

**TO THE HONORABLE BOARD OF COMMISSIONERS:**

WHEREAS, Article II, Section 4(1)(m) of the Michigan State Constitution now gives every citizen the right, once registered, to vote in each statewide and federal election in person at an early voting site prior to election day; and

WHEREAS, Public Act 116 of 1954, Sec. 622(1), as amended by Public Act 81 of 2023, upon the effective date of such Public Act, requires that if at any election a county clerk conducts early voting for 1 or more municipalities located in the county, the board of county election commissioners of that county shall provide 1 or more early voting sites; and

WHEREAS, Public Act 116 of 1954, Sec. 720g(5), as added by Public Act 81 of 2023, upon the effective date of such Public Act, requires that the county clerk, after consulting the municipal clerks, shall submit each early voting site location to the board of county election commissioners for approval, and each early voting site submitted for approval may serve all electors covered by the county agreement, the electors in specific municipalities that are covered by an early voting site, the electors of 1 municipality, or any combination of these options, as long as each elector in the county is served by 1 or more early voting sites; and

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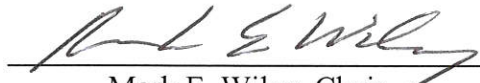
WHEREAS, the municipal clerks from ~~each of the 18~~ townships and 4 cities within the boundaries of the County of Hillsdale have been authorized to sign the Agreement for Election Services with the Hillsdale County Clerk's Office, demonstrating their desire to collaborate with the County Clerk's Office to administer a centrally located and consolidated Early Voting Precinct; and

WHEREAS, the Hillsdale County Election Commission met on August 14, 2023 and adopted a resolution assigning the one (1) early voting county precinct location to Room 2 of the Hillsdale County Courthouse, 29 North Howell Street, Hillsdale, Michigan;

NOW, THEREFORE, BE IT RESOLVED that the Hillsdale County Board of Commissioners do authorize the County Clerk to sign the Agreement for Election Services between the County of Hillsdale and the Townships of Adams, Allen, Amboy, Cambria, Camden, Fayette, Hillsdale, Jefferson, Litchfield, Moscow, Pittsford, Ransom, Reading, Scipio, Wheatland, Woodbridge, and Wright; and the Cities of Hillsdale, Jonesville, Litchfield, and Reading; and

BE IT FURTHER RESOLVED that the County Clerk's Office is authorized to make expenditures for purchases of equipment and supplies no sooner than November 1, 2023, in preparation for the implementation of the aforementioned precinct, with the expectation of reimbursement from both State of Michigan grant funds and reimbursements from the local municipalities which are parties to the agreement in the next fiscal year.

Respectfully submitted,

  
Mark E. Wiley, Chair  
Board of Commissioners

Approved by the Board of Commissioners  
on September 26, 2023 by

ROLL CALL VOTE:

YC/INGLES NC/LANIUS YC/WILEY  
YC/BENZING AC/LEININGER

VOTE: 3 YES 1 NO

AGREEMENT FOR ELECTION SERVICES  
BETWEEN THE COUNTY OF HILLSDALE AND THE TOWNSHIPS OF ADAMS, ALLEN, AMBOY, CAMBRIA,  
CAMDEN, FAYETTE, HILLSDALE, JEFFERSON, LITCHFIELD, MOSCOW, PITTSFORD, RANSOM, READING,  
SCIPIO, ~~SOMERSET~~, WHEATLAND, WOODBRIDGE, AND WRIGHT; AND THE CITIES OF HILLSDALE,  
JONESVILLE, LITCHFIELD, AND READING

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This County Early Voting Site Agreement (the "Agreement") is entered into as of the 26 day of September, 2023, (the "Effective Date"), between the County of Hillsdale, a Michigan municipal entity, of 29 N. Howell Street, Hillsdale, Michigan, 49242, (the "County") and the following Michigan municipal entities located in Hillsdale County, Michigan, (the "Municipalities"):

- the Township of Adams, of 5675 Knowles Road, North Adams, Michigan, 49262;
- the Township of Allen, of PO Box 6, Allen, Michigan, 49227;
- the Township of Amboy, of 14840 Grass Lake Road, Camden, Michigan, 49232;
- the Township of Cambria, of 7249 Cambria Road, Hillsdale, Michigan, 49242;
- the Township of Camden, of 111 S. Main Street, Camden, Michigan, 49232;
- the Township of Fayette, of 211 North Street, Jonesville, Michigan, 49250;
- the Township of Hillsdale, of 1469 N. Lake Wilson Road, Hillsdale, Michigan, 49242;
- the Township of Jefferson, of 2837 Bird Lake Road, Osseo, Michigan, 49266;
- the Township of Litchfield, of 9596 Homer Road, Litchfield, Michigan, 49252;
- the Township of Moscow, of 7324 E. Chicago Road, Jonesville, Michigan, 49250;
- the Township of Pittsford, of 5015 S. Waldron Road, Hudson, Michigan, 49247;
- the Township of Ransom, of 5959 Mill Street, Osseo, Michigan, 49266;
- the Township of Reading, of 5355 S. Edon Road, Reading, Michigan, 49274;
- the Township of Scipio, of 11180 Concord Road, Jonesville, Michigan, 49250;
- ~~the Township of Somerset, of 12715 E. Chicago Road, Somerset Center, Michigan, 49282;~~
- the Township of Wheatland, of 2991 N. Waldron Road, North Adams, Michigan, 49262;
- the Township of Woodbridge, of 2250 E. Montgomery Road, Frontier, Michigan, 49239;
- the Township of Wright, of 112 E. Center Street, Waldron, Michigan, 49288;
- the City of Hillsdale, of 97 N. Broad Street, Hillsdale, Michigan, 49242;
- the City of Jonesville, of 265 E. Chicago Street, Jonesville, Michigan, 49250;
- the City of Litchfield, of 221 Jonesville Street, Litchfield, Michigan, 49252; and
- the City of Reading, of 113 S. Main Street, Reading, Michigan, 49274.

**BACKGROUND AND PURPOSE.** The County and each of the Municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site. For all purposes associated with carrying out the terms of this Agreement, the County shall be represented by the County Clerk in their official capacity, and each of the Municipalities will be represented by their respective municipal clerk in their official capacity. The County and each of the Municipalities agree that, as of the date listed below, according to their respective records, each of the Municipalities has the number of voting precincts and registered electors indicated below:

Name of county
HILLSDALE

Name of municipality	Number of precincts in municipality	Number of registered electors in Municipality as of 8/4/2023
Township of Adams	1	2018
Township of Allen	1	1474
Township of Amboy	1	1037
Township of Cambria	1	2147
Township of Camden	1	1482
Township of Fayette	1	985
Township of Hillsdale	1	1823
Township of Jefferson	1	2700
Township of Litchfield	1	847
Township of Moscow	1	1175
Township of Pittsford	1	1222
Township of Ransom	1	673
Township of Reading	1	1546
Township of Scipio	1	1586
<del>Township of Somerset</del>	<del>2</del>	<del>4118</del>
Township of Wheatland	1	1021
Township of Woodbridge	1	789
Township of Wright	1	1320
City of Hillsdale	4	5735
City of Jonesville	1	1719
City of Litchfield	1	1059
City of Reading	1	845

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

1.4.3 Notify electors of the establishment of or any change related to the location of the early voting precinct on behalf of each of the Municipalities (with the costs thereof to be reimbursed to the County pursuant to the terms of this Agreement).

1.5 **Legislative Body of the Municipality** means the city council or township board elected or appointed and serving in the municipality.

1.6 **Municipality** means any of the participating Municipalities, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.

1.7 **QVF** means the Qualified Voter File as described in MCL 168.509m.

1.8 **QVF Controller** means the individual appointed by the County Clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.

1.9 **Site Supervisor** means the participating municipal clerk or a member of the County Clerk's staff who shall act as supervisor for each day of early voting. The County Clerk may appoint a different participating municipal clerk or member of the County Clerk's staff to act as a supervisor for different days of early voting.

2. **ELIGIBLE PARTIES TO THE AGREEMENT.**

2.1 Each of the participating Municipalities acknowledges that it understands that, pursuant to applicable law, this Agreement may be entered into between one or more Municipalities wholly or partially located within Hillsdale County, Michigan, and the County Clerk of Hillsdale County, Michigan.

2.2 Each of the participating Municipalities acknowledges that it understands that, pursuant to applicable law, a municipality located in multiple counties can only enter into an Agreement with one of the counties in which the municipality is located.

3. **SCOPE OF THE AGREEMENT.**

3.1 Early voting pursuant to this Agreement shall be provided for all statewide and federal elections only. The provisions of this Agreement shall not apply to any non-statewide elections.

4. **COORDINATOR.**

4.1 Abe Dane, on behalf of the County Clerk, will serve as coordinator of the joint early voting site and will be responsible on behalf of the County for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating Municipalities.

4.1.1 In the event that coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.

- 4.2 If the coordinator becomes unavailable for any reason, the role will be filled in one of the following ways:
  - 4.2.1 Wright Township Clerk Maghann Zimmerman, is designated as backup coordinator, and will assume the responsibilities of coordinator; or
  - 4.2.2 If the backup coordinator is unavailable for any reason, the County Clerk will appoint a new coordinator.
  
5. **QVF CONTROLLER.**
  - 5.1 Abe Dane, on behalf of the County Clerk will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in this Agreement. The QVF controller must meet the security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed. In the event that the above-named controller is unable to serve, the County Clerk shall appoint a new or substitute QVF administrator.
  
6. **APPROVAL OF EARLY VOTING SITES.**
  - 6.1 Pursuant to MCL 168.662, the County Clerk, after consulting the participating municipal clerks, must submit each early voting site location to the board of county election commissioners for approval.
  - 6.2 Each early voting site may serve all electors covered by this Agreement, the electors in specific municipalities, the electors of one municipality, or any combination of these options, as long as each elector in the county is served by one or more early voting sites.
  
7. **APPOINTMENT OF ELECTION INSPECTORS.**
  - 7.1 The Board of County Election Commissioners (the "Board") is responsible for the appointment of election inspectors.
  - 7.2 At least thirty-one (31) days before each statewide and federal election, the Board will appoint for each early voting site at least three (3) election inspectors and as many more as, in its opinion, are required for the efficient, speedy, and proper conduct of the election.
  - 7.3 The Board will further designate one appointed election inspector as chairperson.
  - 7.4 The selection of election inspectors will be governed by MCL 168.674.
  
8. **APPROVAL OF EARLY VOTING HOURS.**
  - 8.1 Prior to the submission of an Agreement or early voting plan, the County Clerk and the clerks of each of the participating Municipalities will do all of the following:
    - 8.1.1 For the nine (9) early voting days guaranteed by the Michigan Constitution, decide among themselves the hours that early voting will be provided at the approved joint early voting site or sites and include those hours in an addendum to this Agreement.

**9. NOTICE OF EARLY VOTING HOURS.**

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

**10. BUDGET AND COST SHARING.**

- 10.1** The County Clerk and the clerks of each of the participating Municipalities propose with regard to the early voting budget and cost sharing and chargeback procedures applicable to this Agreement as follows:
- 10.1.1** The County is hereby designated as the party responsible for requesting and dispensing all funds related to early voting.
  - 10.1.2** The early voting budget for the current upcoming election is attached as an addendum hereto, and the County shall prepare and provide to the participating Municipalities a proposed early voting budget for each subsequent election as to which the terms of this Agreement apply, with such budget to be attached as an addendum to this Agreement upon its approval by the clerk of each of the participating Municipalities.
  - 10.1.3** All costs of early voting pursuant to this Agreement shall be shared equally among the participating Municipalities.
  - 10.1.4** The County agrees to seek and utilize any known funding source from the State of Michigan to apply to the costs of providing early voting pursuant to this Agreement before seeking reimbursements from the participating Municipalities.
  - 10.1.5** The parties agree that the County Treasurer may withhold funds otherwise payable to any of the participating Municipalities from the next tax disbursement monies due to a participating Municipality when early voting reimbursement is not made by that Municipality within six (6) months of the reimbursement request date, in order to satisfy any outstanding amounts due to the County from that participating Municipality pursuant to the terms of this Agreement.

**11. STAFFING AND SUPERVISION**

- 11.1** The coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees each specific early voting site.
- 11.2** The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operating in an election day polling place.
- 11.3** The site supervisors for early voting sites must be listed in the attached Exhibit B.
- 11.4** Pursuant to MCL 168.720g(7), the coordinator, where practicable, will select a different municipal clerk, or their deputy, from among the clerks of the participating Municipalities to be the site supervisor each day. If none are available, the coordinator,

if a member of the County Clerk's staff, will assume the role of site supervisor, or the coordinator shall select another member of the County Clerk's staff to serve as the supervisor. The County Clerk or the coordinator may substitute site supervisors if the need arises, but at all times will make every attempt to locate a municipal clerk or their deputy to perform the duties of the site supervisor.

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

- 12.1** Prior to the submission of the Early Voting Plan, the County Clerk and the clerks of the participating Municipalities will do all of the following:
  - 12.1.1** Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site.
  - 12.1.2** Determine whether the County or a municipality will provide the tabulators and early voting poll book laptops or other voting equipment.
- 12.2** The Board of County Election Commissioners will be responsible for conducting testing of the electronic voting equipment.
- 12.3** The coordinator will be responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
  - 12.3.1** If the coordinator is not a clerk, the County Clerk and the clerks of the participating Municipalities must decide among themselves which clerk is responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
- 12.4** Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

**13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY.**

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

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

- 14.1** The Board of County Election Commissioners is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the County Clerk.
- 14.2** At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.
- 14.3** The County Clerk shall retain all ballots and election documents related to each required election for the period of retention immediately following an election until the Secretary



of State through the Bureau of Elections releases the security of said election, at which time the ballots shall be released to the custody of the applicable clerk of each of the participating municipalities for the remainder of the required retention period.

**15. EXECUTION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**

**15.1** This Agreement, or any renewal or modification of this Agreement, must be finalized, approved, and signed by an authorized official of the County and of all participating Municipalities:

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

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

**16. EARLY VOTING PLAN.**

**16.1** No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator will be responsible for ensuring an early voting plan, attached as Exhibit A, is filed with the Hillsdale County Clerk.

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

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

**18. DURATION.**

**18.1** This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of the County Clerk and the municipal clerk and any other required authorized official of each of the participating Municipalities.

**18.2** Pursuant to the provisions of MCL 168.720g(12), this Agreement shall remain in effect from the Effective Date through December 31, 2025, (the "Minimum Term") and may not be terminated by any party during said Minimum Term. Thereafter, following the completion of the Minimum Term, this Agreement shall have no fixed termination date and shall continue in effect until terminated by the written Agreement of all of the parties hereto, subject to the applicable provisions of MCL 168.720g(12) or other applicable law.

**18.3** Subject to the provisions of MCL 168.720g(12), after the expiration of the Minimum Term, a party to this Agreement may withdraw from this Agreement by providing at least thirty (30) days' written notice to the other parties to this Agreement. Notwithstanding the foregoing, a party to this Agreement may not withdraw from this Agreement during the period beginning 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.

18.4 This Agreement may only be modified or amended by a written agreement approved by the County and the governing councils and boards of all of the participating Municipalities, and signed by the County Clerk and the clerk and any other required authorized official(s) of each of the participating Municipalities.

19. **EFFECTS OF WITHDRAWAL, CANCELLATION, AND TERMINATION.**

19.1 Subject to Section 18 above and applicable law, if the County Clerk withdraws from this Agreement for any reason, this Agreement will cease to exist and the clerk of each of the participating Municipalities must submit a revised early voting plan to the Department of State and to the County Clerk outlining the manner in which early voting will be provided.

19.2 Subject to Section 18 above and applicable law, if the parties terminate this Agreement for any reason, the clerk of each of the participating Municipalities must submit a revised early voting plan to the Department of State and to the County Clerk outlining the manner in which early voting will be provided.

19.3 Subject to Section 18 above and applicable law, if a participating Municipality withdraws from this Agreement for any reason, the clerk of the Municipality withdrawing from this Agreement must submit a revised early voting plan to the Department of State and to the County Clerk outlining the manner in which early voting will be provided.

Marney M. Kast      Marney M. Kast  
Printed name of County Clerk      Signature of County Clerk

9/26/2023  
Date

Suzy Roberts      Suzy Roberts  
Adams Township Clerk      Signature

9-11-23  
Date

Jessica Kratzer      Jessica Kratzer  
Allen Township Clerk      Signature

9-11-23  
Date

Betty Burkhardt      Betty Burkhardt  
Amboy Township Clerk      Signature

9-13-2023  
Date

Carol A. Rosales      Carol A. Rosales  
Cambria Township Clerk      Signature



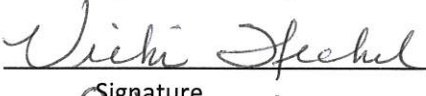
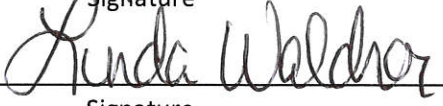

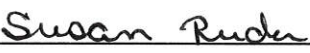
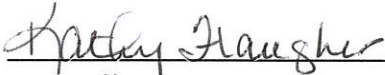

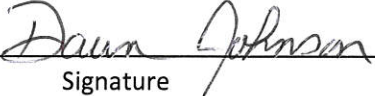

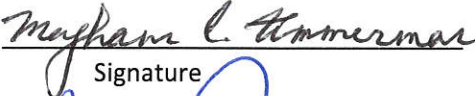

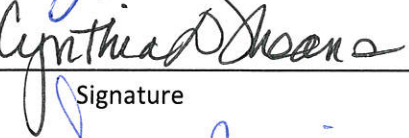
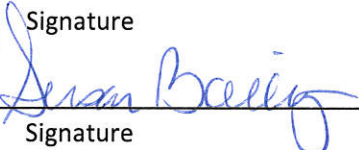
9-14-23  
Date

Kristina Dewey      Kristina Dewey  
Camden Township Clerk      Signature

9-14-2023  
Date

Karen J. Sparks      Karen J. Sparks  
Fayette Township Clerk      Signature

Sept 11, 2023  
Date

Janel Stewart Hillsdale Township Clerk	 Signature	9-20-23 Date
Debra Penney Jefferson Township Clerk	 Signature	9-14-23 Date
Vicki Heckel Litchfield Township Clerk	 Signature	9/13/23 Date
Linda Waldron Moscow Township Clerk	 Signature	9/14/23 Date
Cinda L Walton Pittsford Township Clerk	 Signature	9-14-23 Date
<sup>Susan</sup> Ransom Ruder Ransom Township Clerk	 Signature	9-12-23 Date
Kathy Flaughner Reading Township Clerk	 Signature	9-13-23 Date
Judy Leedy Scipio Township Clerk	 Signature	9-12-23 Date
Somerset Township Clerk	Signature	Date
Dawn Johnson Wheatland Township Clerk	 Signature	9-21-23 Date
MARTHA CROW Woodbridge Township Clerk	 Signature	9-7-23 Date
Mayham C Zimmerman Wright Township Clerk	 Signature	9/22/23 Date
KATY PRICE City of Hillsdale Clerk	 Signature	9/19/2023 Date
CYNTHIA DMEANS City of Jonesville Clerk	 Signature	9/21/23 Date
Susan Ballinger City of Litchfield Clerk	 Signature	9/19/2023 Date

Kimberly Blythe  
City of Reading Clerk

Kimberly Blythe  
Signature

9-12-2023  
Date

## EXHIBIT A: Early Voting Plan

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

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

**Plan Coverage:** County Agreement

### Coordinator of County Agreement:

Name of Coordinator	Position	Email Address	Phone Number
Abe Dane	Chief Deputy Clerk	<a href="mailto:a.dane@co.hillsdale.mi.us">a.dane@co.hillsdale.mi.us</a>	517-437-3391

### County:

Name of county	Clerk of County
County of Hillsdale	Marney M. Kast

### Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Adams	Suzy Roberts	1	2018

### Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Allen	Jessica Kratzer	1	1474

### Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Amboy	Betty Burkhart	1	1037

**Municipality 4:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Cambria	Carol A. Rosales	1	2147

**Municipality 5:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Camden	Kristina Dewey	1	1482

**Municipality 6:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Fayette	Karen Sparks	1	985

**Municipality 7:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Hillsdale	Janel Stewart	1	1823

**Municipality 8:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Jefferson	Debra Penney	1	2700

**Municipality 9:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Litchfield	Vicki Heckel	1	847

**Municipality 10:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Moscow	Linda Waldron	1	1175

**Municipality 11:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Pittsford	Cinda L. Walton	1	1222

**Municipality 12:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Ransom	Susan Ruder	1	673

**Municipality 13:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Reading	Kathy Flaughner	1	1546

**Municipality 14:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Scipio	Judy Leedy	1	1586

**Municipality 15:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Wheatland	Dawn J. Johnson	1	1021

**Municipality 16:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Woodbridge	Martha Crow	1	789

**Municipality 17:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Wright	Maghann Zimmerman	1	1320

**Municipality 18:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Hillsdale	Katy Price	4	5735

**Municipality 19:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Jonesville	Cindy Means	1	1719

**Municipality 20:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Litchfield	Susan Ballinger	1	1059

**Municipality 21:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Reading	Kimberly Blythe	1	845

**Early Voting Location Information:**

	<b>Early voting site #1</b>
Location of site	29 N. Howell Street, Room 2, Hillsdale, MI 49242
Municipalities served at site	The Townships of Adams, Allen, Amboy, Cambria, Camden, Fayette, Hillsdale, Jefferson, Litchfield, Moscow, Pittsford, Ransom, Reading, Scipio, Wheatland, Woodbridge, and Wright; and the Cities of Hillsdale, Jonesville, Litchfield, and Reading.
Number of Election Workers at site	4 + Site Supervisor
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Yes



Hours for 9 days of Constitutionally-required early voting	Day 1, Saturday: 8:00 a.m. to 4:00 p.m. Day 2, Sunday: 12:00 p.m. to 8:00 p.m. Day 3, Monday: 9:00 a.m. to 5:00 p.m. Day 4, Tuesday: 9:00 a.m. to 5:00 p.m. Day 5, Wednesday: 9:00 a.m. to 5:00 p.m. Day 6, Thursday: 11:00 a.m. to 7:00 p.m. Day 7, Friday: 9:00 a.m. to 5:00 p.m. Day 8, Saturday: 8:00 a.m. to 4:00 p.m. Day 9, Sunday: 12:00 p.m. to 8:00 p.m.
How many (if any) additional days of early voting will be provided at this site?	None
Hours for any additional days of early voting	N/A
Is this site ADA compliant?	Yes
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Location is centrally located in the highest populated portion of the county with numerous public parking options and public transportation available within the City.

### Early Voting Equipment Information:

	Early voting site #1
Number of tabulators at site	2
Municipality responsible for providing tabulators	County
Number of early voting poll book laptops	1
Municipality responsible for providing early voting poll book laptops	County
Clerk responsible for taking necessary steps to set up the early voting poll book laptops	Chief Deputy County Clerk, Abe Dane

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

The County Clerk's Office will plan at least one radio spotlight on Radio Hillsdale, WCSR 92.1 FM along with Notices posted at the County Courthouse, the County Office Building, and each municipal office location where notices are usually posted. The County Clerk's Office will also issue press releases and purchase ad space in the public/legal notices section of the Hillsdale Daily News. The County website and any municipalities who are parties to this agreement and have a website will post information regarding the opportunity for early voting. If State funding is available, radio ads and other media may be purchased as well.

## EXHIBIT B: SITE SUPERVISORS

<b>February 27, 2024 Pres. Primary (option A)</b>	<b>Supervisor at Early voting site</b>
Early Voting Day 1	Susan Ruder, Ransom Township Clerk
Early Voting Day 2	Judy Leedy, Scipio Township Clerk
Early Voting Day 3	Deb Penney, Jefferson Township Clerk
Early Voting Day 4	Dawn Johnson, Wheatland Township Clerk
Early Voting Day 5	Katy Price, City of Hillsdale Clerk
Early Voting Day 6	Linda Waldron, Moscow Township Clerk
Early Voting Day 7	Maghann Zimmerman, Wright Township Clerk
Early Voting Day 8	Kris Dewey, Camden Township Clerk
Early Voting Day 9	Susan Ballinger, City of Litchfield Clerk
<b>March 12, 2024 Pres. Primary (option B)</b>	<b>Supervisor at Early voting site</b>
Early Voting Day 1	Susan Ruder, Ransom Township Clerk
Early Voting Day 2	Judy Leedy, Scipio Township Clerk
Early Voting Day 3	Maghann Zimmerman, Wright Township Clerk
Early Voting Day 4	Dawn Johnson, Wheatland Township Clerk
Early Voting Day 5	Katy Price, City of Hillsdale Clerk
Early Voting Day 6	Linda Waldron, Moscow Township Clerk
Early Voting Day 7	Jessica Kratzer, Allen Township Clerk
Early Voting Day 8	Kris Dewey, Camden Township Clerk
Early Voting Day 9	Susan Ballinger, City of Litchfield Clerk
<b>August 6, 2024 Primary Election</b>	<b>Supervisor at Early voting site</b>
Early Voting Day 1	Martha Crow, Woodbridge Township Clerk
Early Voting Day 2	Maghann Zimmerman, Wright Township Clerk
Early Voting Day 3	Linda Waldron, Moscow Township Clerk
Early Voting Day 4	Katy Price, City of Hillsdale Clerk
Early Voting Day 5	Cinda Walton, Pittsford Township Clerk
Early Voting Day 6	Deb Penney, Jefferson Township Clerk
Early Voting Day 7	Janel Stewart, Hillsdale Township Clerk
Early Voting Day 8	Kathy Flaughner, Reading Township Clerk
Early Voting Day 9	Cindy Means, City of Jonesville Clerk
<b>November 5, 2023 Presidential Election</b>	<b>Supervisor at Early voting site</b>
Early Voting Day 1	Dawn Johnson, Wheatland Township Clerk
Early Voting Day 2	Cindy Means, City of Jonesville Clerk
Early Voting Day 3	Janel Stewart, Hillsdale Township Clerk
Early Voting Day 4	Betty Burkhart, Amboy Township Clerk
Early Voting Day 5	Katy Price, City of Hillsdale Clerk
Early Voting Day 6	Suzy Roberts, Adams Township Clerk
Early Voting Day 7	Carol Rosales, Cambria Township Clerk
Early Voting Day 8	Vicki Heckel, Litchfield Township Clerk
Early Voting Day 9	Susan Ballinger, City of Litchfield Clerk

**ADDENDUM A - EARLY VOTING BUDGET**

**INITIAL IMPLEMENTATION: EXPENDITURE ESTIMATE FOR EARLY VOTING IN 2023 TO BE REIMBURSED FIRST BY ANY AVAILABLE STATE FUNDS AND SECOND BY MUNICIPALITIES.**

Early Voting Site Location: County Courthouse			Other Expenditures		
<b>Equipment</b>	<b>Item</b>	<b>Cost</b>	<b>Precinct Notice</b>	Mailed to all registered voters	\$16,000
	Tabulator (2)	\$10,000			
	Verity Print (on demand)	\$5,875			
	Auto Ballot Kit	\$499			
	EPB Laptop (2)	\$2,400			
	EPB scanner	\$100			
	Ballot Containers (9)	\$450			
	Voting booths (16 stations)	\$4,000			
	Power backup server room	\$10,000			
<b>Administrative</b>	Storage/Work benches (2)	\$1,100			
	Cost of County mileage and legal fees to coordinate County Agreement with Municipalities	\$1,000			
			<b>TOTAL INITIAL IMPLEMENTATION EXPENDITURES</b>		
			<b>\$51,424</b>		

**Total \$35,424**

**AFTER IMPLEMENTATION: ANTICIPATED EXPENSES TO MAINTAIN EARLY VOTING PRECINCT FOR EACH FUTURE STATE/FEDERAL ELECTION**

Category	Item	Cost	Cost rate	Cost per election
<b>Inspector Pay</b>	Inspector #1 @ 9 hrs/day	\$20	hour	\$1,620
	Inspector #2 @ 9 hrs/day	\$20	hour	\$1,620
	Inspector #3 @ 9 hrs/day	\$20	hour	\$1,620
	Chair Inspector@ 9 hrs/day	\$25	hour	\$2,025
	On Call Inspector	\$50	daily	\$450.00
	Training 4 inspectors (3 hrs)	\$20	hour	\$240
<b>Misc.</b>	Precinct Programming	\$150	election	\$150
	Test Deck	\$75	election	\$75
	Public Accuracy Per Diem	\$105	election	\$105
	Administration misc.	\$250	election	\$250
	Precinct Kit	\$75	election	\$75
	Shared cost of ads	\$30	election	\$30
	Shared cost of canvasser costs	\$50	election	\$50
	Annual Maintenance on Equip.			

price rolled into equipment cost 1st five years, \$1000 per year thereafter

**TOTAL CONTINUOUS EXPENDITURES PER ELECTION**

**\$9,310**