when utilizing local units already certified poll workers. The state requires recertification every 2 years.
Training of poll workers	\$2,000
Meals for poll workers	Estimate of \$40/person/ per meal (2 meals) with a minimum of 10 workers.
Meals for poll workers	\$1,944
Administration/coordination staff	Implementing/Facilitating this site and all additional requirements will require current staff to work more hours including weekends. Legislation requires each plan to include an Early Voting Coordinator
Overtime pay for existing staff/Early Voting Coordinator	TBD
Site Supervisor staff person	Legislation requires each plan to include a site supervisor. Legislation requires each plan to include a site supervisor. The County would utilize a trained election employee at 20.57 per hour for an estimated 10HR/per E.V. days (9) and an additional 4HR on election night.
Site Supervisor staff person	\$2,100
Polling places	
Polling place rental/cleaning	The current plan is HSB.
Polling place rental/cleaning	\$0
Network connectivity	TBD This will impact the sites that can be used for elections.
Network connectivity	TBD
Equipment	
Precinct kits	\$42 A precinct kit that includes envelopes, seals, etc. is \$42. Each polling site will require 1 precinct kit.
Precinct kits	\$42
Ballots	TBD Printed ballots and ballot on demand printer
Ballots	TBD
Delivery trailer for equipment	\$0 County will contact maintenance department
Delivery trailer for equipment	\$0
I voted stickers	Estimated at \$5.00 per roll of 1000 stickers with 50 rolls
I voted stickers	\$250
Miscellaneous	Misc. precinct supplies
Miscellaneous	\$2,500
Storage space - new equipment	\$0 New equipment will be stored in a locked cage in a locked storage area at a county location.
Storage space - new equipment	\$0

Cost of Ongoing for Early In-Person Voting \$23,396

Early In-Person Voting - Cost of Option C - Local Units Partner with County

NOV 2024

Option C is based on the County operating 1 early in-person voting site that serves approximately 80,000 voters.

	1 County	Voting Site	Notes
Poll workers			The cost per poll worker is estimated at \$20/hr with each working 10 hours per day. The minimum number of poll workers per site per day is estimated at 8 - 10. (This is pending the number of tabulators) The hourly rate is based on survey data collected from local unit clerks in Lenawee County.
Poll workers	\$14,400		
Receiving Board	\$160		Estimate based on \$20/hr, estimating 4 hrs on election day close with needing a minimum of 2 board members (1 Republican and 1 Democrat). Legislation prohibits early voting site to be closed until after 8pm on election night.
Training of poll workers	\$2,000		Based on training 50 poll workers who are paid \$20/hr for ea. training. The training cost could be less when utilizing local units already certified poll workers. The state requires recertification every 2 years.
Meals for poll workers	\$1,944		Estimate of \$40/person/ per meal (2 meals) with a minimum of 10 workers.
Administration/coordination staff			
Overtime pay for existing staff/Early Voting Coordinator	TBD		Implementing/Facilitating this site and all additional requirements will require current staff to work more hours including weekends. Legislation requires each plan to include an Early Voting Coordinator
Site Supervisor staff person	\$2,100		Legislation requires each plan to include a site supervisor. Legislation requires each plan to include a site supervisor. The County would utilize a trained election employee at 20.57 per hour for an estimated 10HR/per E.V. days (9) and an additional 4HR on election night.
Polling places			
Polling place rental/cleaning	\$0		The current plan is HSB.
Network connectivity	TBD		This will impact the sites that can be used for elections.
Equipment			
Precinct kits	\$42		A precinct kit that includes envelopes, seals, etc. is \$42. Each polling site will require 1 precinct kit.
Ballots	TBD		Printed ballots and ballot on demand printer
Delivery trailer for equipment	\$0		County will contact maintenance department
Unvoted stickers	\$250		Estimated at \$5.00 per roll of 1000 stickers with 50 rolls
Miscellaneous	\$2,500		Misc. precinct supplies
Storage space - new equipment	\$0		New equipment will be stored in a locked cage in a locked storage area at a county location.
Cost of Ongoing for Early In-Person Voting	\$23,396		

Option C is based on the County operating 1 early in-person voting site that serves approximately 80,000 voters.

Annual Cost	Year 1	1 County Voting Site	Notes
Administration/coordination staff			
Election Coordinator/Staff		TBD	
Equipment			
Maintenance for ballot tabulators	\$3,000		The annual maintenance cost is \$500 for ballot tabulator and ADA device.
Maintenance for print on demand device	\$425		The annual maintenance cost is \$425 for each print-on-demand device.

Cost of Ongoing for Early In-Person Voting \$3,425

Annual Cost	Year 2	1 County Voting Site	Notes
Administration/coordination staff			
Election Coordinator/Staff		TBD	
Site Supervisor		TBD	
Equipment			
Maintenance for ballot tabulators	\$3,000		The annual maintenance cost is \$500 for ballot tabulator and ADA device.
Maintenance for print on demand device	\$425		The annual maintenance cost is \$425 for each print-on-demand device.

Cost of Ongoing for Early In-Person Voting \$3,425

Attachment C - Options for Option C

	Registered Voters	% of Total	Cost for Option C
Adrian City	14,915	18.73%	\$25,215
Hudson City	1,608	2.02%	\$2,718
Morenci City	1,873	2.35%	\$3,166
Tecumseh City	7,258	9.12%	\$12,270
Adrian Twp	5,384	6.76%	\$9,102
Blissfield Twp	3,218	4.04%	\$5,440
Cambridge Twp	5,005	6.29%	\$8,461
Clinton Twp	3,068	3.85%	\$5,187
Deerfield Twp	1,254	1.57%	\$2,120
Dover Twp	1,422	1.79%	\$2,404
Fairfield Twp	1,347	1.69%	\$2,277
Franklin Twp	2,707	3.40%	\$4,576
Hudson Twp	1,275	1.60%	\$2,155
Macon Twp	1,146	1.44%	\$1,937
Madison Twp	5,287	6.64%	\$8,938
Medina Twp	949	1.19%	\$1,604
Ogden Twp	804	1.01%	\$1,359
Palmyra Twp	1,752	2.20%	\$2,962
Raisin Twp	6,620	8.31%	\$11,192
Ridgeway Twp	1,239	1.56%	\$2,095
Riga Twp	1,148	1.44%	\$1,941
Rollin Twp	2,760	3.47%	\$4,666
Rome Twp	1,532	1.92%	\$2,590
Seneca Twp	880	1.11%	\$1,488
Tecumseh Twp	1,861	2.34%	\$3,146
Woodstock Twp	3,314	4.16%	\$5,603
		100.00%	
County Total	79,626		134,613

Attachment for Budget Procedure – Cost Share

Section 10.1

The attached cost-share breakdown represents an estimated cost for a single County site, with all jurisdictions participating. The amounts do not account for funding/grants that may be received. The amount that jurisdictions will be responsible for will be invoiced after funding is disbursed and elections are conducted. The Lenawee County Clerk–Election Department will apply for funding for the implementation and execution of early voting as required under the Michigan Constitution and in accordance with Public Acts 81-88 of 2023. As required by the budget bill, funding will be “expended for incentive grants to counties to coordinate the implementation of early voting by local governments within their jurisdiction in the most efficient way possible.” Accordingly, the grants will be distributed to counties largely based on population and expected early voting turnout.

Counties and locals must collaborate to ensure the grant application captures the needs of **all** jurisdictions in the county. Funding for early voting sites in a county may be capped at one site per two jurisdictions, absent good reason to deviate from that number.

In order to be eligible for funding, county clerks must complete and submit the application, along with the County plan by September 8, 2023.

Based on the materials requested in an application, the Michigan Department of State (MDOS) and BOE will determine the most efficient way to provide funding. The following methods of funding may be utilized depending on the situation:

- The approved materials will be ordered by the county clerk or local clerk and billed to BOE (this method will likely be used for tabulators and VATs)
- A grant amount will be approved for the county, specifying the approved materials; the county clerk or local clerk will purchase the approved materials; the county clerk will submit the reimbursement request to BOE; BOE will transmit the grant amount to the county clerk (this will likely be used for staffing support reimbursement)
- The approved materials will be ordered through the BOE similar to the drop box procurement (this will likely be used for early voting poll books)
- A grant amount will be approved and transmitted to the county, specifying the approved materials, and the county will either pay for the approved materials using that grant amount or transmit it to the requesting municipality within the county to pay for the approved materials

Average election cost is \$ 8,000 - ~~12,000~~ per election.

Printing ballots -
postage - envelopes - etc...
programming cards -
supplies for elections -
testing materials

9 days of early voting

- June 19 purchased
1. new tabulator - April 2020 recd, \$5,295.00
 2. new VAT machine \$5,212.50
 3. new Pace Book - \$1,000

4 workers - 9 days 8-5
8 hours - x 11.00 per hour
\$88.00 x 6 workers = \$528.00
minimum

\$528.00 per day x 9

per election:

x 3 = \$14,256.00

\$4,752.00 for help -
= minimum =

they have to come back
to class on Tuesday night
extra fee -