

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

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

**PURPOSE OF THE AGREEMENT.** The County and the municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site.

Name of County: Houghton County
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Name of municipality	Number of precincts in municipality	Number of registered electors in municipality
Adams Township	1	2007
Calumet Township	4	5328
Chassell Township	1	1634
Duncan Township	2	191
Elm River Township	1	195
Franklin Township	2	1169
Hancock Township	1	408
Laird Township	1	414
Osceola Township	3	1517
Portage Township	2	2659
Quincy Township	1	238
Schoolcraft Township	1	1663
Stanton Township	2	1272
Torch Lake Township	2	1653
City of Hancock	3	3381
City of Houghton	2	2905

**TOTAL** **26,634**

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
  - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
  - 1.2 **Coordinator** means the individual appointed by the County Clerk and identified as the individual responsible for providing oversight to ensure sufficient resources are available

and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.

- 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a County or municipality, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).
- 1.4 **Election Services** encompasses the following individual Election Services provided by the County or either municipality's Elections Division, if applicable:
  - Election Source/Dominion**
- 1.5 **Legislative Body of the Municipality** means the city or township council elected or appointed and serving in the municipality.
- 1.6 **Municipality** means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, Board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
- 1.7 **QVF** means the Qualified Voter File as described in MCL 168.509m.
- 1.8 **QVF Controller** means the individual appointed by the county clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.  
**The local municipalities wish to have Jennifer Kelly, County Clerk, be the QVF Controller.**
- 1.9 **Site Supervisor** means the participating municipal clerk or a member of the county clerk's staff who shall act as supervisor for each day of early voting. The county clerk may appoint a different participating municipal clerk or member of the county clerk's staff to act as a supervisor for different days of early voting.

2. **PARTIES TO AN AGREEMENT.**

- 2.1 This Agreement is entered into between the municipalities listed above and the Houghton County Clerk.

3. **SCOPE OF THE AGREEMENT.**

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

4. **COORDINATOR.**

- 4.1.1 **Jennifer Kelly, County Clerk,- will serve as Coordinator of the joint early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.**
- 4.1.2 In the event that that Coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the Coordinator may

designate early voting site supervisors to assist with the staffing and supervision of early voting.

**4.2** If the Coordinator becomes unavailable for any reason, the role will be filled in one of the following ways, as determined by the parties upon execution of this Agreement:

**4.2.1** The County Clerk will appoint the new Coordinator.

**4.2.2** **Renee Cunningham, Chief Deputy Clerk, as backup Coordinator**, would assume the responsibilities of Coordinator. If the backup Coordinator is unavailable for any reason, the County Clerk will appoint the new Coordinator.

**5. QVF CONTROLLER.**

**5.1** **Jennifer Kelly will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF.** The controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF Controller must meet the security requirements of a QVF user. The QVF Controller can be the same as the Coordinator as long as the appropriate QVF training is completed.

**6. APPROVAL OF EARLY VOTING SITES.**

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

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

**7. APPOINTMENT OF ELECTION INSPECTORS.**

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

**7.2** At least 31 days before each statewide and federal election, the Board will appoint for each early voting site at least 3 election inspectors and as many more as, in its opinion, are required for the efficient, speedy, and proper conduct of the election.

**7.3** The Board will further designate one appointed election inspector from each early voting site as Chairperson.

**7.4** The selection of Election Inspectors will be governed by MCL 168.674.

**8. APPROVAL OF EARLY VOTING HOURS.**

**8.1** Prior to the submission of an Agreement or early voting plan, the County Clerk and the clerks of the participating municipalities will do all of the following:

**8.1.1** For the nine early voting days guaranteed by the Constitution, decide among themselves the hours that early voting will be provided at the approved joint early voting site or sites and include those hours in this Agreement.

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

**8.1.2** For any dates or hours beyond the dates and hours guaranteed by the Constitution, the County Clerk may set hours without regard to the required hours for early voting on the nine required days of early voting and include those days and hours in this Agreement.

**8.1.3** Indicate whether the days and hours specified in this Agreement apply to all elections or only to statewide and federal elections.

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

**9.1** Not less than 45 days before Election Day, the county clerk and the clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site or sites by posting of the notice on the county's and each municipality's website and any other publication or posting the clerk considers advisable. **The City and Township Clerks of Houghton County will send out the appropriate notices by MAIL and any other ways the Clerk chooses to notify their voters regarding the Early Voting Center. The County Clerk will post appropriate notices in the County Courthouse, County website, and will do Press Releases with the media.**

**10. BUDGET AND COST SHARING.**

**10.1** Prior to the submission of an Agreement or early voting plan, the County Clerk and the clerks of the participating municipalities will produce a proposal for the early voting budget and cost sharing and chargeback procedures and enter the terms here. Examples of budget, cost-sharing and chargeback procedures are as follows:

**10.1.1** Designate the County as the party responsible for requesting and dispensing all funds related to early voting. **The County will set up a fund once the Houghton County Board of Commissioners agrees. The County will receive and send out all monies for the Early Voting Center.**

**10.1.2** Make each municipality responsible for the fraction of costs corresponding to the fraction of registered voters in the Qualified Voter File for each municipality's jurisdiction. **Each Municipality shall be responsible for the fraction of costs corresponding to the fraction of registered voters in the Qualified Voter File for each municipality's jurisdiction.**

**10.1.3** Share the costs equally among the participating municipalities.

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

**11. STAFFING AND SUPERVISION**

**11.1** The Coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees a specific early voting site(s).

**11.2** The site Supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.

**11.3** The site Supervisors for early voting sites must be listed in the attached Exhibit B.

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

- 12.1 Prior to the submission of the Early Voting Plan, the County Clerk and the Clerks of the participating municipalities will do all of the following:
    - 12.1.1 Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site. There will be 4 tabulators, 1 laptop, and 1 VAT in 2024.
    - 12.1.2 Determine whether the County or a municipality will provide the tabulators and early voting poll book laptops or other voting equipment. **The County will apply for the Grant for the Voting Center. Any expenses not covered by the Grant, will be the responsibility of the Cities and Townships in Houghton County.**
  - 12.2 The Board of County Election Commission will be responsible for conducting testing of the electronic voting equipment.
  - 12.3 The Coordinator will be responsible for taking necessary steps to set up the early voting poll book and the early voting poll book laptop.
  - 12.4 Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).
- 13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY**
- 13.1 During Early Voting, the Coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State.
  - 13.2 During Early Voting, the Coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
14. At the conclusion of Election Day, the Coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.
- 15. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS**
- 15.1 The Board of County Election commission is responsible for appointing the Receiving Board or group of Election Inspectors to canvass the early vote returns on Election Day and report early voting results to the County Clerk.
  - 15.2 At the conclusion of Election Day, the Coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.
- 16. EXECUTION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**
- 16.1 A County Early Voting Site Agreement must be finalized and signed by the participating County and all municipalities:
    - 16.1.1 No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.
    - 16.1.2 No later than 90 days before a special statewide or federal election.
17. **EARLY VOTING PLAN.** No later than 120 days before the first Statewide or Federal election in each even numbered year, the Houghton County Clerk is responsible for ensuring the Countywide Early Voting Plan is submitted to the Secretary of State.

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

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

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

**19.1** This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of the County Clerk and each participating municipal Clerk.

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

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

**20.1** If the County Clerk withdraws from the Agreement for any reason, the Agreement will cease to exist and the Clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.

**20.2** If the parties terminate Agreement for any reason, the Clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.

**20.3** If a party withdraws from the Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided. A party to a municipal Agreement may withdraw from the Agreement by providing at least 30 days’ written notice to the other Parties to the Agreement.

**20.4** A Party may not withdraw from the Agreement during the period beginning 150 days before the first statewide November election in an even numbered year and ending on the completion of the county canvass for the statewide general November election in that even numbered year.

**20.5** If the Agreement covers any elections in addition to statewide and federal elections, a Party may not withdraw from the Agreement during the period beginning 150 days before the election covered under the Agreement and ending on the completion of the county canvass for that election.

JENNIFER KELLY \_\_\_\_\_  
HOUGHTON COUNTY CLERK      Signature of County Clerk      Date

DEBBIE PINDRAL \_\_\_\_\_  
ADAMS TWP CLERK      Signature Township Clerk      Date

ROBIN HICKS CALUMET TWP CLERK	_____ Signature of Township Clerk	_____ Date
LYNN GIERKE CHASSELL TWP CLERK	_____ Signature Township Clerk	_____ Date
KATHY ALLEN DUNCAN TWP CLERK	_____ Signature of Township Clerk	_____ Date
SHERRI BRANDT ELM RIVER TWP CLERK	_____ Signature Township Clerk	_____ Date
TARA DULONG FRANKLIN TWP CLERK	_____ Signature of Township Clerk	_____ Date
AMY JO MAKI HANCOCK TWP CLERK	_____ Signature Township Clerk	_____ Date
ROBIN HENRY LAIRD TWP CLERK	_____ Signature of Township Clerk	_____ Date
CHRISTA GARDNER OSCEOLA TWP CLERK	_____ Signature Township Clerk	_____ Date
AMY SKEWES PORTAGE TWP CLERK	_____ Signature of Township Clerk	_____ Date
BETH HELMINEN QUINCY TWP CLERK	_____ Signature Township Clerk	_____ Date
BETTY ANTILLA SCHOOLCRAFT TWP CLERK	_____ Signature of Township Clerk	_____ Date
KARA HEINONEN STANTON TWP CLERK	_____ Signature Township Clerk	_____ Date

LOU AMBUEHL  
TORCH LAKE TWP CLERK

\_\_\_\_\_  
Signature of Township Clerk

\_\_\_\_\_  
Date

LINDA KALINEC  
HANCOCK CITY CLERK

\_\_\_\_\_  
Signature City Clerk

\_\_\_\_\_  
Date

ANN VOLLRATH  
HOUGHTON CITY CLERK

\_\_\_\_\_  
Signature of City Clerk

\_\_\_\_\_  
Date



## EXHIBIT A: Early Voting Plan

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

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

**Plan Coverage:** County Agreement

### Coordinator of County Agreement:

Name of Coordinator	Position	Email Address	Phone Number
JENNIFER KELLY	COORDINATOR	<a href="mailto:countyclerk@houghtoncounty.net">countyclerk@houghtoncounty.net</a>	906-482-1150

### County:

Name of county	Clerk of County
HOUGHTON	JENNIFER KELLY

### Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Adams Township	Debbie Pindral	1	2007

### Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Calumet Township	Robin Hicks	4	5328

### Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Chassell Township	Lynn Gierke	1	1634

**Municipality 4:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Duncan Township	Kathy Allen	2	191

**Municipality 5:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Elm River Township	Sherry Brandt	1	195

**Municipality 6:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Franklin Township	Tara Dulong	2	1169

**Municipality 7:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Hancock Township	Amy Jo Maki	1	408

**Municipality 8:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Laird Township	Robin Henry	1	414

**Municipality 9:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Osceola Township	Christa Gardner	3	1517

**Municipality 10:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Portage Township	Amy Skewes	2	2659

**Municipality 11:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Quincy Township	Beth Helminen	1	238

**Municipality 12:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Schoolcraft Township	Betty Antilla	1	1663

**Municipality 13:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Stanton Township	Kara Heinonen	2	1272

**Municipality 14:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Torch Lake Township	Lou Ambuehl	2	1653

**Municipality 15:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Hancock	Linda Kalinec	3	3381

**Municipality 16:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Houghton	Ann Vollrath	2	2905

**Early Voting Location Information:**

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

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

**Early Voting Equipment Information:**

	Early voting site #1	Early voting site #2	Early voting site #3
Number of tabulators at site	4-HOPEFULLY		
Municipality financially responsible for providing tabulators	16-ALL		
Number of early voting poll book laptops	1		
Municipality financially responsible for providing early voting poll book laptops	16		
Clerk responsible for taking necessary steps to set up the early voting poll book laptops	JENNIFER KELLY		

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

**CITY, COUNTY AND TOWNSHIP WEBSITES**

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

## EXHIBIT B: SITE SUPERVISORS

### Early Voting Site Supervisors:

	Supervisor at Early voting site #1	Supervisor at Early voting site #2	Supervisor at Early voting site #3
Early Voting Day 1	KARA HEINONEN		
Early Voting Day 2	KARA HEINONEN		
Early Voting Day 3	KARA HEINONEN		
Early Voting Day 4	KARA HEINONEN		
Early Voting Day 5	KARA HEINONEN		
Early Voting Day 6	KARA HEINONEN		
Early Voting Day 7	KARA HEINONEN		
Early Voting Day 8	KARA HEINONEN		
Early Voting Day 9	KARA HEINONEN		

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