



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: March 18, 2026

SUBJECT: Early Voting agreement with Saugatuck Township and the City of the Village of Douglas.

DESCRIPTION:

Following the adoption of Proposal 2022-2, the Michigan Constitution requires municipalities to provide at least one early voting site for statewide and federal elections. Municipalities may meet this requirement individually or by entering into a joint agreement with other jurisdictions.

The previous early voting agreement between the City of Saugatuck and Saugatuck Township has concluded. In preparation for upcoming elections, the clerks from the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas have discussed entering into a new tri-community agreement to jointly conduct the required nine (9) days of early voting.

Under the proposed agreement, the City of the Village of Douglas would host the Early Voting site. Early voting must occur for at least eight (8) hours each day, beginning the second Saturday before the election through the Sunday before Election Day. Each participating jurisdiction would be responsible for staffing and operating the site for three (3) of the nine (9) days.

This partnership allows the communities to share costs and resources while ensuring compliance with state requirements and maintaining convenient early voting access for residents.

Staff recommends approval of Resolution 260323-A adopting the early voting site and municipal agreement with Saugatuck Township and the City of the Village of Douglas.

BUDGET ACTION REQUIRED: No Action Necessary.

COMMITTEE/COMMISSION REVIEW: N/A

LEGAL REVIEW: Yes.

SAMPLE MOTION:

Motion to approve/deny Resolution 260323-A adopting early voting site and municipal agreement with Saugatuck Township and the City of the Village of Douglas.

CITY OF SAUGATUCK

COUNTY OF ALLEGAN

RESOLUTION NO. 260323-A

RESOLUTION ADOPTING EARLY VOTING SITE AND MUNICIPAL AGREEMENT

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

RECITALS

Whereas, the voters in Michigan on November 8, 2022, approved the passage of Proposal 22-2, which in part, entitles voters the right, once registered, to vote in each statewide and Federal election in person at an early voting site prior to election day, open for nine (9) consecutive days for at least eight hours each day; and

Whereas, the Early Voting Precinct for all City of Saugatuck registered votes will be held at The City of the Village of Douglas, 415 W. Wiley Road, Suite 103, Douglas, MI 49406 as it meets polling place requirements; and

Whereas, the Early Voting Precinct for statewide state and federal elections will be open for nine (9) consecutive days beginning the second Saturday before election day through the Sunday before election day during the hours of 8 a.m. to 4 p.m.; and

Whereas, the City Clerk is allowed to set additional hours for Early Voting, add additional days of Early Voting, and allow Early Voting for an election that is not a statewide or Federal election, by this resolution; and

Whereas, all Early voting dates and times will be posted sufficiently prior to every applicable election to notify voters; and

Whereas, the City wishes to operate a joint early voting site with Saugatuck Township and the City of the Village of Douglas.

Now Therefore Be It Resolved that:

1. The City Early Voting Precinct is established at The City of the Village of Douglas, 415 W. Wiley Road, Suite 103, Douglas, MI 49406.
2. The City adopts the Agreement for Election Services attached to this resolution providing for the City Hall as the joint early voting site.

3. The Clerk is authorized to execute the Agreement and take all other actions necessary and proper to finalize and commence the purposes of the Agreement.
4. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 23rd day of March 2026

CITY OF SAUGATUCK

BY: _____
Holly Anderson, Mayor

BY: _____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held March 23rd, 2026.

Signed: _____
Jamie Wolters, City Clerk

AGREEMENT FOR ELECTION SERVICES

BETWEEN THE CITY OF THE VILLAGE OF DOUGLAS, SAUGATUCK TOWNSHIP AND
CITY OF SAUGATUCK IN ALLEGAN COUNTY

This Municipal Joint Early Voting Site Agreement (the "Agreement") is made between The City of the Village of Douglas, 415 W. Wiley Road, Suite 103, Douglas, MI 49406, Saugatuck Township, 3461 Blue Star Hwy, Saugatuck, MI 49453 and City of Saugatuck, 102 Butler St, Saugatuck, MI 49453. In this Agreement, each municipality will be represented by their respective clerk in their official capacity. The municipalities may be referred to individually as a "party" or "participating municipality" and jointly as "parties" or "participating municipalities."

PURPOSE OF THE AGREEMENT. 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 municipality	Number of precincts in municipality	Number of registered electors in municipality
City of the Village of Douglas	1	1410
Saugatuck Township	1	3289
City of Saugatuck	1	832

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 designated by the clerks of the participating municipalities 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 either municipality's Elections Division.
- 1.5 **Legislative Body of the Municipality** means the city council or township board elected or appointed and serving in the municipality.
- 1.6 **Municipality** means any 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.

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 three municipalities wholly located within Allegan county.

3. SCOPE OF THE AGREEMENT.

3.1 This Agreement applies to all elections.

4. COORDINATOR.

4.1 Alyssa Ramirez (The City of the Village of Douglas), Lori Babinski (Saugatuck Township) and Sara Williams (City of Saugatuck) will serve as coordinators 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.

4.1.1 In the event that that a 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.

4.1.2 If the event Alyssa Ramirez, Lori Babinski and Sara Williams become unavailable for any reason, they shall confer among themselves and determine a new coordinator(s) and shall submit a revised early voting plan to the Department, reflecting the new coordinator(s).

5. QVF CONTROLLER.

5.1 Laura Kasper (The City of the Village of Douglas) 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.

5.2 Alyssa Ramirez (The City of the Village of Douglas) will serve as backup Qualified Voter File (QVF) administrator, would assume the responsibilities of Qualified Voter File (QVF) administrator. If the backup Qualified Voter File (QVF) administrator is unavailable for any reason, the clerks of the participating municipalities will determine the new Qualified

Voter File (QVF) administrator among themselves and would submit a revised early voting plan to that effect to the Department.

6. APPROVAL OF EARLY VOTING SITES.

- 6.1** Pursuant to MCL 168.662, the Legislative Body in each participating municipality will designate as options at least one place and no more than two places that meet the requirements for an early voting site.
- 6.2** The clerks of the participating municipalities will select the joint early voting site or sites from those options.
- 6.3** The Parties designate the City Hall of the City of the Village of Douglas, 415 W. Wiley Road, Suite 103, Douglas, MI 49406, as the initial early voting site. The Legislative Bodies may change, add, or remove the initial early voting site and any other voting sites by resolution to the sections above.

7. APPOINTMENT OF ELECTION INSPECTORS.

- 7.1** The Douglas Board of Election Commissioners (the “Commission”) is responsible for the appointment of election inspectors. Reference EXHIBIT A: Early Voting Plan, Early Voting Equipment Information.
- 7.2** At least 31 days before each statewide and federal election, the Commission will appoint for each early voting site at least 3 election inspectors and as many more as the Commission determines is required for the efficient, speedy, and proper conduct of the election.
- 7.3** The Commission 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 clerks of the participating municipalities will do all of the following:
 - 8.1.1** Review and approve the early voting-site hours as set forth in this Agreement. For the nine early voting days guaranteed by the Constitution and for statewide and federal elections, the initial early voting hours will be from 8 a.m. to 4 p.m.
 - 8.1.2** The parties may modify the dates and hours that early voting will be provided at the approved joint early vote site or sites by written agreement and resolution of the Commission.
 - 8.1.3** The hours specified in this Agreement apply to all elections.

9. NOTICE OF EARLY VOTING HOURS.

- 9.1** Not less than 45 days before Election Day, 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 each participating municipality’s website and any other publication or posting the clerk considers advisable.

10. BUDGET AND COST SHARING.

10.1.1 The early voting budget and cost sharing and chargeback procedures shall be as follows:

10.1.2 The participating municipalities shall share all costs associated with the conduct of early voting at the joint early voting site or sites equally. The facility shall be provided at no cost. Each participating municipality shall be responsible for the staffing costs associated with three (3) of the nine (9) days of early voting.

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 are listed in the attached Exhibit B.

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

12.1 Within 90 days of the submission of an Agreement or Early Voting Plan, 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. Reference EXHIBIT A: Early Voting Plan, Early Voting Equipment Information.

12.1.2 Determine which municipality will provide the tabulators and early voting poll book laptops or other voting equipment. Reference EXHIBIT A: Early Voting Plan, Early Voting Equipment Information.

12.1.3 Designate which board of election commissioners is responsible for conducting testing of the electronic voting equipment. Reference EXHIBIT A: Early Voting Plan, Early Voting Equipment Information.

12.2 The coordinator will be responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.

12.2.1 If the coordinator is not a clerk, the clerks of the participating municipalities must decide among themselves which clerk is responsible for taking the necessary steps to set up the early voting poll book and early voting poll book laptops.

12.3 Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY

13.1 During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State

- 13.2** During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3** At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.
- 14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS**
- 14.1** The 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.
- 14.2** At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.
- 15. EXECUTION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**
- 15.1** A municipal Joint Early Voting Site Agreement must be finalized and signed by all participating municipalities:
- 15.1.1** No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.
- 15.1.2** No later than 90 days before a special statewide or federal election.
- 16. EARLY VOTING PLAN.**
- 16.1** No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator will be responsible for ensuring an early voting plan, attached as Exhibit A, is filed with the county clerk of the county in which the municipalities are located.
- 17. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.**
- 17.1** No later than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the 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 the participating municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.
- 18. DURATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**
- 18.1** This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of each participating municipal clerk.
- 18.2** This Agreement shall remain in effect for a period of two (2) years from the effective date (the "Expiration Date"), unless earlier terminated in accordance with the provisions set forth herein. The participating municipalities agree that any renewal, cancellation, or termination of this Agreement shall be conducted in accordance with mutually agreed-upon terms established by the parties.

19. CANCELLATION, MODIFICATION, AND TERMINATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.

- 19.1** Upon mutual written agreement, the parties may terminate this Agreement prior to the Expiration Date for any reason. Upon such termination, 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. The parties may amend this Agreement by a signed writing. Last, the parties agree to cooperate in order to meet the obligations of Michigan law, and to closely follow the terms of this Agreement as possible. Should a provision of this Agreement not be in conformance with Michigan law, in lieu of termination or formal amendment, the parties may carry out the goals of this Agreement in conformance with Michigan law.
- 19.2** A party to may withdraw from this Agreement by providing at least 30 days' written notice to the other Parties to the Agreement. If a participating municipality withdraws from this Agreement, its clerk must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 19.3** A party may not withdraw from this 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.
- 19.4** 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.

Printed name of Clerk 1

Signature of Clerk 1

Date

Printed name of Clerk 2

Signature of Clerk 2

Date

Printed name of Clerk 3

Signature of Clerk 3

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 Municipal Agreement, is filed with the county clerk of the county in which the municipalities are located.

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 to 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 municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

Plan Coverage: Municipal Agreement

Coordinator of Municipal Agreement:

Name of Coordinator	Position	Email Address	Phone Number
Alyssa Ramirez	Deputy Clerk	info@douglasmi.gov	269-857-1438
Lori Babinski	Deputy Clerk	lori@saugatucktownshipmi.gov	269-857-7721
Sara Williams	Deputy Clerk	sara@saugatuckcity.com	269-857-2603

Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of the Village of Douglas	Laura Kasper	1	1410

Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Saugatuck Township	Cindy Osman	1	3289

Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Saugatuck	Jamie Wolters	1	832

Early Voting Location Information:

	Early voting site #1
Location of site	City of the Village of Douglas City Hall
Municipalities served at site	City of the Village of Douglas Saugatuck Township City of Saugatuck
Number of Election Workers at site	3-5
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	8:00 a.m. – 4:00 p.m.
How many (if any) additional days of early voting will be provided at this site?	None
Hours for any additional days of early voting	N/A
Is this site ADA compliant?	Yes
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Yes

Early Voting Equipment Information:

	Early voting site #1
Number of tabulators at site	One
Municipality responsible for providing tabulators	City of the Village of Douglas
Number of early voting poll book laptops	One
Municipality responsible for providing early voting poll book laptops	Saugatuck Township
Clerk responsible for taking the necessary steps to set up the early voting poll book laptops	Clerks and Deputy Clerks from: City of Village of Douglas Saugatuck Township City of Saugatuck
Board of election commissioners responsible for testing equipment	City of Village of Douglas Saugatuck Township City of Saugatuck

EXHIBIT B: SITE SUPERVISORS

Early Voting Site Supervisors:

	Supervisor at Early voting site #1
Early Voting Day 1	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 2	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 3	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 4	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 5	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 6	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 7	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 8	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 9	Laura Kasper, Cindy Osman or Jamie Wolters

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

Notice mailed via USPS to all City of Village of Douglas, Saugatuck Township and City of Saugatuck voters.