

**OSHTEMO CHARTER TOWNSHIP BOARD**  
**7275 West Main Street**  
**Kalamazoo, MI 49009**

**October 14, 2025**

*Refer to page 3 for Virtual Meeting Information*

**REGULAR MEETING**  
**5:30 P.M.**  
**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Remote Location Identification (for remote attendance when permitted by statute)
4. Township Mission/Vision/Core Values:  
*Core Value: Fair treatment to all people.*
5. Approval of the Agenda
6. Public Officials and Community Partner Updates
7. Work Session: DRAFT 2026 BUDGET
  - a. Fire Department
  - b. Public Works Department
8. Public Comment on Consent Agenda or Non-Regular Session Items (Est. 6:45 PM)
9. Consent Agenda
  - a. Meeting Minutes [[Minutes of Regular Meeting September 23, 2025](#)]
  - b. [Receipts and Disbursements](#)
10. Resolution Hispanic Heritage Month ([Pg 5-6](#))
11. Presentation Staff Recognition
12. Recommendation Hardship Advisory Review Committee ([Pg 7-9](#))
13. Discussion & Consideration of 2026 Early Voting Agreement ([Pg 10-36](#))
14. Continued Discussion & Consideration of DRAFT 2026 Budget
15. Public Comment
16. Board Member Comments & Committee Updates
17. Adjournment

**Policy for Public Comment**  
**Township Board Regular Meetings, Planning Commission & ZBA Meetings**

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

- a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email ([oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org)), walk-in visits, or by appointment.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name, but it is not required.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which does not follow these guidelines.

(adopted 5/9/2000)  
(revised 5/14/2013)  
(revised 1/8/2018)

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8 a.m.-1 p.m. and 2-5 p.m., and on Friday, 8 a.m.-1 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at [www.oshtemo.org](http://www.oshtemo.org), email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to [oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org) and it will be directed to the appropriate person.

**Oshtemo Township Board of Trustees**

**Supervisor**

Cheri Bell                      216-5220                      [cbell@oshtemo.org](mailto:cbell@oshtemo.org)

**Clerk**

Dusty Farmer                      216-5224                      [dfarmer@oshtemo.org](mailto:dfarmer@oshtemo.org)

**Treasurer**

Clare Buszka                      216-5260                      [cbuszka@oshtemo.org](mailto:cbuszka@oshtemo.org)

**Trustees**

Neil Sikora                      760-6769                      [nsikora@oshtemo.org](mailto:nsikora@oshtemo.org)

Kristin Cole                      375-4260                      [kcole@oshtemo.org](mailto:kcole@oshtemo.org)

Zak Ford                      271-5513                      [zford@oshtemo.org](mailto:zford@oshtemo.org)

Michael Chapman                      375-4260                      [mchapman@oshtemo.org](mailto:mchapman@oshtemo.org)

**Township Department Information**

**Assessor:**

Kristine Biddle                      216-5225                      [assessor@oshtemo.org](mailto:assessor@oshtemo.org)

**Fire Chief:**

Greg McComb                      375-0487                      [gmccomb@oshtemo.org](mailto:gmccomb@oshtemo.org)

**Ordinance Enforcement:**

Alan Miller                      216-5230                      [amiller@oshtemo.org](mailto:amiller@oshtemo.org)

**Parks Director:**

Vanessa Street                      216-5233                      [vstreet@oshtemo.org](mailto:vstreet@oshtemo.org)

Rental Info                      216-5224                      [oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org)

**Planning Director:**

Jodi Stefforia                      375-4260                      [jstefforia@oshtemo.org](mailto:jstefforia@oshtemo.org)

**Public Works Director:**

Anna Horner                      216-5228                      [ahorner@oshtemo.org](mailto:ahorner@oshtemo.org)

## Zoom Instructions for Participants

### Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

### To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering this **Meeting ID: 832 1509 9335**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet, or smartphone then you can join via conference call by following instructions below.

### To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **832 1509 9335#**

### Participant controls in the lower-left corner of the Zoom screen:



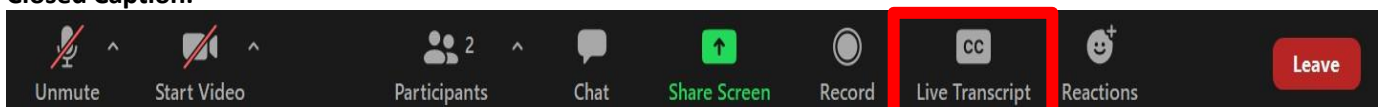
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press \*9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

### Closed Caption:



### Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

1. Click on the “Live Transcription” button.
2. Then select “Show Subtitle”.

## **Mission:**

*To advance the quality of life of all residents through a commitment to responsible growth, and value-driven municipal services that promote the relationships among economic vitality, environmental stewardship, and social equity.*

## **Vision:**

*A sustainable and innovative community built through a legacy of planned, responsible growth and rural preservation.*

## **Core Values:**

### **PUBLIC SERVICE**

- Fair treatment to all people.
- Each customer is welcomed, and their input is wanted.
  - Difficult questions are not marginalized.
- Allow residents to interact directly with Township staff and officials.
- Decisions are made based on the value to our Township and residents.

### **SUSTAINABILITY**

- Meet the needs of the present without compromising future generations.
  - Consider the environment through practices that reduce impacts.
    - Value-conscious decision-making.
  - Committing to quality fire and police protection.

### **INNOVATION**

- Providing the best value-conscious technology currently available.
- Leverage new technologies and ways of doing business to increase accessibility and improve services.

### **PROFESSIONALISM**

- Hire staff with strong core competencies within their given profession.
- Commitment to continuous improvement to government operations.
- Dedicated to open communication to improve productivity and effectiveness.

### **INTEGRITY**

- Decisions are made logically through the collection of evidence, facts, and public input.
  - When promises are made, we follow through.
- We do not obfuscate – we say what we mean and do what we say.
- Transparent governmental practices are of the highest priority.

### **FISCAL STEWARDSHIP**

- Ensure that taxpayer investments are spent wisely, effectively and efficiently.

OSHTEMO CHARTER TOWNSHIP  
KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION IN SUPPORT OF HISPANIC HERITAGE MONTH**

**October 14, 2025**

**WHEREAS**, National Hispanic Heritage Month, celebrated annually from September 15th to October 15th, serves as an opportunity to recognize the histories, cultures, and profound contributions of American citizens with ancestral ties to Spain, Mexico, the Caribbean, and Central and South America; and

**WHEREAS**, the observance was first established in 1968 as Hispanic Heritage Week under President Lyndon B. Johnson, and was subsequently expanded to a month-long observance by President Ronald Reagan in 1988; and

**WHEREAS**, the Hispanic community possesses a significant and enduring history within the United States, having been fundamentally involved in the nation's establishment, development, and prosperity; and

**WHEREAS**, the Hispanic community has contributed immeasurably to American society across diverse fields, including government, business, science, sports, and the arts, and remains an essential and dynamic component of the nation's narrative; and

**WHEREAS**, it is both appropriate and necessary to formally acknowledge the richness of Hispanic culture and the manifold ways in which it has enriched the lives of all Americans;

**NOW, THEREFORE, BE IT RESOLVED**, that Oshtemo Charter Township formally expresses its support for Hispanic Heritage Month and extends an invitation to all citizens to engage with and benefit from the various events and activities commemorating this period of recognition.

A motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_, to adopt the foregoing Resolution.

Upon roll call vote the following voted "Aye":

The following voted "Nay":

The following were Absent:

The following Abstained:

The Moderator declared the motion carried and the Resolution duly adopted.

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Dusty Farmer, Clerk  
Oshtemo Charter Township

**CERTIFICATE**

STATE OF MICHIGAN                    )  
  ) ss.  
COUNTY OF KALAMAZOO            )

I, Dusty Farmer, the duly appointed and acting Clerk of the Township of Oshtemo, certify that the foregoing constitutes a true and complete copy of a Resolution adopted at a regular meeting of the Oshtemo Charter Township Board held on October 14, 2025, which meeting was preceded by required notices under the Michigan Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted in favor of said Resolution; and that minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this \_\_\_\_ day of October, 2025.

\_\_\_\_\_  
Dusty Farmer, Clerk  
Oshtemo Charter Township

# Memorandum

**Date:** October 14<sup>th</sup>, 2025  
**To:** Township Board  
**From:** Zach Pearson, Public Works Project Manager  
**Subject:** Hardship Advisory Review Committee Recommendation

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## **Objective**

Update the Board on the Hardship Advisory Review Committee (HARC) meeting and recommendations.

## **Proposed Motion**

I move to accept the HARC recommendation and authorize Public Works Staff to coordinate all applicable work necessary to complete the connection.

## **Background**

The Hardship Advisory Review Committee met on September 10<sup>th</sup>, 2025 to review two (2) applications for hardship financing. The committee has approved one (1) application and recommended it for Township Board approval. The Board previously approved a budget amendment in the amount of \$50,000 in anticipation of applications being approved and recommended for hardship financing. Once approved by the Board, Public Works Staff will work with the applicants chosen contractor to complete the connection.

## **Core Values**

Fiscal Stewardship

## **Attachments**

HARC Recommendation Form

**OSHTEMO CHARTER TOWNSHIP  
COUNTY OF KALAMAZOO, MICHIGAN**

**HARDSHIP ADVISORY REVIEW COMMITTEE - RECOMMENDATION**

Recommendation of the Oshtemo Charter Township Hardship Advisory Review Committee resulting from a public hearing conducted on September 10th, 2025.

The Hardship Advisory Review Committee, after reviewing the application regarding parcel number 3905-33 - 402 -320 recommends:

  X   Approval             Denial

of the application for

  X   Hardship Financing for private connection costs

       Deferment of public connection fees

This recommendation is made after due consideration and investigation of the application of the property owner (or their legal representative).

The Hardship Advisory Review Committee finds that the applicant

  X   meets             does not meet

the qualification standards for hardship and/or deferment under Section IV of Oshtemo Charter Township Ordinance No. 620.

For approved applications:

  X   The property owner (or their legal representative) has agreed to enter into an installment payment agreement for the subject property.

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By:     *JK*     Date:   08/10/25    
Chairperson  
Oshtemo Charter Township  
Hardship Advisory Review Committee



# HARC Recomm Form 040

Final Audit Report

2025-10-08

Created:	2025-10-07
By:	Zachary Pearson (zpearson@oshtemo.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzekLpNLgSg-Qpo0rhXYm97m0l4MwtkSy

## "HARC Recomm Form 040" History

-  Document created by Zachary Pearson (zpearson@oshtemo.org)  
2025-10-07 - 6:36:27 PM GMT
-  Document emailed to Neil Sikora (nsikora@oshtemo.org) for signature  
2025-10-07 - 6:36:30 PM GMT
-  Email viewed by Neil Sikora (nsikora@oshtemo.org)  
2025-10-08 - 11:20:29 AM GMT
-  Document e-signed by Neil Sikora (nsikora@oshtemo.org)  
Signature Date: 2025-10-08 - 11:42:51 AM GMT - Time Source: server
-  Agreement completed.  
2025-10-08 - 11:42:51 AM GMT

# Memorandum

**Date:** October 6, 2025  
**To:** Township Board  
**From:** Dusty Farmer, Clerk  
**Subject:** 2026 Early Voting Agreement

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## **Objective**

Motion to approve the County Agreement for early voting for 2026-2027, and authorize the Clerk to sign the agreement.

## **Background**

Under the Michigan Constitution, as amended by Proposal 2022-2, all voters have the right to an early voting (EV) site for all federal and state elections. Prop 22-2 passed with 60% support statewide in November 2022.

Early voters have the same rights and are subject to the same requirements as voters at polling places on election day. Each early voting site must be open for nine consecutive days prior to an election, beginning on the second Saturday before and election and ending on the Sunday before the election. Sites must be open for at least eight hours for each of these nine days and can be open for additional days and hours. Results cannot be generated or reported from a voting site until after 8:00 p.m. on election day.

If a municipal clerk does not enter into a municipal or county agreement, then that clerk is responsible for administering early voting and have at least one early voting site for each federal and statewide election. Municipal clerks can set additional hours for voting beyond the required days and times, but not less.

For 2024, the Township partnered with 17 other municipalities to participate in an Early Voting Agreement with Kalamazoo County. This allowed us to divide the work of early voting; we were responsible for two days as Site Supervisor and for testing all materials prior to voting. The County was responsible for closing the early voting polls, which occurs after 8 p.m. on election day.

For 2026, I request that we enter into the County agreement again. From a cost standpoint, it is costs about \$8000 more to be a part of the agreement, but it is much more valuable since we do not have the full-time staff, nor the space, to complete election night closing activities. The agreement cost is approximately \$47,400.

## **Information Provided**

2026 Early Voting Agreement

## **Core Values**

(Public Service, Professionalism, Integrity, Fiscal Stewardship)

INTERGOVERNMENTAL AGREEMENT FOR EARLY VOTING ELECTION SERVICES  
BETWEEN KALAMAZOO COUNTY AND ASSOCIATED MUNICIPALITIES

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This county agreement (hereinafter the "Agreement"), is made the date the last party signs the Agreement (hereinafter the "Effective Date") as authorized by Article VII, section 28 of the 1963 Michigan Constitution which authorizes two or more counties, townships, cities, villages, or districts or any combination thereof to enter into contractual undertakings or agreements with one another for the joint administration of any functions or powers which each would have the power to perform separately, to share the costs and responsibilities of functions and services with one another which each would have the power to perform separately, to transfer functions and services to one another upon the consent of each unit involved and to cooperate with one another and 1951 PA 35, as amended (hereinafter "Act 35") and MCL 124.1, et. seq., which authorizes municipal corporations to enter into contracts with other municipal corporations "for the ownership, operation, or performance, jointly, or by any 1 or more on behalf of all, of any property, facility or service which each would have the power to own, operate or perform separately." The Agreement is between the County of Kalamazoo, a municipal corporation and political subdivision of the State of Michigan, located at 201 W. Kalamazoo Avenue, Kalamazoo, Michigan 49007 (hereinafter "Kalamazoo County") and the following municipalities located in Kalamazoo County: Cities of Kalamazoo, Parchment, Portage; the Charter Townships of Kalamazoo, Oshtemo, Texas; and the Townships of Alamo, Charleston, Prairie Ronde, Richland, Ross, Schoolcraft, and Wakeshma (hereinafter the "Participating Jurisdictions").

- A. Early voting sites are required by the Michigan Constitution, Article II § 4 (1)(m) and MCL 168.720b(2) to remain open for at least nine (9) consecutive days for in-person voting 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 on behalf of the jurisdiction.
- C. The Participating Jurisdictions identified in this Agreement have requested that the Kalamazoo County Clerk (hereinafter the "County Clerk") conduct early voting (as described and defined in this Agreement) on their behalf, and have agreed to comply with all terms and conditions of this Agreement, including the obligation to reimburse Kalamazoo County for all Reimbursable Expenses (defined below) and as provided in this Agreement.
- D. Kalamazoo County, acting through the County Clerk, is willing to assist the Participating Jurisdictions conducting elections within Kalamazoo County 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 Participating Jurisdictions and Kalamazoo County agree as follows:

1. **DEFINITIONS** The following words and expressions used in 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, or any other mutually agreed upon written and executed modification, amendment, exhibit, and/or attachment to this Agreement.
- 1.2** **Early Vote Coordinator** means the individual appointed by the County Clerk to provide oversight, to ensure sufficient resources are available and timely dispatched to each early voting site, and to monitor the administrative requirements of early voting for the Participating Jurisdictions.
- 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 which shall include but not be limited to all of the following:
- 1.3.1** Description of whether the Early Voting Plan covers a municipality, a municipal agreement, or a county agreement.
  - 1.3.2** The name of each municipal clerk and county clerk, executing the Early Voting Plan.
  - 1.3.3** The number of precincts and registered electors in the Agreement.
  - 1.3.4** The number of early voting sites, the location of each early voting site, if available, and the municipality or municipalities the early voting sites serve.
  - 1.3.5** The name, position, and contact information of the coordinator for the Agreement, if applicable.
  - 1.3.6** Any additional early voting days that will be offered before the required nine (9) consecutive days of early voting, along with the hours the early voting sites will be open on those additional early voting days.
  - 1.3.7** Beginning January 1, 2026, whether early voting will be offered on the Monday before election day.
  - 1.3.8** The communication strategy for informing electors of the opportunity for early voting.
  - 1.3.9** The process to ensure that the secretary of state has the information necessary to include the location, along with the dates and hours of operation, of each early voting site on the department of state's website.
  - 1.3.10** A copy of this Agreement.
  - 1.3.11** Any other information as the secretary of state or County Clerk considers necessary.
- 1.4** **Participating Jurisdiction** means one (1) or more municipalities located in Kalamazoo County, 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. Clerks in the Participating Jurisdictions are referred to herein as "Participating Jurisdiction Clerks."
- 1.5** **QVF** means the Qualified Voter File as described in MCL 168.509o.
- 1.6** **QVF Controller** means the individual appointed by the County Clerk and identified as the QVF administrator of early voting information within the QVF.

- 1.7 Reimbursable Expenses** include, but are not limited to, all reasonable costs incurred by Kalamazoo County in connection with the facilitation of early in-person voting on behalf of all Participating Jurisdictions to this Agreement and as described in Sections 9.1, 10.2.3, and 11.2 of this Agreement.
- 1.8 Site Supervisor** means the responsible Participating Jurisdiction Clerk or their designated representative who shall act as Site Supervisor for each site for early voting for each day of early voting. The County Clerk may appoint a different Participating Jurisdiction Clerk, or their designee to act as a Site Supervisor for different days of early voting.
- 1.9 Proportional Share** means the number of registered electors for costs, except as it pertains to Site Supervisor shifts, equipment testing, and general advertising, which should mean the number of Participating Jurisdictions.

**2. PURPOSE OF THE AGREEMENT**

- 2.1** Kalamazoo County, acting through the County Clerk and in consultation with the Participating Jurisdictions, agrees to conduct and administer, in accordance with the constitution and laws of the State of Michigan, no more than four (4) early voting sites per applicable state or federal election, on behalf of the Participating Jurisdictions. The early voting sites shall be administered by the County Clerk, or their designated representative, who shall organize, approve, and monitor the administrative requirements of early voting. Kalamazoo County agrees to perform the services and to provide the materials and equipment of this Agreement through its employees, elected officials, and resources, subject to all terms and conditions of this Agreement, including, but not limited to, the right to payment for Reimbursable Expenses from Participating Jurisdictions.

**3. SCOPE OF THE AGREEMENT**

- 3.1** The Agreement shall begin on the Effective Date and shall include any Participating Jurisdictions' applicable state or federal elections scheduled to occur between January 1, 2026, and December 31, 2027.

**4. PRECINCTS AND REGISTERED ELECTORS**

- 4.1** The following table represents the Participating Jurisdictions and the number of precincts, registered electors, and percentage of participating registered voters per Participating Jurisdiction to be used to calculate each Participating Jurisdiction's proportional costs as described in Section 10.2 of this Agreement and any equitable distribution should the County withdraw from the Agreement (as of August 26, 2025):

Participating Jurisdictions	Address	Number of precincts	Number of registered electors	% of Participating registered voters

Alamo Township	7901 North 6 <sup>th</sup> St. Kalamazoo, MI 49009	2	3307	1.90%
Charleston Township	1499 South 38 <sup>th</sup> St. Galesburg, MI 49053	1	1628	0.94%
City of Kalamazoo	241 West South St. Kalamazoo, MI 49007	27	53623	30.82%
Kalamazoo Township	1720 Riverview Dr. Kalamazoo, MI	10	18014	10.35%

Oshtemo Township	7275 West Main St. Kalamazoo, MI 49009	10	18420	10.59%
City of Parchment	650 S. Riverview Dr. Parchment, MI 49004	1	1505	0.86%
City of Portage	7900 S. Westnedge Ave. Portage, MI 49002	13	40104	23.05%
Prairie Ronde Township	14050 S 6 <sup>th</sup> St., Schoolcraft, MI 49087	1	2028	1.17%
Richland Township	7401 N. 32 <sup>nd</sup> St.	3	7288	4.19%

	Richland, MI 49083			
Ross Township	12086 M-89 Richland, MI 49083	2	4360	2.51%
Schoolcraft Township	50 East VW Ave. Vicksburg, MI 49097	4	7599	4.37%
Texas Charter Township	7227 West Q Ave. Kalamazoo, MI 49009	6	15087	8.67%
Wakeshma Township	13988 South 42nd St. Fulton, MI 49052	1	1052	0.60%

## 5. **COORDINATOR**

- 5.1** The County Clerk shall provide an Early Vote Coordinator who shall organize and monitor the administrative requirements, including staffing, of early voting for Participating Jurisdictions. The Early Vote Coordinator will be a Kalamazoo County employee, and Kalamazoo 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 Kalamazoo County and the County Clerk.
- 5.2** The County Clerk intends to appoint an employee of the County's Elections Division to serve as the Early Vote Coordinator for the purposes of this Agreement.
- 5.3** The Early Vote Coordinator position shall, at all times, be held 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.



- 5.4** If the Early Vote Coordinator becomes unavailable for any reason, the County Clerk shall appoint a new Early Vote Coordinator.

## 6. QVF CONTROLLER

- 6.1** The County intends to appoint an employee of the County's Elections Division who shall also serve as the Qualified Voter File (QVF) Controller of early voting information within the QVF for the purposes of this Agreement. The QVF Controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement.
- 6.2** The QVF Controller shall always meet the security requirements of a QVF user. If the QVF Controller becomes unavailable for any reason, the County Clerk will appoint a new QVF Controller.

## 7. EARLY VOTING SITES

- 7.1** The County Clerk, by way of the Early Vote Coordinator, shall administer no more than four (4) early voting sites for each Participating Jurisdictions for all applicable state or federal elections that fall within the term of this Agreement.
- 7.2** The County Clerk, after consulting the Participating Jurisdiction Clerks, shall submit each early voting site location to the Kalamazoo County Board of Election Commissioners for approval. The early voting site locations shall be finalized no later than sixty (60) days before the applicable election day.
- 7.3** There shall be a minimum of two (2) early voting sites located within the legal boundaries of the City of Kalamazoo. The City of Kalamazoo shall pay the full cost of a second early voting site located within the legal boundaries of the City of Kalamazoo, in addition to its proportional share of costs on all other early voting sites pursuant to Section 4.1

## 8. EARLY VOTING HOURS

- 8.1** All early voting sites shall 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 or federal election, for a minimum of eight (8) hours per day.
- 8.2** Early voting will not be offered on the Monday before election day.
- 8.3** To remain clear for the public and to minimize costs to all parties to the Agreement, the County Clerk will not approve any additional days or hours of early voting; however, each Participating Jurisdiction Clerk has the right to offer early voting on additional days and at their own set hours outside what is described in this Agreement.

## 9. COMMUNICATION STRATEGY

- 9.1** The County Clerk, or their designee, shall launch a communication strategy 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, early voting education,

and may include publications, press releases, brochures, billboards, radio spots, social media posts and ads, newsletters, and/or mailings. All reasonable costs incurred in connection with the communication strategy for the benefit of all Participating Jurisdictions shall be considered a Reimbursable Expense.

**9.2** Not less than forty-five (45) days before Election Day, the County Clerk and each Participating Jurisdiction Clerk shall give public notice of the dates and hours for early voting at the early voting site or sites by posting notices on Kalamazoo County's and each Participating Jurisdiction's website and/or by any other publication or posting as the County Clerk determines to be necessary.

**9.3** If there is a change to an early voting site location or hours of early voting, the County Clerk shall provide notice of any such change, to each registered elector of the Participating Jurisdictions entitled to vote at the early voting site no later than twenty-one (21) days before the first day of early voting as to the new early voting site. The notice shall include the location of the new early voting site or hours change and such notice shall be by mail or other method designed to provide actual notice to the registered elector. The County Clerk, or designated staff, shall also post a sign at the location of the former early voting site that identifies the location of the new early voting site.

## **10. BUDGET AND COST SHARING**

**10.1 Projected Cost Summary.** The parties to this Agreement developed a projected cost summary for costs associated with performance under this Agreement that is incorporated herein by reference and attached as **Exhibit C**. For the term of this Agreement, Kalamazoo County shall provide annually a revised projected cost summary within the guidelines of Kalamazoo County's total budget. The parties acknowledge that the costs set forth in Kalamazoo County's projected cost summary are only estimates. Kalamazoo County will attempt to keep billings to the Participating Jurisdictions as close to the original projected cost summary as is practicable considering the overall County Clerk's budget, Kalamazoo County's staffing policies and activities, and cost demands for performance under this Agreement. Kalamazoo County reserves the right to modify the projected cost summary if the projected and/or actual costs change for any reason, including, but not limited to, if any of the Participating Jurisdictions withdraws from the Agreement in accordance with Section 18 of this Agreement, subject to the requirement that Kalamazoo County give advance written notice pursuant to the notice requirements of this Agreement.

**10.2 Responsibilities of Participating Jurisdictions:** Each Participating Jurisdiction shall pay its portion of Kalamazoo County's actual costs for services and equipment estimated in **Exhibit C**, determined on a proportional basis by share of registered voters among Participating Jurisdictions (see Section 4.1), less costs paid for by available and awarded grant funding. Kalamazoo County shall bill Participating Jurisdictions after each election according to Section 4.1, and Participating Jurisdictions shall pay Kalamazoo County within thirty (30) business days following receipt of the invoice.

**10.2.1** Any disputed charges must be addressed in writing to the County Clerk within the thirty (30) business day window.

- 10.2.2** The City of Kalamazoo shall pay the full cost of a second early voting site located within the legal boundaries of the City of Kalamazoo, in addition to its proportional share of costs on all other early voting sites pursuant to Section 4.1.
- 10.2.3 County Reimbursable Expenses:** The Participating Jurisdictions shall pay Kalamazoo County for all Reimbursable Expenses. Reimbursable Expenses will be invoiced to the Participating Jurisdiction in sufficient detail and with supporting documentation, as may be reasonably required by the Participating Jurisdictions. Reimbursable Expenses, include, but are not limited to, Participating Jurisdiction's proportional share of administrative fee, office supplies, printing, publishing, postage, mileage, communication, website posting, and other reasonable costs incurred by Kalamazoo County in performance of this Agreement for the benefit of the Participating Jurisdictions.

**11. EQUIPMENT AND SUPPLIES**

- 11.1** The County Clerk shall purchase all necessary equipment and supplies to administer early voting per this Agreement and shall maintain and secure the equipment for future use.
- 11.2** Kalamazoo County shall coordinate all ongoing maintenance costs for the tabulators, voter assist terminals, and print-on-demand devices which shall be charged back to Participating Jurisdictions proportionately as indicated in Sections 10.2.2 and 4.1 as Reimbursable Expenses.
- 11.3** If Kalamazoo County withdraws from this Agreement, all assets purchased and billed back to Participating Jurisdictions as Reimbursable Expenses under the Agreement (see Section 10.2.3) shall be distributed to remaining Participating Jurisdictions in an equitable and timely manner, as mutually agreed upon by the remaining Participating Jurisdictions. Distribution shall have a rational relationship to each Participating Jurisdiction's contribution. Participating Jurisdictions that withdraw from the Agreement shall not receive a distribution of assets. Assets secured by Kalamazoo County through grants or other funding not billed back to Participating Jurisdictions shall remain assets of Kalamazoo County and are not subject to distribution. However, if Kalamazoo County withdraws from this Agreement to the extent possible and considering Kalamazoo County's obligation to provide early voting on its own behalf, Kalamazoo County will work with former Participating Jurisdictions to allow for the temporary use of Kalamazoo County-owned, grant-funded equipment to facilitate local early voting.

**12. TABULATORS, VOTER ASSIST TERMINALS, EARLY VOTING POLL BOOK, AND EARLY VOTING ELECTRONIC POLL BOOK AT EARLY VOTING SITE(S)**

- 12.1** The County Clerk, Participating Jurisdiction Clerk, or their designee shall configure all tabulators, voter assist terminals (VAT), and early voting poll book laptops used at each early voting site in one of the following configuration sets:
- 12.1.1** For an early voting site covering the entire county, in the same manner as an early voting site of a municipality conducting early voting as contemplated by MCL 168.720e.

- 12.1.2** For an early voting site covering less than the entire county, in the same manner as an early voting site for municipalities that are parties to a municipal agreement as contemplated by MCL 168.720f.
- 12.2** Preliminary logic and accuracy testing shall be coordinated by the County Clerk and performed by all parties to this agreement. The County will coordinate, manage, organize all testing. At a minimum, each Participating Jurisdiction will be responsible for testing their jurisdiction's ballots including VAT testing.
- 12.3** The County Clerk, or designated representative, shall program all electronic voting equipment no later than forty-five (45) days before each applicable election day.
- 12.4** The Kalamazoo County Board of Election Commissioners or their authorized designated representative, shall conduct all public logic and accuracy testing of the electronic voting equipment used at early voting sites in Kalamazoo County no later than five (5) days before the start of early voting in accordance with State of Michigan legal and administrative requirements.
- 12.5** The County Clerk, Participating Jurisdiction Clerk, or their designee, shall set up the early voting poll book and early voting electronic poll book throughout the duration of early voting provided under this Agreement.

### **13. EARLY VOTING STAFFING**

- 13.1** The County Clerk, with the assistance of the Participating Jurisdiction Clerks, shall staff each of the early voting sites with trained election inspectors<sup>1</sup>. All election inspectors shall be selected and appointed by Kalamazoo County Board of Election Commissioners if as contemplated in MCL 168.674.
  - 13.1.1** The Kalamazoo County Board of Election Commissioners shall notify appointed election inspectors of their appointment a minimum of thirty-one (31) days, but not more than fifty (50) days, before each applicable statewide and federal election.
- 13.2** The Kalamazoo County Board of Election Commissioners shall designate one (1) appointed election inspector from each early voting site as Chairperson and one (1) as Assistant Chairperson.
- 13.3** Each Participating Jurisdiction Clerk shall provide the County Clerk with the list of election inspectors recruited by the Participating Jurisdiction Clerk to serve at early voting locations a minimum of ninety (90) days before each applicable statewide and federal election.
- 13.4** All election inspectors appointed for early voting shall be Kalamazoo County appointees. Kalamazoo County shall pay all hourly rates for appointed election inspectors within the guidelines and policies of Kalamazoo County and the County Clerk, in accordance with the rates noted in **Exhibit C**.
- 13.5** The Early Vote Coordinator shall ensure each early voting site is staffed by a minimum of one (1) Participating Jurisdiction Clerk, selected by the County Clerk or one (1) individual

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<sup>1</sup> The minimum number of trained election inspectors per site per day is estimated in **Exhibit A** but may be modified and adjusted by the County Clerk based on need and so long as modifications are communicated in advance of any adjustments in a written notice sent via email to the Participating Jurisdiction Clerks.

from Kalamazoo County serving in their place, to act as Site Supervisor for each day of early voting during each applicable state or federal election. Each Participating Jurisdiction Clerk shall submit their availability to act as Site Supervisor for the duration of early voting to the County Clerk upon request. The County Clerk, based on these availabilities, shall select a minimum of one (1) Site Supervisor per early voting site daily to supervise and operate the site in the same manner as the Participating Jurisdiction Clerk does for an election day polling place. The Participating Jurisdiction Clerks selected may delegate the responsibilities of Site Supervisor to a trained member of the Participating Jurisdiction Clerk's staff, subject to advance notification to the County Clerk. See **Exhibit B** outlining the number of site supervisor shifts each local jurisdiction is responsible for fulfilling during each election.

- 13.6** The Participating Jurisdiction Clerk shall be notified of Site Supervisor appointments a minimum of four (4) weeks prior to the second Saturday before the election. All Participating Jurisdiction Clerks shall be considered as acting only in furtherance of their own Participating Jurisdiction's governmental interests and shall not be considered employees of Kalamazoo County for purposes of this Agreement and will not be paid by Kalamazoo County for services rendered under this Agreement.
- 13.7** The Early Vote Coordinator, or their designee, shall monitor and help administer early voting by traveling to each early voting site as necessary.
- 13.8** Kalamazoo County agrees to seek funding to support a contract with its identified voting equipment vendor to provide technical support during the early voting period. In the event Kalamazoo County is unable to secure such funding, Kalamazoo County may but is not required to pursue a contract with its identified voting equipment vendor to provide technical support during the early voting period either through Kalamazoo County funds, or as a Reimbursable Expense as mutually agreed upon by the parties to this Agreement.

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

- 14.1** The Early Vote Coordinator shall:
  - (1) be responsible for compliance with the closing procedures contemplated by MCL 168.720j(8) and 720j(9) and any applicable instructions issued by the Secretary of State during early voting;
  - (2) secure specified election materials as contemplated by MCL 168.720j(10) and any applicable instructions issued by the Secretary of State; and
  - (3) oversee the conclusion of Election Day, including compliance with the closing procedures at the conclusion of Election Day as contemplated by MCL 168.720j(11) and any applicable instructions issued by the Secretary of State.

**15. EARLY VOTING RECEIVING BOARD**

- 15.1** The County Clerk, with the assistance of Participating Jurisdiction Clerks, shall submit the names of potential trained election inspectors to the Kalamazoo County Board of Election Commissioners.
- 15.2** The Kalamazoo County Board of Election Commissioners shall appoint an Early Vote Receiving Board.

**15.2.1** The Early Vote Receiving Board is required to arrive at a site designated by the County Clerk by 7:15 PM on the applicable Election Day to complete end-of-election-day procedures in compliance with canvass and reporting requirements at 8:00 PM, as contemplated by MCL 168.720j(11)-(14) and MCL 168.801-810.

**15.2.2** The Early Vote Receiving Board shall canvass the early vote returns on Election Day and report early voting results to the County Clerk.

**16. PROCESS TO NOTICE SECRETARY OF STATE**

**16.1** The County Clerk, or designated representative, shall submit the Early Voting Plan, attached as **Exhibit A**, as well as any amendments to that early voting plan as described in one (1) or more amendments to this Agreement, to the Michigan Secretary of State no later than one-hundred twenty (120) days before the first statewide or federal election in an even-numbered year.

**16.2** The County Clerk, or designated representative, shall submit to the Michigan Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by Kalamazoo County and Participating Jurisdictions a minimum of forty-five (45) days before the first early voting day allowed by statute to facilitate the proper posting of information on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

**16.3** The Early Vote Coordinator shall transmit all communications regarding changes to locations, days, and hours of early voting to Participating Jurisdiction Clerks a minimum of forty-eight (48) hours prior to submission to the Michigan Secretary of State.

**17. TERM OF AGREEMENT**

**17.1** The Effective Date of this Agreement shall be the date the last party signs the Agreement and applies to state or federal elections occurring between January 1, 2026, and continuing through December 31, 2027. This Agreement may be renewed thereafter for one (1) additional two (2) year term, by mutual written agreement of the parties, which shall be obtained a minimum of one hundred twenty-five (125) days before the first regularly scheduled statewide or federal election in 2028.

**18. NOTICE OR WITHDRAWAL**

**18.1** Participating Jurisdictions may withdraw from this Agreement by providing a thirty (30) calendar day advance written notice to Kalamazoo County and all other parties in accordance with the terms of this Agreement. A Participating Jurisdiction Notice to Withdraw, or any other notice/communication required, or permitted under this Agreement from a Participating Jurisdiction to Kalamazoo County shall be deemed compliant with the notice requirements of this Agreement if the Participating Jurisdiction sending the notice/communication hand delivers the notice or communication to the County Clerk, or their authorized designee, or if the Participating Jurisdiction sends the notice/communication through First Class United States Postal Service to Kalamazoo County. The parties agree that notices and communications from Participating Jurisdictions to Kalamazoo County shall be sent to the following addresses:

Office of the Kalamazoo County Clerk & Register of Deeds  
ATTN: Meredith Place, Kalamazoo County Clerk/Register of Deeds  
201 West Kalamazoo Avenue  
Kalamazoo, Michigan 49007

Notices to all other parties shall be directed to the addresses for Participating Jurisdictions as shown in Section 4.1 of this Agreement.

- 18.2** This Agreement is an intergovernmental cooperative agreement and not a personal services agreement. If an elected or appointed clerk is no longer serving in his/her capacity, the obligations under this Agreement shall continue unless a notification to withdraw is provided in accordance with Section 18, herein. Kalamazoo County or the Participating Jurisdiction that has a new or different person in their respective clerk's position identified herein shall provide notification to all other entities hereto within thirty (30) business days of such appointment/election and shall verify or provide new contact information within the same timeframe.
- 18.3** Kalamazoo County may withdraw from this Agreement by providing a thirty (30) calendar day advance written notice to all Participating Jurisdictions in accordance with the terms of this Agreement. A Kalamazoo County Notice to Withdraw, or any other notice/communication required, or permitted under this Agreement from Kalamazoo County to a Participating Jurisdiction shall be deemed to satisfy the notice requirements of this Agreement if Kalamazoo County hand delivers the notice or communication to a representative of the Participating Jurisdiction, or their authorized designee, or if Kalamazoo County sends the notice/communication through First Class United States Postal Service to a Participating Jurisdiction. The parties agree that notices and communications from Kalamazoo County to Participating Jurisdictions shall be sent to the addresses shown in Section 4.1 of this Agreement for each Participating Jurisdiction.
- 18.4** A Participating Jurisdiction Notice to Withdraw, Kalamazoo County Notice to Withdraw, or action in any other notice/communication sent by a party to another party shall be considered received on the actual date received via First Class United States Postal Service, with the exception that notices/communications received on Saturdays, shall be considered received on Monday, to the extent Monday is not a Kalamazoo County recognized holiday, whereas notices/communications received on Saturdays, followed by a holiday, shall be considered received on the next business day (hereinafter "Receipt Date").
- 18.5** The County Clerk shall send a withdrawing Participating Jurisdiction an approval letter for withdrawal, with a simultaneous copy to all other parties to the Agreement, if the thirty (30) calendar day advance written notice requirement described in this Agreement was met. The Agreement as to the withdrawing parties shall terminate thirty (30) calendar days from the Receipt Date described in Section 18.3 if all deadlines are satisfied. (hereinafter "Termination Date").
- 18.6** If the request of a Participating Jurisdiction Notice to Withdraw Receipt Date falls within the one hundred fifty (150) calendar 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 shall send the Participating Jurisdiction a letter rejecting the termination of the Agreement; the Participating Jurisdiction shall continue to perform all responsibilities as outlined in this Agreement as the Participating Jurisdictions and Kalamazoo County agree that they may not withdraw from this Agreement during the period beginning one-hundred fifty (150) calendar 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. A Participating Jurisdiction that withdraws from this Agreement is still obligated to reimburse Kalamazoo County for any proportional share of costs incurred by Kalamazoo County through the Termination Date.

- 18.7** A Participating Jurisdiction that terminates this Agreement acknowledges and agrees that withdrawal from this Agreement shall result in forfeiture of the Participating Jurisdiction's right to recover any costs, including those incurred by a Participating Jurisdiction for supplies and/or equipment, or any other expenditure made in connection with this Agreement, including any distribution contemplated under Section 11.3 herein.
- 18.8** If Kalamazoo County withdraws from the Agreement for any reason, the Agreement will cease to exist, on the Termination Date, and each Participating Jurisdiction Clerk shall submit a revised early voting plan to the Kalamazoo County Clerk who will submit to Michigan Secretary of State to outline how they will meet their legal and administrative obligations for early voting.
- 18.9** If a Participating Jurisdiction withdraws from the Agreement for any reason, the Agreement shall terminate on the Termination Date, provided all requirements of the Agreement are satisfied. Upon termination, the withdrawing Participating Party shall submit a revised early voting plan to the Kalamazoo County Clerk who will submit to Michigan Secretary of State to outline how they will meet their legal and administrative obligations for early voting.
- 18.10** Regardless of whether withdrawal is initiated by Kalamazoo County or a Participating Jurisdiction, both parties acknowledge and agree all legal and administration obligations provided through mutual cooperation of the parties, or by one (1) party on behalf of the other pursuant to this Agreement shall cease with respect to the terminating parties, as of the Termination Date and each party shall assume all of their own legal and administrative responsibilities as if the Agreement had not been executed.
- 18.11** If a party seeks to enter this Agreement after it is already in effect within the limitations of the laws of the State of Michigan, a jurisdiction may enter into this Agreement for the remaining statewide and federal elections to be held in that year and the following year, and for any other elections included in the Agreement. The agreement entered into may be a new written agreement, or a written amendment to this Agreement if all of the parties to the agreement agree to the amendment.
- 18.12** Kalamazoo County reserves the right to terminate a Participating Jurisdictions participation in this Agreement for any of the following reasons which shall constitute a material breach of this Agreement:



**18.12.1** Failure to perform obligations of this Agreement in good faith including, but not limited to, the requirement to execute the timely obligations of this Agreement, failure to submit required information and documentation to Kalamazoo County, failure to select necessary individuals to staff early election sites and to serve as Site Supervisors as required by the terms of this Agreement, and/or failure to adhere to mutually agreed upon communication strategy implemented by Kalamazoo County.

**18.12.2** Failure to timely remit payment for Reimbursable Expenses in accordance with the terms and conditions of the Agreement.

**19. INDEMNIFICATION AND HOLD HARMLESS**

**19.1** To the extent permitted by law, and without waiving governmental immunity, 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 arising out of and occurring with the term of the Agreement.

**20. INSURANCE**

**20.1** The Participating Jurisdictions, to the extent possible, shall include Kalamazoo County, the County Clerk 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. Written proof of the existence of such insurances will be supplied by the Participating Jurisdictions and Kalamazoo County to each other as of the effective date of this Agreement, and at such times during the term thereafter, as Kalamazoo County or the Participating Jurisdictions may reasonably require per this Agreement.

**20.2** To the extent the parties are self-insured the parties agree to seek the equivalent of adding the other party as an additional insured to a certificate of insurance as permitted.

**21. MISCELLANEOUS**

**21.1 Severability.** If 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.

**21.2 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, as allowed by statute, but only by an instrument in writing, executed by the duly authorized representatives of 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 parties recognize and agree that the Early Vote Coordinator, 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 early voting site locations that are approved by Kalamazoo 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.

**21.3 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.

**21.4 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.

**21.5 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).

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

Date: _____	By: _____
	Alamo Township Barbara Venema, Clerk

Date: _____	By: _____
	Charleston Township Alese LePert, Clerk

Date: _____	By: _____
	City of Kalamazoo Scott A. Borling, Clerk

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Kalamazoo Township  
Lisa Mackie, Clerk

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Oshtemo Township  
Dusty Farmer, Clerk

Date: \_\_\_\_\_

By: \_\_\_\_\_  
City of Parchment  
Shannon Stutz, Clerk

Date: \_\_\_\_\_

By: \_\_\_\_\_  
City of Portage  
Erica L. Eklov, Clerk

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Prairie Ronde Township  
Dale Smith, Clerk

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Richland Township  
Art White, Clerk

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Ross Township  
Mary Stage, Clerk

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Schoolcraft Township  
Eska Brown, Clerk

Date: \_\_\_\_\_

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

Texas Township  
Emily R. Beutel, Clerk

Date: \_\_\_\_\_

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

Wakeshma Township  
Michael Fry, Clerk

**Exhibit A:**  
**Kalamazoo County Early Voting Plan**  
**2026-2027**

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

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

Not less than forty-five (45) days before the first early voting day allowed by statute, the Election Coordinator, as defined by the Agreement shall be responsible for providing the Michigan Secretary of State with any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by Kalamazoo County and the Participating Jurisdictions to ensure correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

*All information current as of August 26, 2025:*

**Plan Coverage:** County Agreement

**Early Vote Coordinator of County Agreement:**

Name of Coordinator	Position	Email Address	Phone Number
TBD	Member, Kalamazoo County Elections Division	elections@kalcounty.gov	269-384-8080

**County:**

Name of county	Clerk of County
Kalamazoo	Meredith Place

**Municipality 1:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
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Alamo Township	Barbara Venema	2	3307
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## **Municipality 2:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Charleston Township	Alese LePert	1	1628

## **Municipality 3:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Kalamazoo	Scott Borling	27	53623

## **Municipality 4:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Kalamazoo Township	Lisa Mackie	10	18014

## **Municipality 5:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Oshtemo Township	Dusty Farmer	10	18420

## **Municipality 6:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Parchment	Shannon Stutz	1	1505

## **Municipality 7:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Portage	Erica Eklov	13	40104

## **Municipality 8:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Prairie Ronde Township	Dale Smith	1	2028

### **Municipality 9:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Richland Township	Art White	3	7288

### **Municipality 10:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Ross Township	Mary Stage	2	4360

### **Municipality 11:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Schoolcraft Township	Eska Brown	4	7599

### **Municipality 12:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Texas Township	Emily Beutel	6	15087

### **Municipality 13:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Wakeshma Township	Michael Fry	1	1052

### **Early Voting Location Information:**

	Early voting site #1	Early voting site #2	Early voting site #3	Early voting site #4

<b>Location of site</b>	<i>Kalamazoo County Expo Center</i>	<i>Portage Parks' &amp; Recreation Building</i>	<i>Fetzer Center at Western Michigan University</i>	<i>Douglass Community Center</i>
<b>Municipalities served at site</b>	13	13	13	13
<b>Number of Election Workers at site</b>	9 + 1 Chair, 1 Assistant Chair	9 + 1 Chair, 1 Assistant Chair	9 + 1 Chair, 1 Assistant Chair	9 + 1 Chair, 1 Assistant Chair
<b>Is this an EV site for all 9 days of Constitutionally required early voting? (Y/N)</b>	Y	Y	Y	Y
<b>Hours for 9 days of Constitutionally required early voting</b>	9:00AM – 5:00PM	9:00AM – 5:00PM	9:00AM – 5:00PM	9:00AM – 5:00PM
<b>How many (if any) additional days of early voting will be provided at this site?</b>	0	0	0	0
<b>Hours for any additional days of early voting</b>	-	-	-	-
<b>Is this site ADA compliant?</b>	Y	Y	Y	Y
<b>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?</b>	Yes	Yes	Yes	Yes

### Early Voting Equipment Information:

	<b>Early voting site #1</b>	<b>Early voting site #2</b>	<b>Early voting site #3</b>	<b>Early voting site #4</b>
<b>Number of tabulators at site</b>	4	4	4	4
<b>Municipality responsible for providing tabulators</b>	County	County	County	County
<b>Number of early voting electronic poll books (EV EPBs) and ballot on demand (BOD) systems</b>	2 EV EPBs + 2 BOD Systems	2 EV EPBs + 2 BOD Systems	2 EV EPBs + 2 BOD Systems	2 EV EPBs + 2 BOD Systems
<b>Municipality responsible for providing early voting poll book laptops</b>	County	County	County	County



<b>Clerk responsible for taking necessary steps to set up the early voting poll book laptops</b>	TBD	Erica Eklov	Scott Borling	Scott Borling
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**Describe the communication strategy for informing electors of their opportunity for early voting:**

If there is a change to an early voting site location or hours of early voting, the County Clerk shall provide notice of any such change. Kalamazoo County and Participating Jurisdictions will issue joint news releases. Kalamazoo County will invest in paid digital communication to voters to educate them about early voting under Proposal 2. All communication will include an asterisk to note that any Kalamazoo County voter can vote at any of these sites with the exception of the voters in the six (6) other Kalamazoo County jurisdictions not participating in this agreement. The Participating Jurisdictions agreed to execute a county agreement with universal voting centers in large part because it facilitates simple communication to voters – if you live in a participating jurisdiction in Kalamazoo County, you can vote at any one of these early voting sites.

No notices, communications (written or verbal), media releases, or social media posts shall be published by the County Clerk without opportunity for prior review by the Participating Jurisdictions to this Agreement.

The Participating Jurisdictions plan to collaborate to create content with a consistent message to be used to disseminate information to educate voters about early voting.

## EXHIBIT B: SITE SUPERVISORS

### Early Voting Site Supervisors:

All Participating Jurisdictions' Clerks, or their trained designee are expected to serve as a Site Supervisor up to the number of shifts as outlined below:

JURISDICTION	SITE SUPERVISOR SHIFTS
ALAMO TOWNSHIP	2
CHARLESTON TOWNSHIP	1
KALAMAZOO CITY	15
KALAMAZOO TOWNSHIP	3
OSHTEMO TOWNSHIP	3
PARCHMENT CITY	2
PORTAGE CITY	4
PRAIRIE RONDE TOWNSHIP	1
RICHLAND TOWNSHIP	2
ROSS TOWNSHIP	2
SCHOOLCRAFT TOWNSHIP	1
TEXAS TOWNSHIP	3
WAKESHMA TOWNSHIP	1
Total	40*

\*The number of shifts outlines an additional number of shifts to ensure adequate coverage.

**Exhibit C:**  
**Kalamazoo County Early Voting Estimate of  
Costs to Local Parties**

All costs represented in this Exhibit C are estimates generated by a series of focus group meetings between local clerks and the County Clerk's Office. All amounts are estimates only and are based on assumptions about the outcome of state funding to arrive at a realistic cost to be realized by local governments in executing early voting. The parties to this Agreement acknowledge and accept that grant award amounts and other unforeseen factors could significantly change the real costs to Kalamazoo County and the Participating Jurisdictions to this Agreement.

Item	Expo Center	Portage Parks Dept.	Fetzer Center	Douglass	Not Site Specific	Per Election	2 Year Total
<b>POLL WORKERS</b>							
Poll workers	\$ 15,884.95	\$ 15,884.95	\$ 15,884.95	\$ 15,884.95		\$ 63,539.78	\$ 127,079.57
Receiving Board					\$ 890.19	\$ 890.19	\$ 1,780.38
Training of Poll Workers					\$ 10,000.00	\$ 10,000.00	\$ 20,000.00
<b>ADMINISTRATION/COORDINATING STAFF</b>							
Administrative Fee					\$ 79,720.30	\$ 79,720.30	\$ 159,440.60
Vendor support					\$ 17,775.00	\$ 17,775.00	\$ 35,550.00
Election worker software management					\$ 5,675.00	\$ 5,675.00	\$ 11,350.00
<b>POLLING PLACES</b>							
Polling place rental/cleaning	\$ 4,602.00	\$ 2,310.00	\$ 5,500.00	\$ 5,000.00		\$ 17,412.00	\$ 34,824.00
<b>EQUIPMENT</b>							
Toner for Ballot on Demand	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00		\$ 1,320.00	\$ 2,640.00
Programming for Ballot on Demand					\$ 750.00	\$ 750.00	\$ 1,500.00
BOD Paper Stock	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00		\$ 3,000.00	\$ 6,000.00
VAT Ballot Stock	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00		\$ 500.00	\$ 1,000.00
EPB Internet Connectivity Access	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 800.00	\$ 1,600.00
SmartPhones for Facetime capability?						\$ -	\$ -
Toner	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ 400.00	\$ 800.00
Copy Paper	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00		\$ 140.00	\$ 280.00
Precinct Kits	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00		\$ 1,400.00	\$ 2,800.00
Moving costs	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00		\$ 3,000.00	\$ 6,000.00
I Voted stickers	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Other Precinct Supplies (totes, pens, power cord)	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 800.00	\$ 1,600.00
Tabulator/VAT Maintenance					\$ 20,000.00	\$ 20,000.00	\$ 40,000.00
Contingency							\$ 45,424.45
<b>TOTALS</b>	<b>\$ 23,326.95</b>	<b>\$ 21,034.95</b>	<b>\$ 24,224.95</b>	<b>\$ 23,724.95</b>	<b>\$ 134,810.49</b>	<b>\$ 247,122.27</b>	<b>\$ 499,669.00</b>
<b>Jurisdiction</b>	<b>Expo Center</b>	<b>Portage Parks Dept.</b>	<b>Fetzer Center</b>	<b>Douglass</b>	<b>Not Site Specific</b>	<b>Per Election</b>	<b>2 Year* (with Contingency)</b>
ALAMO TOWNSHIP	\$ 443.31	\$ 399.75	\$ 460.37	\$ -	\$ 2,561.95	\$ 3,865.38	\$ 8,503.85
CHARLESTON TOWNSHIP	\$ 218.24	\$ 196.79	\$ 226.64	\$ -	\$ 1,261.22	\$ 1,902.89	\$ 4,186.35
KALAMAZOO CITY	\$ 7,188.24	\$ 6,481.95	\$ 7,464.96	\$ 23,724.95	\$ 41,542.07	\$ 86,402.16	\$ 190,084.75
KALAMAZOO TOWNSHIP	\$ 2,414.80	\$ 2,177.53	\$ 2,507.76	\$ -	\$ 13,955.56	\$ 21,055.65	\$ 46,322.44
OSHTOMO TOWNSHIP	\$ 2,469.23	\$ 2,226.61	\$ 2,564.28	\$ -	\$ 14,270.09	\$ 21,530.21	\$ 47,366.45
PARCHMENT CITY	\$ 201.75	\$ 181.92	\$ 209.51	\$ -	\$ 1,165.93	\$ 1,759.12	\$ 3,870.06
PORTAGE CITY	\$ 5,376.00	\$ 4,847.77	\$ 5,582.95	\$ -	\$ 31,068.82	\$ 46,875.54	\$ 103,126.18
PRAIRIE RONDE TOWNSHIP	\$ 271.86	\$ 245.14	\$ 282.32	\$ -	\$ 1,571.10	\$ 2,370.43	\$ 5,214.94
RICHLAND TOWNSHIP	\$ 976.97	\$ 880.97	\$ 1,014.58	\$ -	\$ 5,646.06	\$ 8,518.57	\$ 18,740.86
ROSS TOWNSHIP	\$ 584.46	\$ 527.04	\$ 606.96	\$ -	\$ 3,377.72	\$ 5,096.18	\$ 11,211.60
SCHOOLCRAFT TOWNSHIP	\$ 1,018.66	\$ 918.57	\$ 1,057.87	\$ -	\$ 5,886.99	\$ 8,882.09	\$ 19,540.59
TEXAS TOWNSHIP	\$ 2,022.43	\$ 1,823.72	\$ 2,100.29	\$ -	\$ 11,687.99	\$ 17,634.43	\$ 38,795.75
WAKESHMA TOWNSHIP	\$ 141.02	\$ 127.17	\$ 146.45	\$ -	\$ 814.99	\$ 1,229.63	\$ 2,705.19
<b>Total</b>	<b>\$ 23,326.95</b>	<b>\$ 21,034.95</b>	<b>\$ 24,224.95</b>	<b>\$ 23,724.95</b>	<b>\$ 134,810.49</b>	<b>\$ 227,122.27</b>	<b>\$ 499,669.00</b>