



# Georgetown Charter Township

1515 Baldwin St., Jenison, MI 49428

Finance Committee Meeting Agenda

August 7, 2023, 8:15 a.m.

1. Call To Order
2. Roll Call
3. Approval Of The Minutes Of The Previous Meeting
  - 3.I. June 17, 2023 Finance Committee Minutes

Documents:

[FC230717MINUTES.PDF](#)

4. Communications, Letters And Reports
5. Georgetown Harmony Homes- Gaming Request

Motion: To approve Georgetown Harmony Homes to be recognized as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses.

Documents:

[HARMONY COMMUNITIES- GAMING LICENSE.PDF](#)

6. Nine Days Of Early Voting Agreement To Partner With Ottawa County

Motion: To recommend to the Township Board to approve the Agreement for Early Voting Administrative Services with The Ottawa County Clerk/Register of Deeds Office.

Documents:

[TOWNSHIP-AGREEMENT FOR EARLY VOTING SERVICES \(2024-2025\).PDF](#)  
[EXHIBIT A PROP 2 - 2 YEAR COST - 4 SITES - WITH 80-20 SPLIT.PDF](#)

7. Draft Budget Discussion
8. Public Comments
9. Other Business
10. Adjournment



**MINUTES OF THE GEORGETOWN TOWNSHIP FINANCE COMMITTEE MEETING  
HELD MONDAY, JULY 17, 2023**

**PUBLIC NOTICE  
NOTICE TO ALL RESIDENTS OF GEORGETOWN CHARTER TOWNSHIP  
AND OTHER INTERESTED PERSONS**

NOTICE IS HEREBY GIVEN that the Georgetown Township Finance Committee will hold a meeting on Monday, July 17, 2023 at the **rescheduled time of 4:00 p.m.**, at the Georgetown Township Office, 1515 Baldwin Street, Jenison, Michigan.

Ryan Kidd, Clerk  
Georgetown Charter Township  
Posted: July 11, 2022 at 3:30 p.m.

The meeting was called to order at 4:02 p.m.

Present: Jim Wierenga, Ryan Kidd and Michael Bosch, members; Rob Blichok, Superintendent, and Justin Stadt, Assistant Superintendent  
Absent: None

**#230717-01 - Finance Committee Minutes of the Previous Meeting**

Moved by Ryan Kidd, seconded by Michael Bosch, to approve the minutes of the [June 5, 2023](#) Finance Committee meeting.

MOTION CARRIED UNANIMOUSLY.

**#230717-02 – 2023 Budget Review**

Review of the 2023 Budget with the actual Budget Report took place.

**[Budget to Actual Report 2023](#)**

Discussion took place.

**#230717-03 – Bank CD’s Discussion – Grand River Bank**

Discussion of Bank CD’s with Grand River Bank took place. ([CD Information](#))

Further discussion took place. The committee will look at rates and penalties before the next CD matures.

**#230717-04 – Goals Discussion**

Tax Decrease of .25 mills.  
Inflation/Pay for employees.  
Focus on Township Communication Efforts.  
Mid-Year Budget Review.

**#230717-05 – Millage for 2024**

Moved by Michael Bosch, seconded by Ryan Kidd, to recommend to the Township Board to approve the reduction of the township millage rate from 2.25 to 2.0 mills for the 2024 tax year.

Yeas: Michael Bosch, Ryan Kidd

Nays: Jim Wierenga

MOTION CARRIED.

**#230717-06 – Communications, Letters and Reports**

No items were presented for review.

**#230717-07 – Public Comments**

No members of the public were present, and no public comments were made.

**#230717-08 – Other Business**

A discussion on various topics took place.

**#230717-09 – Adjournment**

Moved by Ryan Kidd, seconded by Michael Bosch, to adjourn the meeting at 4:49 a.m.

MOTION CARRIED UNANIMOUSLY.



GRETCHEN WHITMER  
GOVERNOR

State of Michigan  
Bureau of State Lottery  
101 E. Hillsdale • P.O. BOX 30023 • Lansing, Michigan 48909  
www.michigan.gov/cg • (517) 335-5780 • FAX (517) 267-2285



BRIAN NEILL  
COMMISSIONER

July 24, 2023

Organization ID: 141950

Mike Smith  
Georgetown Harmony Homes  
PO Box 845  
Jenison, MI 49429



Dear Mike Smith:

We have received documentation to qualify your organization as a Local Civic organization to conduct licensed gaming events as allowed by Act 382 of the Public Acts of 1972, as amended.

We are pleased to inform you that your Large Raffle license, R71128, is enclosed. **However, additional qualification information must be submitted to this office before any additional licenses will be issued.**

No further licenses will be issued until you complete the qualification process, please submit the following information:

1. A copy of a resolution passed by the local government stating the organization is a recognized nonprofit organization in the community; form enclosed.
2. A written statement defining your membership criteria, if any. The charitable gaming rules require the licensed gaming event chairperson(s) be a bona fide member for 6 months. If you do not have general membership criteria, your chairperson(s) must be members of your board of directors.

Please enclose a copy of this letter with the requested information and mail, fax to 517/267-2285, or email to CG-Additional-Info@michigan.gov. Be sure to include your organization ID number 141950 on all correspondence submitted to our office.

We look forward to working with you in the future. If you have any questions or need further assistance, please contact us at 517/335-5780.

Sincerely,

Charitable Gaming Division



Charitable Gaming Division  
 Box 30023, Lansing, MI 48909  
 OVERNIGHT DELIVERY:  
 101 E. Hillsdale, Lansing MI 48933  
 (517) 335-5780  
 www.michigan.gov/cg

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**  
 (Required by MCL 432.103(K)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from \_\_\_\_\_ of \_\_\_\_\_,  
NAME OF ORGANIZATION CITY

county of \_\_\_\_\_, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_.  
APPROVAL/DISAPPROVAL

**APPROVAL**

**DISAPPROVAL**

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_.  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.  
 PENALTY: Possible denial of application.  
 BSL-CG-1153(R6/09)



STATE OF MICHIGAN  
BUREAU OF STATE LOTTERY  
LANSING

GRETCHEN WHITMER  
GOVERNOR

BRIAN O. NEILL  
COMMISSIONER

Dear Licensee,

We have received and processed your recent application for a charitable gaming license. We are pleased to inform you that your issued license is enclosed. The issuance of this license and your acceptance imparts certain responsibilities to your organization as the licensee.

As the licensee, you must ensure compliance with public policy of the State of Michigan, and any other local, state, federal law, or regulation contained within the Michigan Administrative Code, R432.21103. Issuance of a license by the Bureau of State Lottery is discretionary but is not a legal determination.

Please contact our office at (517) 335-5780 with any questions. We wish you well in your fundraising efforts.

Sincerely,

Charitable Gaming Division

*The Michigan Lottery supports K-12 public education.*

101 E. HILLSDALE • P.O. BOX 30023 • LANSING, MICHIGAN 48909  
www.michiganlottery.com • (517) 335-5600









Charitable Gaming Division  
 P.O. Box 30023  
 Lansing, MI 48909  
[www.michigan.gov/cg](http://www.michigan.gov/cg)

### RAFFLE FINANCIAL STATEMENT

This statement must be filed by the 10th day of the month following the final drawing  
 PLEASE PRINT OR TYPE IN BLUE OR BLACK INK

Organization Name <b>GEORGETOWN HARMONY HOMES</b>		Date of Final Drawing <b>08/18/23</b>	Organization ID Number <b>141950</b>
Mailing Address <b>PO BOX 845</b>	City <b>JENISON</b>	ZIP Code <b>49429</b>	License Number <b>R71128</b>

*Include only revenue and expenses directly related to the licensed gaming event*

FINANCIAL INFORMATION	<b>Revenue:</b>		
	1. Ticket Sales	.00	
	2. Donated Prizes (retail value)	.00	
	3. Total Revenue (add lines 1 & 2)		.00
	<b>Expenses:</b>		
	4. Prizes (cash and purchased)	.00	
	5. Prizes Donated (same as line 2)	.00	
	6. Ticket Seller Incentive Prizes (if any)	.00	
	7. Total Prizes (add lines 4,5 & 6)		.00
	8. Worker Compensation	.00	
	9. License Fee	.00	
	10. Advertising	.00	
	11. Ticket Printing	.00	
12. Other Expenses	.00		
13. Total Expenses (add lines 7 - 12)		.00	
<b>Net Profit / Loss</b> (subtract line 13 from line 3)		.00	

INFORMATION	In addition to raffle tickets, were charity game tickets sold at the licensed gaming event? If yes, a separate financial statement must be filed. You can print a Charity Game Ticket Financial Statement, by visiting our web site at <a href="http://www.michigan.gov/cg">www.michigan.gov/cg</a> or call (517) 335-5780 to have one mailed.		
	As the <b>principal officer</b> for the organization, I hereby certify that the information on this financial statement is true, correct, and complete to the best of my knowledge; that the proceeds from the licensed gaming event are used in accordance with Section 9 of Act 382 of the Public Acts of 1972, as amended (Act); and that the licensed gaming event was conducted in accordance with the Act and the rules and directives of the Michigan Bureau of State Lottery.		
	Signature of Principal Officer	Title	Date
	Internal Revenue Service		(877) 829-5500
	Financial Questions		(517) 335-7953
License Status and Forms (Visit our web site at <a href="http://www.michigan.gov/cg">www.michigan.gov/cg</a> )		(517) 335-5780	
FAX (Retain the original financial statement for your records)		(517) 267-2285	
Email		<a href="mailto:cg-additional-info@michigan.gov">cg-additional-info@michigan.gov</a>	

**PLEASE MAKE A COPY OF THE COMPLETED FINANCIAL STATEMENT FOR YOUR RECORDS**



COMPLETION: Required.  
 PENALTY: Failure to submit this form will prevent the issuance of future licenses.

**MICHIGAN**



**LOTTERY**

License Number R71128

Organization ID 141950

STATE OF MICHIGAN  
BUREAU OF STATE LOTTERY  
CHARITABLE GAMING DIVISION  
**LARGE RAFFLE LICENSE**

is hereby issued to

GEORGETOWN HARMONY HOMES

to conduct a raffle at

GLENEAGLE GOLF COURSE  
6150 14TH AVE  
HUDSONVILLE, MI 49426

in accordance with Act 382 of the Public Acts of 1972, as amended, charitable gaming rules, terms of probation, directives of the bureau, public policy of the State of Michigan, and any other local, state, and federal laws and regulations.

08/18/23 08:00 AM - 02:00 PM

Authorized Date and Time

*Brian Neill*

Brian Neill, Commissioner

This license is the property of the State of Michigan and must be prominently displayed at the location where the raffle is conducted and is valid only on the date and time authorized.

## AGREEMENT FOR EARLY VOTING ADMINISTRATIVE SERVICES

This Agreement is made as of \_\_\_\_\_, 2023, by the City of \_\_\_\_\_/\_\_\_\_\_ Township, a Michigan municipal corporation, \_\_\_\_\_ (“the City/Township”) and the County of Ottawa, a Michigan municipal corporation, 12220 Fillmore St., West Olive, MI 49460 (“Ottawa County”), with reference to the following facts and circumstances:

- A. City/Township, pursuant to the Michigan Constitution, Article II § 4 (1)(m), has the power and is required to conduct at least nine (9) consecutive days of early voting in person for each statewide and federal election beginning on the second Saturday before the election and ending on the Sunday before the election, for at least eight (8) hours each day.
- B. Article II § 4 (1)(m) of the Michigan Constitution, provides that a jurisdiction conducting an election may enter into an agreement with the clerk of the county in which it is located, authorizing the county clerk to conduct early voting for the jurisdiction.
- C. The City/Township has requested that the Ottawa County Clerk provide assistance in conducting early voting (as described and defined in this Agreement) and has agreed to reimburse Ottawa County for these services as provided for in this Agreement.
- D. Ottawa County is willing to assist the City/Township by providing the requested early voting services under the terms and conditions of this Agreement.

NOW, THEREFORE in consideration of the mutual promises and representations, set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the City/Township and Ottawa County agree as follows:

1. **General Agreement:** Ottawa County, through the Ottawa County Clerk/Register’s Office (“County Clerk”) agrees to conduct and administer four (4) early voting sites with assistance from, and in consultation with, the City/Township in conjunction with those additional cities and townships that enter into an Agreement for Early Voting Administrative Services with Ottawa County. The early voting sites will be administered by the County Clerk, or designated representative, who will organize, approve, and monitor the administrative requirements of early voting. Ottawa County agrees to perform the following services through its employees, and to provide the materials set forth herein:

- A. **Scope of Service** – The County Clerk, through its designated representative, agrees to administer, according to the constitution and laws of the State of Michigan, four (4) early voting sites, for each statewide and federal election for the City/Township and the other jurisdictions within Ottawa County which are parties to this Agreement, starting October 1, 2023, and concluding its services December 31, 2025.
- B. **The Jurisdictions (“Jurisdictions”) that may enter such early voting agreements with Ottawa County are:** Allendale Charter Township; Blendon Township; Chester Township; City of Coopersville; Crockery Township; City of Ferrysburg; City of Grand Haven; Grand Haven Charter Township; Georgetown Charter Township; Holland Charter Township; City of Holland; City of Hudsonville; Jamestown Charter Township; Olive Township; Park Township; Polkton Charter Township; Port Sheldon Township; Robinson Township; Spring Lake Township; Tallmadge Charter Township; Wright Township; Zeeland Charter Township; City of Zeeland; Ottawa County.
- C. **The Number of Precincts in each Jurisdiction are:** Allendale Charter Township (5), Blendon (3), Chester (1), City of Coopersville (2), Crockery (2), City of Ferrysburg (1), City of Grand Haven (4), Grand Haven Charter Township (7), Georgetown Township (17), Holland Charter Township (12), City of Holland (15), City of Hudsonville (3), Jamestown Charter Township (4), Olive Township (2), Park Township (8), Polkton Township (1), Port Sheldon Township (2), Robinson Township (3), Spring Lake township (6), Tallmadge Township (3), Wright Township (1), Zeeland Charter Township (4), City of Zeeland (4).
- D. **Early Voting Coordinator** – The County Clerk agrees to provide an early voting coordinator (“Election Logistics Specialist”) who will organize and monitor the administrative requirements of early voting throughout Ottawa County. The Election Logistics Specialist will be an Ottawa County employee, and Ottawa County shall pay all wages, salaries, fringe benefits, workers’ compensation insurance, unemployment compensation, and tax and social security withholdings, within the guidelines and policies of Ottawa County and the County Clerk.

The Election Logistics Specialist position will, at all times, be staffed by an individual who is certified, qualified and trained in accordance with all administrative requirements of early voting, and is deputized as a deputy county clerk.

It is understood that the Election Logistics Specialist will present a quarterly activity report to the City/Township Clerk as requested, and that the City/Township Clerk will have regular opportunities to request information regarding early voting issues and concerns through the County Clerk’s

office by contacting the Elections Supervisor, the Chief Deputy County Clerk, or the County Clerk.

- E. **Early Voting Sites** – The County Clerk, by way of the Election Logistics Specialist, will administer four (4) early voting sites for each federal or statewide election. The four (4) early voting sites will serve those jurisdictions within Ottawa County that enter into an Agreement for Early Voting Administrative Services with Ottawa County (“Participating Jurisdictions” whose clerks will be referred to as “Participating Jurisdictional clerks”).

The early voting regions will be strategically placed throughout the county based on expected turnout, population density, public transportation, accessibility, travel time, and averages of registered voters within a thirty (30) mile radius of Participating Jurisdictions. Additionally, once a region has been established, Ottawa County will take into account the size, location, rental availability for the nine (9) consecutive days of early voting, and the cost of potential venues that may be utilized.

After an early voting site venue is chosen, the County Clerk shall submit each early voting site location to the Ottawa County Board of Election Commissioners for approval. The voting site locations shall be finalized no later than sixty (60) days before the applicable election day.

- F. **Early Voting Hours** – All early voting sites will be open for the required nine (9) consecutive days, beginning on the second Saturday before a statewide or federal election and ending on the Sunday before a statewide federal election. Each site must be open for at least eight (8) hours each day. The following hours will be kept for each early voting site:

Saturday – 7:00 AM-3:00 PM;  
Sunday – 7:00 AM-3:00 PM;  
Monday – 7:00 AM-3:00 PM;  
Tuesday – 11:00 AM-7:00 PM;  
Wednesday – 7:00 AM-3:00 PM;  
Thursday – 11:00 AM-7:00 PM;  
Friday – 7:00 AM-3:00 PM;  
Saturday – 7:00 AM-3:00 PM;  
Sunday – 7:00 AM-3:00 PM.

The County Clerk will not approve any additional days or hours of early voting; however, each Participating Jurisdictional clerk has the right to offer early voting on additional days and at their own set hours outside what is described above.

- G. **Communication Strategy** – A communication strategy will be launched to promote, motivate, encourage, and build confidence with local voters

regarding participation in early voting. The detailed provisions of the communication strategy will keep the public informed as to early voting site locations, the hours of early voting, education on how early voting is conducted, and may include publications, press releases, brochures, billboards, radio spots, social media posts and ads, newsletters, and/or postcards.

The County Clerk will be responsible for providing notice, no later than forty-five (45) days before the applicable election, specifying the location of the approved early voting sites and the hours of operation of the early voting sites for each day early voting is offered, to each registered elector entitled to vote at these early voting sites. The County Clerk must provide notice by mail or other method designed to provide actual notice to each registered elector.

If there is a change to an early voting site, the County Clerk will be responsible for providing notice, no later than twenty-one (21) days before the first day of early voting as to the new early voting site, to each registered elector by mail or other method designed to provide actual notice to the registered elector. In addition, the County Clerk, or designated staff, must post a sign indicating the new early voting site at the location of the former early voting site.

- H. **Early Voting Budget** – Ottawa County through its Strategic Impact Department and with the assistance of the Participating Jurisdictional clerks, developed an early voting cost summary which is addressed in and attached as **Exhibit A** of this Agreement.

At the beginning of this Agreement and annually thereafter, Ottawa County shall provide a projected cost of providing the service for the contract year within the guidelines of Ottawa County's total budget. The parties acknowledge that the costs set forth in Ottawa County's projections are only estimates. Ottawa County reserves the right to modify the estimates to reflect changes in cost or those incurred if any of the Participating Jurisdictions withdraw from the Agreement in accordance with Section 1 O of this Agreement, and the City/Township agrees to modify its payments after notification of the County's changes. The county will attempt to keep billings as close to original projections as is practicable given the overall County Clerk's budget, Ottawa County's staffing policies and activities, and cost demands. The parties may agree to adjustments in the number of full-time equivalent employees ("FTEs") or partial FTEs subject to this Agreement at any time by modifying **Exhibit A** of this Agreement. Approval of such changes may occur administratively (i.e. in writing signed by the County Clerk and all Participating Jurisdictional clerks), as long as the legislative bodies of each Participating Jurisdiction are advised in writing.

- I. **Equipment and Supplies** – The County Clerk is responsible for purchasing all equipment and supplies needed for the administration of early voting per this Agreement and will maintain and secure the equipment for future use at the Fillmore Complex, 12220 Fillmore Street, West Olive, MI 49460.

The County Clerk will purchase sixteen (16) tabulators, twelve (12) voter assist terminals, twelve (12) print on demand devices, and twelve (12) electronic poll books to be divided between the four (4) early voting sites as indicated in **Exhibit A**. All ongoing maintenance costs for the tabulators, voter assist terminals and print on demand devices will be 50% covered by Ottawa County in accordance with current maintenance contracts, and the remainder 50% divided by the Participating Jurisdictions in accordance with their share of total registered voter percentages of such Participating Jurisdictions.

- J. **Testing of Voting Equipment** – In keeping with Ottawa County’s current processes, the County Clerk, or designated representative, will continue to program all electronic voting equipment no later than forty-five (45) days before each applicable election day. In addition, the County Clerk will continue to conduct all public logic and accuracy testing of every electronic voting device within Ottawa County no later than five (5) days before the start of early voting in accordance with State of Michigan requirements.

Each of the jurisdictions that are party to this Agreement will be responsible to purchase and supply all precinct test ballots for the public logic and accuracy testing of election equipment used throughout the duration of early voting per this Agreement. All test ballots must be delivered to the County Clerk at least one (1) day before the public logic and accuracy testing is intended to take place for the early voting sites. Upon completion of the public logic and accuracy testing, the County Clerk will be responsible for maintaining and securing the ballots and tapes during the requisite retention period.

- K. **Electronic Poll Book** - The County Clerk, or designated jurisdictional clerk, will download the electronic poll book software from the qualified voter file software throughout the duration of early voting.

- L. **Early Voting Staffing** – The County Clerk, with the assistance and recruitment of the Participating Jurisdictional clerks, will staff each of the early voting sites with trained election inspectors<sup>1</sup> and troubleshooters. All election inspectors and troubleshooters for each location will be appointed and notified at least thirty-one (31) days and not more than fifty (50) days before each statewide and federal election subject to this Agreement. All election inspectors and troubleshooters utilized throughout early voting will

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<sup>1</sup> The minimum number of trained election inspectors per site per day is estimated in Exhibit A but may be modified and adjusted by the County Clerk based on needs and communicated in writing to the Participating Jurisdictional clerks.



be Ottawa County employees, and Ottawa County shall pay all hourly rates within the guidelines and policies of Ottawa County and the County Clerk.

Additionally, each early voting site will staff a minimum of one (1) jurisdictional clerk, appointed by the County Clerk in accordance with State of Michigan legislation, to act as supervisor for each day of early voting. Each Participating Jurisdictional clerk will submit their availability to act as supervisor for the duration of early voting to the County Clerk six (6) weeks prior to the second Saturday before the applicable election. The County Clerk, based on these availabilities, will appoint at a minimum four (4) Participating Jurisdictional clerks daily to supervise and operate the early voting sites in the same manner as the Participating Jurisdictional clerk does for an election day polling place. The Participating Jurisdictional clerks chosen for that day may delegate the supervisor's responsibilities to a member of the Participating Jurisdictional clerk's staff. If the Participating Jurisdictional clerk or staff cannot be available to act as supervisor, the County Clerk, or designated staff, may act as supervisor. The Participating Jurisdictional clerks will be notified of the appointments four (4) weeks prior to the second Saturday before the election. All appointed Participating Jurisdictional clerks shall be considered as acting only in furtherance of their own Participating Jurisdiction's governmental interests and shall not be considered employees of Ottawa County for purposes of this Agreement and will not be paid by Ottawa County for services rendered during their early voting appointments.

In addition, one (1) early voting coordinator (Election Logistics Specialist) and one (1) part-time temporary Ottawa County employee will monitor and help administer early voting by traveling to each site as necessary. Hart Support will also be available for any outstanding technical needs.

- M. **Receiving Board** – The County Clerk, with the assistance of the Participating Jurisdictional clerks, will appoint twelve (12) election inspectors to canvass the early vote returns on election day and report early voting results to the County Clerk. Each early voting site will have three (3) election inspectors (“receiving board”) dedicated to receiving the early vote returns for Ottawa County. The receiving boards will arrive at Ottawa County, 12220 Fillmore St., West Olive, MI 49460, by 7:15 PM on the applicable election day to process end of election day procedures at 8:00 PM.
- N. **Paper poll books** – The County Clerk, in consultation with the Participating Jurisdictional clerks, will select the configuration set or sets of tabulators and early voting poll books no later than ninety (90) days before an election subject to this Agreement.
- O. **Process for Withdrawing from Agreement** – Ottawa County or the City/Township may withdraw from this Agreement by providing at least thirty

(30) days' written notice to the other. Any Participating Jurisdiction withdrawing from the Agreement must send written notice of its withdrawal to the following parties: the County Clerk, Corporate Counsel of Ottawa County at 12220 Fillmore Street Room 130, West Olive, MI 49464, and any other Participating Jurisdiction that has entered an existing Agreement for Early Voting Administrative Services with Ottawa County. If Ottawa County withdraws from this Agreement, written notice of its withdrawal shall be sent to the City/Township and all other Participating Jurisdictions that have entered an existing Agreement for Early Voting Administrative Services with Ottawa County. The City/Township and Ottawa County agree that they may not withdraw from this Agreement during the period beginning one-hundred fifty (150) days before the first statewide general November election in an even numbered year and ending on the completion of the county canvass for that statewide general November election in that even numbered year.

Upon receiving written notice of withdrawal, and if the thirty (30) day notice described above has been met, the County Clerk will send the City/Township an approval letter acknowledging the withdrawal, with simultaneous copies to all other parties to the Agreement. The Agreement will expire thirty (30) days from the date of delivery of the notice of withdrawal if all deadlines are satisfied. If the withdrawal falls within the one-hundred fifty (150) days before the statewide general November election in an even numbered year and before the completion of the county canvass for that statewide general November election in that even numbered year, the County Clerk will send the jurisdiction a letter rejecting the termination of the Agreement; the jurisdiction then will continue to perform all responsibilities as outlined in this Agreement.

- P. **Process to Notify the Secretary of State** - The County Clerk, or designated representative, will submit the early voting plan as described in this Agreement, and any amendments to that early voting plan as described in one or more amendments to this Agreement, to the Michigan Secretary of State no later than one-hundred ten (110) days before the first statewide or federal election in an even numbered year.
2. **Responsibilities of the City/Township:** The City/Township is responsible for paying its portion of Ottawa County's actual compensation for the services and equipment estimated in **Exhibit A**. Ottawa County will bill the City/Township on an annual basis according to **Exhibit A**, and the City/Township will pay Ottawa County within thirty (30) days following its receipt of the invoice.
  3. **County Expenses:** The City/Township is also responsible to pay Ottawa County on a monthly basis for reimbursable expenses in a not-to-exceed annual amount of \$1,500. All expenses will be billed to the City/Township in such detail and/or with sufficient supporting documentation, as may be reasonably required by the City/Township. Reimbursable expenses are the City/Township's proportional share of office supplies, printing, publishing,

postage, mileage and other costs agreed to prior to invoicing of the City/Township.

4. **Independent Contractor:** At all times and for all purposes under this Agreement, the relationship of Ottawa County and the City/Township shall be that of independent contractors. All employees of Ottawa County who perform services under this Agreement shall be and remain employees of Ottawa County and provided with worker's compensation insurance coverage by Ottawa County. They shall be subject to the discipline, supervision, direction, policies, and control of Ottawa County and the County Clerk. All employees or agents of the City/Township who perform services under this Agreement shall be and remain employees or agents of the City/Township, subject to the discipline, supervision, direction, policies and control of the City/Township.
5. **Indemnification and Hold Harmless:** Each party to this Agreement shall defend, indemnify and hold the other parties, and their officers, employees, agents, and assigns, harmless from claims and any liability which arise out of and/or are the result of an alleged error, mistake, negligence, or intentional act or omission of the indemnifying party, its officers, employees, agents, and assigns.
6. **Insurance:** The City/Township will include Ottawa County, the Ottawa County and its officers, employees, agents, and assigns as additional named insureds on a policy of liability insurance. The required insurance policy shall have commercial general liability policy limits of not less than \$1,000,000. Ottawa County will include the City/Township and its officers, employees, agents, and assigns as additional named insureds on a policy of liability insurance or in its Memorandum of Coverage from the Ottawa County, Michigan Insurance Authority. The required insurance policy or coverage will have commercial general liability policy limits of not less than \$1,000,000. Written proof of the existence of such insurances will be supplied by the City/Township and Ottawa County to each other as of effective date of this Agreement, and at such times during the term thereafter, as Ottawa County or the City/Township may reasonably require per this agreement.
7. **Term of Agreement:** The effective date of this Agreement shall be October 1, 2023. This Agreement shall continue in effect from the effective date through December 31, 2025. This Agreement may be renewed thereafter for one (1) additional two (2) year term, by mutual written agreement of the parties, entered into no later than one hundred twenty-five (125) days before the first regularly scheduled statewide or federal election in 2026.
8. **Miscellaneous:**
  - A. **Section Headings.** The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect of the language in those sections.

- B. **Severability.** If any one (1) or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions of this Agreement. Any such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, which shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
- C. **Entire Agreement and Amendment.** In conjunction with matters covered by this Agreement, the Agreement contains the entire understanding and agreement of the parties. There have been no promises, representations, agreements, warranties, or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth in this Agreement. The parties acknowledge that terms within this Agreement may be altered, amended or modified as a result of impending legislation, but only by an instrument in writing, executed by the parties to this Agreement. Each party to this Agreement waives its future right to claim or assert that this Agreement has been modified, canceled, superseded, or changed by any oral agreement, course of conduct, waiver, or estoppel.

The Election Logistics Specialist, in developing the early voting plan, shall submit addendums to this Agreement, listing any of the above terms that may change due to subsequent legislation, all site locations that are approved by Ottawa County Board of Election Commissioners, and any cost adjustments incurred as a result of any additional costs or any Participating Jurisdiction withdrawing from the Agreement.

- D. **Successors and Assigns.** All representations, covenants, and warranties set forth in the Agreement, by or on behalf of or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of any or all such parties, and their successors and assigns.
- E. **Terms and Conditions.** The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against any party considered to be the drafter of this Agreement.
- F. **Execution of Counterparts.** This Agreement may be executed in any number of counterparts; all such counterparts shall for all purposes be deemed to be an original. All such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one (1) and the same instrument.

In witness whereof the parties have executed this Agreement as of the indicated date (s).

City of \_\_\_\_\_ / \_\_\_\_\_ Township:

By: \_\_\_\_\_

Its: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

COUNTY OF OTTAWA:

By: \_\_\_\_\_

Joe Moss, Chairperson

Its: Board of Commissioners

By: \_\_\_\_\_

Justin F. Roebuck

Its: County Clerk/Register of Deeds

Dated: \_\_\_\_\_

# Early In-Person Voting Cost Summary

Implementation Cost - first election	\$86,637
Ongoing Cost per Election - second election	\$49,605
Ongoing Cost per Election - third election	\$49,605
Additional Costs - year 1	\$226,582
Additional Costs - year 2	\$47,040
<b>Total Local Unit Cost for 2 Years of Early In-Person Voting:</b>	<b>\$459,469</b>
<b>Total Ottawa County Cost for 2 Years of Early In-Person Voting:</b>	<b>\$309,625</b>
<b>Total Cost of Early-In Person Voting:</b>	<b>\$769,094</b>

Annual cost breakdown is provided in Attachment A

Cost of 2 Years of Early In-Person Voting Per Local Unit			
Jurisdiction	Registered Voters <sup>1</sup>	% of Total	Cost per Local Unit
Allendale	13,912	5.96%	\$27,366
Blendon	5,707	2.44%	\$11,226
Chester	1,644	0.70%	\$3,234
Coopersville	3,430	1.47%	\$6,747
Crockery	3,961	1.70%	\$7,792
Ferrysburg	2,655	1.14%	\$5,223
Georgetown	41,151	17.62%	\$80,947
Grand Haven City	9,358	4.01%	\$18,408
Grand Haven Twp	15,330	6.56%	\$30,155
Holland City <sup>2</sup>	27,252	11.67%	\$53,607
Holland Twp	28,095	12.03%	\$55,265
Hudsonville City	5,755	2.46%	\$11,321
Jamestown	7,423	3.18%	\$14,602
Olive	3,763	1.61%	\$7,402
Park	15,940	6.82%	\$31,355
Polkton	1,945	0.83%	\$3,826
Port Sheldon	4,688	2.01%	\$9,222
Robinson	5,127	2.19%	\$10,085
Spring Lake Twp	13,288	5.69%	\$26,138
Tallmadge	7,242	3.10%	\$14,246
Wright	2,545	1.09%	\$5,006
Zeeland City	4,400	1.88%	\$8,655
Zeeland Twp	8,969	3.84%	\$17,643
<b>Total</b>	<b>233,580</b>	<b>100.00%</b>	<b>\$459,469</b>

<sup>1</sup> Registered voter totals were determined on 7/7/2023 and will hold for the duration of the Agreements

<sup>2</sup> Includes 6,293 registered voters in Allegan County

**Attachment A**

**Cost per Local Unit by Year**

	Year 1 Cost	Year 2 Cost	Total Cost per Local Unit
Allendale	\$21,893	\$5,473	\$27,366
Blendon	\$8,981	\$2,245	\$11,226
Chester	\$2,587	\$647	\$3,234
Coopersville	\$5,398	\$1,349	\$6,747
Crockery	\$6,233	\$1,558	\$7,792
Ferrysburg	\$4,178	\$1,045	\$5,223
Georgetown	\$64,758	\$16,189	\$80,947
Grand Haven City	\$14,726	\$3,682	\$18,408
Grand Haven Twp	\$24,124	\$6,031	\$30,155
Holland City	\$42,885	\$10,721	\$53,607
Holland Twp	\$44,212	\$11,053	\$55,265
Hudsonville City	\$9,056	\$2,264	\$11,321
Jamestown	\$11,681	\$2,920	\$14,602
Olive	\$5,922	\$1,480	\$7,402
Park	\$25,084	\$6,271	\$31,355
Polkton	\$3,061	\$765	\$3,826
Port Sheldon	\$7,377	\$1,844	\$9,222
Robinson	\$8,068	\$2,017	\$10,085
Spring Lake Twp	\$20,911	\$5,228	\$26,138
Tallmadge	\$11,396	\$2,849	\$14,246
Wright	\$4,005	\$1,001	\$5,006
Zeeland City	\$6,924	\$1,731	\$8,655
Zeeland Twp	\$14,114	\$3,529	\$17,643
<b>Total</b>	<b>\$367,575</b>	<b>\$91,894</b>	<b>\$459,469</b>

Note: Total cost of early voting for local units is split across the two years, with year one covering 80% of the total cost and year two covering the remaining 20%.

# Early In-Person Voting - Cost for Local Units to Partner with County

Based on the County operating four early in-person voting sites that serve approximately 58,000 voters each.

## Implementation Cost - First Election

	Location: Georgetown	Holland	Grand Haven	Crockery	Notes
<b>Poll workers</b>					
Poll workers	\$15,405	\$12,498	\$11,045	\$6,685	Includes poll workers at an estimated \$15/hr, two chairs at \$18/hr, and one troubleshooter at \$18/hr with each working 10 hours per day. The hourly rate is based on survey data collected from local unit clerks in Ottawa County and includes taxes. Site breakdown for poll workers is as follows: Georgetown - 7 poll workers, Holland - 5 poll workers, Grand Haven - 4 poll workers, Crockery - 1 poll worker.
Receiving board	\$315	\$315	\$315	\$315	Estimate based on a \$105 per diem, with each site needing a minimum of 3 board members (including 1 Republican and 1 Democrat).
Training of poll workers	\$625	\$625	\$625	\$625	Based on training 50 poll workers who are paid \$50 each for training. The training cost is based on survey data collected from local unit clerks in Ottawa County.
Meals for poll workers	\$0	\$0	\$0	\$0	
Mileage for poll workers	\$0	\$0	\$0	\$0	
<b>Administration/coordination staff</b>					
Temporary staff person	\$0	\$0	\$0	\$0	
<b>Polling places</b>					
Polling place rental/cleaning	\$0	\$0	\$0	\$0	The goal is to use polling sites that are donated without a fee.
Network connectivity	\$0	\$0	\$0	\$0	This will impact the sites that can be used for elections.
<b>Equipment</b>					
Ballot tabulators & ADA devices	\$35,500	\$35,500	\$35,500	\$35,500	The average cost is \$5,500 for a ballot tabulator and \$4,500 for an ADA device. Each polling site will require 4 new ballot tabulators and 3 new ADA devices. This is a cost to the county.
Print on demand device	\$15,000	\$15,000	\$15,000	\$15,000	The average cost is \$5,000 for a print on demand device. Each polling site will require 3 devices. This is a cost to the county.
Voter registration laptops	\$0	\$0	\$0	\$0	Latest legislation no longer includes on-site voter registration as a requirement.
Electronic poll books	\$2,000	\$2,000	\$1,500	\$1,000	The cost per electronic poll book is \$500, with 4 needed for the Georgetown and Holland sites, 3 needed in Grand Haven, and 2 needed at the Crockery site.



# Early In-Person Voting - Cost for Local Units to Partner with County

Based on the County operating four early in-person voting sites that serve approximately 58,000 voters each.

## Implementation Cost - First Election

	Location: Georgetown	Holland	Grand Haven	Crockery	Notes
<b>Equipment (cont.)</b>					
Scanners	\$800	\$800	\$600	\$400	The estimated cost is \$200 per scanner used to swipe drivers licenses. One scanner is required for each electronic poll book.
Precinct kits	\$250	\$250	\$250	\$250	A precinct kit that includes envelopes, seals, etc. is \$250. Each polling site will require 1 precinct kit.
Ballots	\$0	\$0	\$0	\$0	Funded by the Ottawa County Clerk/Register of Deeds Office. This is not a new cost.
Ballot instructions/secretary sleeve	\$6	\$6	\$6	\$6	The average cost per sleeve is \$0.03 with 200 sleeves per site.
Voting booths	\$6,000	\$6,000	\$4,400	\$3,000	The cost per booth is \$200 with 30 booths needed at the Georgetown and Holland sites, 22 needed at the Grand Haven site, and 15 at the Crockery site.
Security cage for voting equipment	\$700	\$700	\$700	\$700	A security cage is needed to store equipment overnight. The cost per cage is \$700 with 1 needed per polling site.
Ballot container and bags	\$990	\$990	\$990	\$990	The cost per ballot container is \$150 with 3 needed per polling site. The cost per ballot bag is \$20 with a minimum of 9 ballot bags are needed per container.
Delivery trailer for equipment	\$130	\$130	\$130	\$130	Estimated based on a cost per day of \$65, with the trailer needed for 2 days per election per site.
I voted stickers	\$110	\$110	\$110	\$110	Estimated at \$5.50 per roll of 1000 stickers with 20 rolls needed per site.
Miscellaneous	TBD	TBD	TBD	TBD	
Storage space - new equipment	TBD	TBD	TBD	TBD	
<b>Cost of Implementation for Early In-Person Voting</b>	\$77,831	\$74,924	\$71,171	\$64,711	Includes the cost of ballot tabulators, ADA devices, print on demand devices, and ballots.
<b>Cost of Implementation less County costs</b>	\$27,331	\$24,424	\$20,671	\$14,211	Excludes the cost of ballot tabulators, ADA devices, print on demand devices, and ballots.
<b>Total costs</b>					
Combined cost of all four sites		\$288,637			Total of above costs, including the cost of ballot tabulators, ADA devices, print on demand devices, and ballots.
Combined cost of all four sites less County costs		\$86,637			Total of above costs, excluding the cost of ballot tabulators, ADA devices, print on demand devices, and ballots.

# Early In-Person Voting - Cost for Local Units to Partner with County

Based on the County operating four early in-person voting sites that serve approximately 58,000 voters each.

## Ongoing Cost per Election

	Location: Georgetown	Holland	Grand Haven	Crockery	Notes
<b>Poll workers</b>					
Poll workers	\$15,405	\$12,498	\$11,045	\$6,685	Includes poll workers at an estimated \$15/hr, two chairs at \$18/hr, and one troubleshooter at \$18/hr with each working 10 hours per day. The hourly rate is based on survey data collected from local unit clerks in Ottawa County and includes taxes. Site breakdown for poll workers is as follows: Georgetown - 7 poll workers, Holland - 5 poll workers, Grand Haven - 4 poll workers, Crockery - 1 poll worker.
Receiving board	\$315	\$315	\$315	\$315	Estimate based on a \$105 per diem, with each site needing a minimum of 3 board members (including 1 Republican and 1 Democrat).
Training of poll workers	\$188	\$188	\$188	\$188	Based on training 15 poll workers who are paid \$50 each for training. The training cost is based on survey data collected from local unit clerks in Ottawa County.
Meals for poll workers	\$0	\$0	\$0	\$0	
Mileage for poll workers	\$0	\$0	\$0	\$0	
<b>Administration/coordination staff</b>					
Temporary staff person	\$0	\$0	\$0	\$0	
<b>Polling places</b>					
Polling place rental/cleaning	\$0	\$0	\$0	\$0	The goal is to use polling sites that are donated without a fee.
Network connectivity	\$0	\$0	\$0	\$0	This will impact the sites that can be used for elections.
<b>Equipment</b>					
Precinct kits	\$250	\$250	\$250	\$250	A precinct kit that includes envelopes, seals, etc. is \$250. Each polling site will require 1 precinct kit.
Ballots	\$0	\$0	\$0	\$0	Funded by the Ottawa County Clerk/Register of Deeds Office. This is not a new cost.
Delivery trailer for equipment	\$130	\$130	\$130	\$130	Estimated based on a cost per day of \$65, with the trailer needed for 2 days per election per site.
I voted stickers	\$110	\$110	\$110	\$110	Estimated at \$5.50 per roll of 1000 stickers with 20 rolls needed per site.

# Early In-Person Voting - Cost for Local Units to Partner with County

Based on the County operating four early in-person voting sites that serve approximately 58,000 voters each.

## Ongoing Cost per Election

	Location: Georgetown	Holland	Grand Haven	Crockery	Notes
<b>Equipment (cont.)</b>					
Miscellaneous	TBD	TBD	TBD	TBD	
Storage space - new equipment	TBD	TBD	TBD	TBD	
<b>Cost of Ongoing Early In-Person Voting</b>	\$16,398	\$13,491	\$12,038	\$7,678	
<b>Total costs</b>					
Combined cost of all four sites		\$49,605			Total of above costs.

# Early In-Person Voting - Cost for Local Units to Partner with County

Based on the County operating four early in-person voting sites that serve approximately 58,000 voters each.

## Additional Costs

Year 1	Estimated Annual Cost	Notes
<b>Administration/coordination staff</b>		
Elections Logistic Specialist	\$124,816	This reflects one new full-time employee at pay grade 10 step 7 and includes, wages, benefits and taxes.
Temporary staff person	\$14,061	This reflects a temporary staff person at grade who will be employed for 15 hours per week during election years and includes both wages and taxes.
Staff mileage (includes both years)	\$4,810	Mileage for both staff members is estimated at 100 per day for each of the nine voting days for a total of 1,800 miles per election. An additional 2,000 miles is also estimated for additional travel related to the positions. The estimated mileage rate is \$.65.
Administrative overhead	\$13,761	The administrative overhead charge is based on estimated expenditures and non-allocated expenses by year.
IT administration	\$5,026	This estimate comes from IT and includes the administrative surcharge
Office furniture	\$10,000	This estimate comes from Facilities and includes the cost of new desks, chairs, and other office furniture.
Desk phone	\$768	Estimated cost of running a desk phone for one year.
IT equipment for Elections Logistic Specialist	\$2,800	This cost includes the necessary IT equipment for the new Elections Logistic Specialist position.
<b>Equipment</b>		
Maintenance for ballot tabulators and ADA devices	\$8,548	The annual maintenance cost is \$376 for a ballot tabulator and \$211 for an ADA device. Each polling site will require 4 new ballot tabulators and 3 new ADA devices. Ottawa County covers 50% of this cost.
Maintenance for print on demand device	\$2,532	The annual maintenance cost is \$211 for each print on demand device. Each polling site will require 3 print on demand devices. Ottawa County covers 50% of this cost.
<b>Mailings</b>		
Early voting notices	\$45,000	Required by the legislation, this includes notices by mail of early-voting locations, hours, and dates. The estimated cost is based on absentee ballot mailing in 2020.
<b>Year 1 Additional Costs of Early In-Person Voting</b>	<b>\$232,122</b>	This includes full maintenance costs.
<b>Cost of Year 1 less County costs</b>	<b>\$226,582</b>	This excludes 50% of maintenance costs.

# Early In-Person Voting - Cost for Local Units to Partner with County

Based on the County operating four early in-person voting sites that serve approximately 58,000 voters each.

## Additional Costs

Year 2	Estimated Annual Cost	Notes
<b>Administration/coordination staff</b>		
Elections logistic specialist	\$128,727	This cost was estimated by Ottawa County Human Resources. It reflects one new full-time employee at pay grade 10 with step increases in salary. During Year 2, the county will cover 75% of this cost because there are no federal/state elections occurring that would require early in-person voting.
Administrative overhead	\$3,524	The administrative overhead charge is based on estimated expenditures and non-allocated expenses by year.
IT administration	\$5,026	This estimate comes from IT and includes the administrative surcharge.
Desk phone	\$768	Estimated cost of running a desk phone for one year.
<b>Equipment</b>		
Maintenance for ballot tabulators and ADA devices	\$8,548	The annual maintenance cost is \$376 for a ballot tabulator and \$211 for an ADA device. Each polling site will require 4 new ballot tabulators and 3 new ADA devices. Ottawa County covers 50% of this cost.
Maintenance for print on demand device	\$2,532	The annual maintenance cost is \$211 for each print on demand device. Each polling site will require 3 print on demand devices. Ottawa County covers 50% of this cost.
<b>Year 2 Additional Costs of Early In-Person Voting</b>	<b>\$149,125</b>	This includes the full cost of the Elections Logistic Specialist and full maintenance costs.
<b>Cost of Year 2 less County costs</b>	<b>\$47,040</b>	This excludes 75% of the Elections Logistic Specialist cost and 50% of maintenance costs.