



Micki O'Keefe
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Goodhue County Finance & Taxpayer Services

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TO: County Board of Commissioners
FROM: Micki O'Keefe, Goodhue County Accountant II
SUBJECT: Emergency Polling Place Designation Agreements
DATE: January 2, 2024

Emergency Polling Place Designation

As stated in the Goodhue County Election Emergency Plan, each precinct must indicate where they would hold the election if their primary voting place was suddenly unusable. At this time, the following townships have been working with Goodhue County and all have agreed that using Goodhue County Public Works Buildings would be the most viable option should such a situation ever occur.

Cherry Grove, Holden and Kenyon Townships would use the Public Works building in Kenyon. Featherstone Township would use the Public Works Building in Red Wing.

Therefore, please find attached a copy of the Agreements between Cherry Grove, Featherstone, Holden, Kenyon Townships and Goodhue County.

Recommendation

Staff recommends approving the Emergency Polling Place Designation Agreements.

AGREEMENT BETWEEN CHERRY
GROVE TOWNSHIP AND
GOODHUE COUNTY FOR
EMERGENCY POLLING PLACE DESIGNATION

WHEREAS, the County of Goodhue owns a Public Works Building in Kenyon, Goodhue County, Minnesota;

WHEREAS, the Township of Cherry Grove, located in Goodhue County, Minnesota, requires an emergency voting location.

WHEREAS, the Township of Cherry Grove has requested the use of the Public Works Building in Kenyon, Minnesota, as an emergency polling site and Goodhue County has agreed to the request.

WHEREAS, this Agreement is made as of _____ by Goodhue County, Minnesota, a municipal corporation, and as of 11/15/23 by the Township of Cherry Grove, located in Goodhue County, Minnesota.

Goodhue County and the Township of Cherry Grove agree as follows:

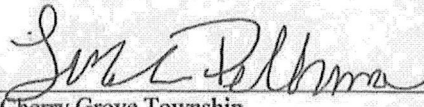
1. Subject Property. The Township of Cherry Grove may use the portion of the Goodhue County Public Works building located in Kenyon, Minnesota for polling purposes only. That the area that shall be used includes approximately the first 30 feet of the shop area inside the eastern door to the shop and bathroom only. County staff will set up a caution tape boundary to define this area. Township officials will insure that the public remains within the area.
2. Term of Agreement. The term of this agreement shall be for the Presidential Nomination Primary, State Primary Election and State General Election, and County Special Elections held in 2024.
3. Annual Renewal. This agreement shall remain in effect and renew annually until such time that the County or Municipality notifies the other party in writing of its desire to terminate the Agreement. The termination will be effective December 31 of the year of notice, for the following year's emergency polling location.
4. Liability and Risk of Loss. The Township of Cherry Grove shall assume full liability for their presence, the presence of their equipment, and the presence of voters on Goodhue County property, shall carry liability insurance that covers same and provide proof of such insurance to Goodhue County, and shall hold harmless Goodhue County from all activities related to polling.

5. Equipment. That the Township of Cherry Grove shall hold Goodhue County harmless regarding movement of equipment in and out of the Public Works Building and use of the voting equipment on the premises of the Public Works Building. The Township may bring voting equipment into the Public Works Building on the day before election day and shall remove the equipment the day after election day.
6. Schedule and Coordination The township shall bring in their equipment, set up for the election, tear down, clean up and remove their equipment as coordinated with and approved by the Public Works Director.
7. Parking Lot. Township officials and the voting public must park in the lot adjacent to and east of the office of the Public Works building only. The township shall be responsible for removing snow and ice and insuring a safe route into the building after 3:30 pm on election day and any other times they need access to the building after 3:30 pm.
8. Election Date. Goodhue County personnel shall not interfere with election process held in the first 30 feet of the shop area inside the eastern door to the shop on election day. Goodhue County personnel may enter and use other portions of the building, including the bathroom.
9. Clean Up and Maintenance. That the Township shall clean up the polling site after poll closing.
10. Lock Up. That the Township shall be provided a key fob the day before a designated election day and have the responsibility to lock the Public Works Building after the polls close per the instruction of Goodhue County. The key fob shall be returned the day after the election day to the Public Works staff.

Dated: _____

Dated: 11/15/2023

Goodhue County
Board of Commissioners Chair


Cherry Grove Township
Board of Supervisors Chair

County Administrator

AGREEMENT BETWEEN
FEATHERSTONE TOWNSHIP AND
GOODHUE COUNTY FOR
EMERGENCY POLLING PLACE DESIGNATION

WHEREAS, the County of Goodhue owns a Public Works Building in Red Wing, Goodhue County, Minnesota;

WHEREAS, the Township of Featherstone, located in Goodhue County, Minnesota, requires an emergency voting location.

WHEREAS, the Township of Featherstone has requested the use of the Public Works Building in Red Wing, Minnesota, as an emergency polling site and Goodhue County has agreed to the request.

WHEREAS, this Agreement is made as of _____ by Goodhue County, Minnesota, a municipal corporation, and as of 11-14-23 by the Township of Featherstone, located in Goodhue County, Minnesota.

Goodhue County and the Township of Featherstone agree as follows:

1. Subject Property. The Township of Featherstone may use the portion of the Goodhue County Public Works building located in Red Wing, Minnesota for polling purposes only. That the area that shall be used includes the conference room and bathroom only.
2. Term of Agreement. The term of this agreement shall be for the Presidential Nomination Primary, State Primary Election and State General Election, and County Special Elections held in 2024.
3. Annual Renewal. This agreement shall remain in effect and renew annually until such time that the County or Municipality notifies the other party in writing of its desire to terminate the Agreement. The termination will be effective December 31 of the year of notice, for the following year's emergency polling location.
4. Liability and Risk of Loss. The Township of Featherstone shall assume full liability for their presence, the presence of their equipment, and the presence of voters on Goodhue County property, shall carry liability insurance that covers same and provide proof of such insurance to Goodhue County, and shall hold harmless Goodhue County from all activities related to polling.
5. Equipment. That the Township of Featherstone shall hold Goodhue

County harmless regarding movement of equipment in and out of the Public Works Building and use of voting equipment on the premises of the Public Works Building. The Township may bring voting equipment into the Public Works Building on the day before election day and shall remove the equipment the day after election day.

6. Schedule and Coordination The township shall bring in their equipment, set up for the election, tear down, clean up and remove their equipment as coordinated with and approved by the Public Works Director.
7. Parking Lot. Township officials and the voting public must park in the lot adjacent to and east of the office of the Public Works building only. The township shall be responsible for removing snow and ice and insuring a safe route into the building after 3:30 pm on election day and any other times they need access to the building after 3:30 pm.
8. Election Date. Goodhue County personnel shall not interfere with election process held in the conference room on election day. Goodhue County personnel may enter and use other portions of the building, including the bathroom.
9. Clean Up and Maintenance. That the Township shall clean up the polling site after poll closing.
10. Lock Up. That the Township shall be provided a key fob the day before a designated election day and have the responsibility to lock the Public Works Building after the polls close per the instruction of Goodhue County. The key fob shall be returned the day after the election day to the Public Works staff.

Dated: _____

Dated: 12-10-23

Goodhue County
Board of Commissioners Chair

Chuck S. Swartz, Clerk
Featherstone Township
Board of Supervisors Chair

County Administrator

AGREEMENT BETWEEN HOLDEN
TOWNSHIP AND GOODHUE
COUNTY FOR
EMERGENCY POLLING PLACE DESIGNATION

WHEREAS, the County of Goodhue owns a Public Works Building in Kenyon, Goodhue County, Minnesota;

WHEREAS, the Township of Holden, located in Goodhue County, Minnesota, requires an emergency voting location.

WHEREAS, the Township of Holden has requested the use of the Public Works Building in Kenyon, Minnesota, as an emergency polling site and Goodhue County has agreed to the request.

WHEREAS, this Agreement is made as of _____ by Goodhue County Minnesota, a municipal corporation, and as of 11-14-23 by the Township of Holden, located in Goodhue County, Minnesota.

Goodhue County and the Township of Holden agree as follows:

1. Subject Property. The Township of Holden may use the portion of the Goodhue County Public Works building located in Kenyon, Minnesota for polling purposes only. That the area that shall be used includes approximately the first 30 feet of the shop area inside the eastern door to the shop and bathroom only. County staff will set up a caution tape boundary to define this area. Township officials will insure that the public remains within the area.
2. Term of Agreement. The term of this agreement shall be for the Presidential Nomination Primary, State Primary Election and State General Election, and County Special Elections held in 2024.
3. Annual Renewal. This agreement shall remain in effect and renew annually until such time that the County or Municipality notifies the other party in writing of its desire to terminate the Agreement. The termination will be effective December 31 of the year of notice, for the following year's emergency polling location.
4. Liability and Risk of Loss. The Township of Holden shall assume full liability for their presence, the presence of their equipment, and the presence of voters on Goodhue County property, shall carry liability insurance that covers same and provide proof of such insurance to Goodhue County, and shall hold harmless Goodhue County from all activities related to polling.

5. Equipment. That the Township of Holden shall hold Goodhue County harmless regarding movement of equipment in and out of the Public Works Building and use of the voting equipment on the premises of the Public Works Building. The Township may bring voting equipment into the Public Works Building on the day before election day and shall remove the equipment the day after election day.
6. Schedule and Coordination The township shall bring in their equipment, set up for the election, tear down, clean up and remove their equipment as coordinated with and approved by the Public Works Director.
7. Parking Lot. Township officials and the voting public must park in the lot adjacent to and east of the office of the Public Works building only. The township shall be responsible for removing snow and ice and insuring a safe route into the building after 3:30 pm on election day and any other times they need access to the building after 3:30 pm.
8. Election Date. Goodhue County personnel shall not interfere with election process held in the first 30 feet of the shop area inside the eastern door to the shop on election day. Goodhue County personnel may enter and use other portions of the building, including the bathroom.
9. Clean Up and Maintenance. That the Township shall clean up the polling site after poll closing.
10. Lock Up. That the Township shall be provided a key fob the day before a designated election day and have the responsibility to lock the Public Works Building after the polls close per the instruction of Goodhue County. The key fob shall be returned the day after the election day to the Public Works staff.

Dated: _____

Dated: Nov 14 23

 Goodhue County
 Board of Commissioners Chair

Kevin Stamm
 Holden Township
 Board of Supervisors Chair

 County Administrator

AGREEMENT BETWEEN KENYON
TOWNSHIP AND GOODHUE
COUNTY FOR
EMERGENCY POLLING PLACE DESIGNATION

WHEREAS, the County of Goodhue owns a Public Works Building in Kenyon, Goodhue County, Minnesota;

WHEREAS, the Township of Kenyon, located in Goodhue County, Minnesota, requires an emergency voting location.

WHEREAS, the Township of Kenyon has requested the use of the Public Works Building in Kenyon, Minnesota, as an emergency polling site and Goodhue County has agreed to the request.

WHEREAS, this Agreement is made as of _____ by Goodhue County, Minnesota, a municipal corporation, and as of Dec 18th by the Township of Kenyon, located in Goodhue County, Minnesota.

Goodhue County and the Township of Kenyon agree as follows:

1. Subject Property. The Township of Kenyon may use the portion of the Goodhue County Public Works building located in Kenyon, Minnesota for polling purposes only. That the area that shall be used includes approximately the first 30 feet of the shop area inside the eastern door to the shop and bathroom only. County staff will set up a caution tape boundary to define this area. Township officials will insure that the public remains within the area.
2. Term of Agreement. The term of this agreement shall be for the Presidential Nomination Primary, State Primary Election and State General Election, and County Special Elections held in 2024.
3. Annual Renewal. This agreement shall remain in effect and renew annually until such time that the County or Municipality notifies the other party in writing of its desire to terminate the Agreement. The termination will be effective December 31 of the year of notice, for the following year's emergency polling location.
4. Liability and Risk of Loss. The Township of Kenyon shall assume full liability for their presence, the presence of their equipment, and the presence of voters on Goodhue County property, shall carry liability insurance that covers same and provide proof of such insurance to Goodhue County, and shall hold harmless Goodhue County from all activities related to polling.

5. Equipment. That the Township of Kenyon shall hold Goodhue County harmless regarding movement of equipment in and out of the Public Works Building and use of the voting equipment on the premises of the Public Works Building. The Township may bring voting equipment into the Public Works Building on the day before election day and shall remove the equipment the day after election day.
6. Schedule and Coordination The township shall bring in their equipment, set up for the election, tear down, clean up and remove their equipment as coordinated with and approved by the Public Works Director.
7. Parking Lot. Township officials and the voting public must park in the lot adjacent to and east of the office of the Public Works building only. The township shall be responsible for removing snow and ice and insuring a safe route into the building after 3:30 pm on election day and any other times they need access to the building after 3:30 pm.
8. Election Date. Goodhue County personnel shall not interfere with election process held in the first 30 feet of the shop area inside the eastern door to the shop on election day. Goodhue County personnel may enter and use other portions of the building, including the bathroom.
9. Clean Up and Maintenance. That the Township shall clean up the polling site after poll closing.
10. Lock Up. That the Township shall be provided a key fob the day before a designated election day and have the responsibility to lock the Public Works Building after the polls close per the instruction of Goodhue County. The key fob shall be returned the day after the election day to the Public Works staff.

Dated: _____

Dated: December 18th 2023

 Goodhue County
 Board of Commissioners Chair

~~_____~~ 
 Kenyon Township
 Board of Supervisors Chair

 County Administrator