



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. July 17, 2023 Finance Committee Minutes

Documents:

[FC230717MINUTES.PDF](#)

4. Communications, Letters And Reports
5. 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](#)
[EARLY VOTING COMPARISON.PDF](#)
[EXHIBIT A PROP 2 - 2 YEAR COST - 4 SITES - WITH 80-20 SPLIT.PDF](#)

6. Draft Budget Discussion
7. Public Comments
8. Other Business
9. 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 Blitchok, 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.

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 projected 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 summary for the services 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 projected cost summary are only estimates. Ottawa County will attempt to keep billings to the Participating Jurisdictions as close to the original projected cost summary as is practicable given the overall County Clerk's budget, Ottawa County's staffing policies and activities, and cost demands. Ottawa County reserves the right to modify the projected cost summary if the costs incurred change for any reason, including, but not limited to, if any of the Participating Jurisdictions withdraw from the Agreement in accordance with Section 1. O. of this Agreement, and modifications can be made by Ottawa County without written approval by the City/Township provided that Ottawa County gives written notice to the City/Township.

Additionally, 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 adding

additional FTE's 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 inspectors¹ and troubleshooters. All

¹ 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.

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 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

| | GT Individually | County Agreement |
|---|-------------------------|---|
| Implementation Cost - First Year of Elections or Contract | \$125,965.03 | \$64,758.00 |
| Ongoing Cost per Election - Second Year of Elections or Contract | \$86,829.03 | \$16,189.00 |
| Total Local Unit Cost for 2 Years of Early In-Person Voting: | \$212,794.06 | \$80,947.00 |
| | See Attachment A | See Attachment on the County Agreement |

The cost of the contract was determined by the percentage of registered voters within the County for Each Jurisdiction. Georgetown Township contains 41,151 registered voters which is 17.62% of all registered voters in Ottawa County

Early In-Person Voting - Cost For Georgetown Running Independently

Poll Workers

| | Daily Total | Total of All Nine Days | Notes |
|--------------------------|-------------|------------------------|--|
| Poll Workers | \$1,250.00 | \$11,250.00 | Includes 1 Chair at \$325/day, 1 Co-Chair at \$300/Day, and 5 workers at @250 per worker per day |
| Receiving Board | \$180.00 | \$1,620.00 | Includes 1 Democrat & 1 Republican work at \$90 each per day |
| Training of Poll Workers | | \$560.00 | Includes Certification of 7 workers at \$40/day and precinct training at \$40/day |
| Meals for Poll Workers | \$140.67 | \$1,266.03 | Includes 7 precinct workers and 2 township staff at \$15.63/person per day |
| Mileage for Poll Workers | \$0.00 | \$0.00 | Georgetown Township does not pay mileage for Poll Workers and Precinct would be in the Township Building |

Administration/Coordination Staff

| | Daily Total | Total of All Nine Days | |
|---------------------------------|-------------|------------------------|---|
| Temporary Staff Person | \$160.00 | \$6,400.00 | We will require 1 more temporary staff member working 40/week for 8 weeks. |
| Full Time Employee | | \$56,160.00 | One full time employee at \$20/hr plus benefits will need to be added to our staff. |
| Overtime Pay for Existing Staff | \$500.00 | \$4,500.00 | Estimate Based on an average of \$30/hr. for 50 hrs/week with additional staff on the weekends for an additional 50 hrs, totaling 150 hrs at \$30/her |

Polling Places

| | Daily Total | Total of All Nine Days | |
|-------------------------------|-------------|------------------------|--|
| Polling Place Rental/Cleaning | \$0.00 | \$0.00 | The polling site will be in the Township Board Room. |
| Network Connectivity | \$0.00 | \$0.00 | The network connectivity will be included in the Township's current internet bill. |

Equipment

| | Daily Total | Total of All Nine Days | |
|--|-------------|------------------------|---|
| Ballot Tabulators & ADA Devices | N/A | \$25,500.00 | The average cost is \$5,500 for a ballot tabulator and \$4,500 for an ADA device. The polling site will require 3 new ballot tabulators and 2 new ADA device. |
| Print on Demand Device | N/A | \$10,000.00 | The average cost is \$5,000.00 for a print on demand device. We will require 2 device (if we do not use a print on demand device the cost of ordering additional ballots will likely be right around this amount. |
| Voter Registration Laptops | N/A | \$0.00 | The latest legislation no longer includes on-site voter registration as a requirement. We will also be able to use our office computers for those that wish to register during the Early Voting period. |
| Electronic Poll Books | N/A | \$1,000.00 | The cost per electronic poll book is \$500.00. The recommendation is for Local |
| Maintenance on Machines | | \$963.00 | This is a yearly cost that we would have to pay to keep tabulators and ADA devises up to date. |
| Programing of tabulators & ADA Devices | | \$1,750.00 | The cost of programming is \$250/device, with 7 devices (Includes ballot on demand) |

Early In-Person Voting - Cost For Georgetown Running Independently

Implementation Cost - First Year

Equipment (cont.)

| | Daily Total | Total of All Nine Days | Notes |
|---|-------------|------------------------|--|
| Scanners | \$0.00 | \$400.00 | The estimated cost is \$200 per scanner used to read the barcode on driver's licenses. One scanner for each electronic pollbook. |
| Precinct Kits | \$250.00 | \$2,250.00 | A precinct kit that includes envelopes, seals, ets is \$250 each. The polling site will require 1 precinct kit per day. |
| Ballots | \$0.00 | \$0.00 | These fees are included in the cost of the Print on Demand device. |
| Ballot Instructions/Secrecy Sleeves | \$0.00 | \$6.00 | The average cost per sleeve is \$0.03 with 200 sleeves at the site. |
| Voting Booths | \$0.00 | \$0.00 | We would repurpose Voting Booths for our precincts during the Early Voting period. |
| Security Cage for Voting Equipment | \$0.00 | \$700.00 | A security cage is needed to store equipment overnight. The cost per cage is \$700.00 with 1 cage needed. |
| Ballot Container and Bags | \$170.00 | \$1,530.00 | The cost per ballot container is \$150 with 9 needed for the polling location. The cost per ballot bag is \$20 with 9 ballot bags needed for the polling location. |
| Delivery Trailer for Equipment | \$0.00 | \$0.00 | No Trailer would be needed as the polling location would be located at the Township Office building. |
| I Voted Stickers | \$0.00 | \$110.00 | Estimated at \$5.50 per roll of 1,000 stickers with 20 rolls needed. |
| Miscellaneous | TBD | TBD | |
| Storage Space - New Equipment | TBD | TBD | |
| Total Costs | | | |
| Combined Costs | | \$125,965.03 | Total of above costs, including the cost of ballot tabulators, ADA devices, print on demand devices, and other additional costs. |
| Total Costs for Year one | | \$125,965.03 | This includes the purchase of all equipment needed to implement the 9 days of Early In-Person Voting. |
| Total Costs for Subsequent Years | | \$86,829.03 | This does not include the cost of purchasing equipment. |

Additional Fees may be added to these totals for miscellaneous expenses.

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 |
| Total Local Unit Cost for 2 Years of Early In-Person Voting: | \$459,469 |
| Total Ottawa County Cost for 2 Years of Early In-Person Voting: | \$309,625 |
| Total Cost of Early-In Person Voting: | \$769,094 |

Annual cost breakdown is provided in Attachment A

| Cost of 2 Years of Early In-Person Voting Per Local Unit | | | |
|--|--------------------------------|----------------|---------------------|
| Jurisdiction | Registered Voters ¹ | % 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 ² | 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 |
| Total | 233,580 | 100.00% | \$459,469 |

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

² 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 |
| Total | \$367,575 | \$91,894 | \$459,469 |

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 |
|--|----------------------|----------|-------------|----------|---|
| Poll workers | | | | | |
| 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 | |
| Administration/coordination staff | | | | | |
| Temporary staff person | \$0 | \$0 | \$0 | \$0 | |
| Polling places | | | | | |
| 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. |
| Equipment | | | | | |
| 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 |
|--|----------------------|-----------|-------------|----------|--|
| Equipment (cont.) | | | | | |
| 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/secrecy 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 | |
| Cost of Implementation for Early In-Person Voting | \$77,831 | \$74,924 | \$71,171 | \$64,711 | Includes the cost of ballot tabulators, ADA devices, print on demand devices, and ballots. |
| Cost of Implementation less County costs | \$27,331 | \$24,424 | \$20,671 | \$14,211 | Excludes the cost of ballot tabulators, ADA devices, print on demand devices, and ballots. |
| Total costs | | | | | |
| 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, pirnt 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 |
|--|----------------------|----------|-------------|----------|---|
| Poll workers | | | | | |
| 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 | |
| Administration/coordination staff | | | | | |
| Temporary staff person | \$0 | \$0 | \$0 | \$0 | |
| Polling places | | | | | |
| 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. |
| Equipment | | | | | |
| 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 |
|---|----------------------|----------|-------------|----------|-----------------------|
| Equipment (cont.) | | | | | |
| Miscellaneous | TBD | TBD | TBD | TBD | |
| Storage space - new equipment | TBD | TBD | TBD | TBD | |
| Cost of Ongoing Early In-Person Voting | \$16,398 | \$13,491 | \$12,038 | \$7,678 | |
| Total costs | | | | | |
| 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 |
|--|-----------------------|---|
| Administration/coordination staff | | |
| 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. |
| Equipment | | |
| 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. |
| Mailings | | |
| 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. |
| Year 1 Additional Costs of Early In-Person Voting | \$232,122 | This includes full maintenance costs. |
| Cost of Year 1 less County costs | \$226,582 | 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 |
|--|-----------------------|---|
| Administration/coordination staff | | |
| 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. |
| Equipment | | |
| 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. |
| Year 2 Additional Costs of Early In-Person Voting | \$149,125 | This includes the full cost of the Elections Logistic Specialist and full maintenance costs. |
| Cost of Year 2 less County costs | \$47,040 | This excludes 75% of the Elections Logistic Specialist cost and 50% of maintenance costs. |