



City Council Memorandum

To: Mayor Fasbender & City Councilmembers

From: City Administrator Dan Wietecha

Date: October 16, 2023

Item: Administration of Absentee Ballots

Council Action Requested:

Approve JPA with Dakota County for Provision of Absentee Voting Administration Services

Background Information:

A workgroup with representatives from our election partners has been working over the summer to formulate a JPA cost-share plan, under which Dakota County Elections would perform absentee voting services. The actual draft of the JPA is pending, but Dakota County would appreciate knowing each municipalities intent, since the JPA is based on most/all municipalities participating.

A general description of the JPA:

1. A 2-year JPA between Dakota County and Cities and Townships.
2. Odd year School Districts will have a separate agreement for odd year service only. All special elections would also be subject to a separate agreement.
3. FTE costs form a base cost, which is proportioned by registered voter count. Base costs are shared annually, actual cost of absentee services would be paid in the year of election.
4. We have applied VOTER funds appropriated by the State to offset the costs of providing this service, so the reduction is reflected in this proposal.
5. For 2024 and future even-years, the cost-share model would be as follows:
 - a. County assumes 55% of base costs, Cities/Townships assume 45% of base costs
 - b. County assumes 55% of Absentee Voting costs, Cities/Townships assume 45% of Absentee Voting costs
6. For 2025 and future odd-years, the cost-share model would be as follows:
 - a. County assumes 75% of base costs, Cities/Townships assume 25% of base costs
 - b. Odd-year election partners assume 100% of Absentee Voting costs (unless a shared election is held, in which case costs would be shared)

7. Estimated costs for 2024 (two elections) and 2025 are attached. Also attached is a high-level summary that reflects a 2-year cost for each city.

The Dakota County Elections Office believes this service has many benefits:

- It will ease the growing responsibility on City Clerks.
- It will streamline Election Night reporting as absentee ballots will already be at the County.
- It will enhance the voter experience to have consistent and uniform handling for absentee voting services across all jurisdictions.

In 2024, there will be three elections (Presidential Nominating Primary, Primary, General). Absentee balloting begins 46 days prior to any election. Even with the County handling administration of absentee ballots, the City will still have some staffing costs associated with Election Judges, such that the net savings is estimated at \$12K.

Financial Impact:

Estimate \$12K savings

Committee Discussion:

City Council indicated its intent to enter the JPA 8/21/2023, pending the final document

Attachment:

JPA with Dakota County for Provision of Absentee Voting Administration Services

**Dakota County Contract No. DCA20889
JOINT POWERS AGREEMENT BETWEEN
DAKOTA COUNTY AND
THE CITIES, TOWNSHIPS, AND SCHOOL DISTRICTS IN DAKOTA COUNTY
FOR THE PROVISION OF ABSENTEE VOTING
ADMINISTRATION SERVICES**

This is a Joint Powers Agreement (“Agreement”) between the County of Dakota (“County”) and THE CITIES, TOWNSHIPS, AND SCHOOL DISTRICTS IN DAKOTA COUNTY (“Governmental Entities”) (collectively the “Parties”) entered into pursuant to Minn. Stat. §471.59, for the provision of absentee voting administration services.

**Section 1
Term And Renewal**

1. This Agreement shall be in effect beginning January 1, 2024, until December 31, 2025, subject to automatic renewal on January 1 of each even calendar year for a two-year term beginning January 1, 2026.

**Section 2
Contract Termination**

2. This Agreement may be terminated as follows:
 - 2.1. Participation in this Agreement may be terminated without cause by the County or individual Governmental Entity effective at the end of the initial term or renewal term by providing written notice to the Parties no later than June 1 in the year prior (the odd year of the two-year term) to the next automatic renewal in Section 1;
 - 2.2. This Agreement may be terminated by the County effective at the end of a renewal term by providing written notice to the Governmental Entities no later than July 15 in the year prior to the next automatic renewal in Section 1, if the County determines, in its sole discretion, that there is an insufficient number of Governmental Entities in Dakota County participating in this Agreement to share the fixed costs of Absentee Voting Administration between the remaining participating Governmental Entities;
 - 2.3. The County or individual Governmental Entities may terminate their participation in this Agreement for cause by providing at least seven days’ written notice to the County and other Governmental Entities. A party may terminate this agreement for cause due to a material breach of the terms of this Agreement, including failure to provide payment within the time specified in this Agreement. The written notice must state the intent to terminate participation and specify the events or circumstances and relevant provision warranting termination of the Agreement or withdrawal of the individual Governmental Entity and may, in the discretion of the terminating party, contain an opportunity to cure the default. A termination for cause will not be effective for any election that will have an election day within 90 days of the termination date to ensure transition of absentee voting responsibilities;
 - 2.4. Termination of this Agreement does not discharge any liability, responsibility, or right of the Parties that arises from the performance of, or failure to adequately perform the provisions of this Agreement prior to the effective date of termination, such as payment of an invoice for services satisfactorily performed prior to the effective date of termination. Termination of the Agreement or an individual Governmental Entity’s termination of participation does not discharge any obligation which, by its nature, would survive after the date of termination.

Section 3 Absentee Voting Administration

3. County and the Governmental Entities agree to consolidate absentee voting administration countywide in accordance with the Absentee Voting Administration Division of Duties By Joint Powers Agreement attached hereto as **Attachment A** and incorporated by reference. The Parties agree by executing the Agreement, the County Election Director and the Governmental Entities' Clerks may agree, in writing, to modify operational responsibilities identified in **Attachment A** for operational efficiency and to maintain compliance with election laws, rules and regulations. Prior to April 1 of each calendar year, the Parties shall meet to discuss performance of the previous year election cycle and evaluate roles and duties of the Parties.

In addition to temporary staffing necessary to administer absentee voting, County will hire at least two full-time equivalent ("FTE") positions (Elections Systems Manager and Election Coordinator, or successor positions) ("FTE Costs") to ensure sufficient resources are available to manage the consolidated absentee voting for the County while maintaining service levels of all other election work.

In agreeing to the consolidation of absentee voting administrative functions to ensure the successful conduct of multiple, simultaneous elections in the County, the Parties acknowledge that decisions made by the County regarding resources, procedures, and policies are based upon providing the same scope and level of service to all the participating jurisdictions and the Governmental Entities recognize that such decisions, made for the benefit of the whole, may not be subject to review by the Governmental Entities.

Section 4 Applicability

4. This Agreement between the County and the Governmental Entities is limited to absentee voting administration. All other voting processes are outside of the scope of this Agreement. This Agreement is applicable for all regularly scheduled elections or special elections in a precinct within the jurisdiction of Dakota County.

Section 5 Allocation of Costs and Invoicing

5. The County will invoice each Governmental Entity its cost share allocation for fixed costs and its share of variable costs for its voters that voted via absentee voting.
 - 5.1. The Governmental Entities will proportionately share the County's absentee balloting administration fixed costs annually based on the annual FTE Cost incurred by the County for this Agreement ("Fixed Costs"). The Fixed Costs allocated to a Governmental Entity is proportionate to its share of registered voters.
 - 5.2. The Governmental Entities agree that absentee balloting administration variable costs, such as absentee voter application and absentee ballot mailings, incurred by the County shall be shared among the Governmental Entities based on actual utilization by its voters (Variable Costs).

- 5.3. In even-numbered years for regularly scheduled or State special elections, the County shall assume 55% of Fixed Costs and Variable Costs. Each Governmental Entity shall assume the remaining portion of the Fixed Cost share as set forth in 5.1 and 45% of Variable Costs for the actual number of its voters that voted via absentee voting.
- 5.4. In even-numbered years for a city or township special election not held on a date for an election identified in Section 5.3 each Governmental Entity holding an election shall assume 100% of Variable Costs for the actual number of its voters that voted via absentee voting.
- 5.5. In odd-numbered years, the County shall assume 75% of Fixed Costs. Each Governmental Entity shall assume the remaining portion of its Fixed Cost share as set forth in 5.1.
- 5.6. In odd-numbered years for State special elections, the County shall assume 55% of Variable Costs. Each Governmental Entity shall assume the remaining 45% of Variable Costs for the actual number of its voters that voted via absentee voting.
- 5.7. In odd-numbered years, Governmental Entities holding elections other than State, County, or Federal elections shall assume 100% of Variable Costs for the actual number of its voters that voted via absentee voting. If such an election is layered with a school district election, the Governmental Entity conducting an election shall only be responsible for 50% of the Variable Costs related to a voter eligible to also vote in the school district election.
- 5.8. Each Governmental Entity will be invoiced within sixty (60) days of the final election day of each calendar year. Said invoice shall be due and payable within thirty-five (35) calendar days of invoicing. Invoicing will occur after application of any grant or other state or federal funds received by the County for absentee voting administration.
- 5.9. For illustrative purposes, cost projections for the 2024-2025 elections are attached as **Attachment B**. Final invoices will reflect actual absentee utilization and Variable Costs.

Section 6 Electronic Voting System and E-Pollbook Costs

6. The cost of the purchase, operation and maintenance of the electronic voting system, voting machines, and electronic pollbooks are not included in this Agreement and are the subject of separate agreements.

Section 7 Independent Contractor

7. It is agreed that nothing in this Agreement is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the Parties hereto or as constituting the County or the Governmental Entities as the employee of the other entity for any purpose or in any manner whatsoever. The County is an independent contractor and neither it, its employees, agents, nor its representatives are employees of

the Governmental Entities. From any amounts due the County, there shall be no deductions for federal income tax or FICA payments, nor for any state income tax, nor for any other purposes which are associated with an employer-employee relationship unless required by law.

**Section 8
Data Practices**

8. All data created, collected, received, maintained, or disseminated for any purpose in the course of this contract is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy. Election data shall also be governed by Minnesota Election Law and associated Minnesota Rules.

**Section 9
No Waiver**

9. No delay or omission by the Parties to exercise any right or power occurring upon any noncompliance or default with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof unless the same is consented to in writing. A waiver by the County or the Governmental Entities of any of the covenants, conditions, or agreements to be observed by the Parties shall not be construed to be a waiver of any succeeding breach or of any covenant, condition, or agreement herein contained. All remedies provided for in this Agreement shall be cumulative and in addition to, and not in lieu of, any other remedies available to the Parties at law, in equity, or otherwise.

**Section 10
Governing Law**

10. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

**Section 11
Entire Agreement**

11. It is understood and agreed that the entire Agreement between the Parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof and hereby rescinds and replace all prior Agreements with the respective Governmental Entities with this Agreement. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the Parties hereto.

**Section 12
No Assignment**

12. The Parties may not assign, sublet, or transfer this Agreement, either in whole or in part, without the prior written consent of the Governmental Entities and the County and any attempt to do so shall be void and have no force and effect.

**Section 13
Notice**

13. Any notice or demand shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

To the Governmental Entity: To the person and address designated by each Governmental Entity in writing.

To the County: Dakota County Elections Director
1590 Highway 55
Hastings MN 55033

**Section 14
Audit Provision**

14. The Parties agree that the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the respective Parties and involve transactions relating to this Agreement. Such materials shall be maintained, and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.

**Section 15
Liability, Indemnification and Insurance**

15. The County and each Governmental Entity to this Agreement shall be solely liable for the acts of its elected officials, officers, employees, or agents and shall not be responsible for the acts of the other parties to this Agreement, their elected officials, officers, employees, or agents.

15.1. The provisions of the Municipal Tort Claims Act, Minnesota Statutes, Chapter 466 and other applicable laws govern liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers, employees, and agents pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity." It is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability as set forth in Minnesota Statutes, Section 471.59, subd. 1a(b). For the purpose of Minnesota Statutes, Section 471.59, subd. 1a(a), it is the intent that this Agreement does not create any liability or exposure to the Parties for the acts or omissions of the County or other individual Governmental Entity.

15.2. The County agrees to defend, hold harmless and indemnify the Governmental Entities and their officials, agents, and employees, from any liability, loss, or damages the Governmental Entity may suffer or incur as a result of demands, claims, judgments, or costs arising out of or caused by the County in the performance of its obligations under this Agreement.

15.3. Each Governmental Entity agrees to defend, hold harmless and indemnify the County and its officials, agents, and employees, from any liability, loss, or damages the County may suffer or incur as a result of demands, claims, judgments, or costs arising out of or caused by its performance of its respective obligations under this Agreement.

15.4. Nothing in this Agreement shall be construed nor operate as a waiver of any applicable limitation of liability, defenses, immunities, or exceptions by statute or common law, nor does it impose or imply responsibility for the acts or omissions of the County or other Governmental Entities. The County and the Governmental Entities warrant that they are able to comply with the aforementioned indemnification requirements and have sufficient insurance coverage consistent with the liability limits contained in Minnesota Statutes, Chapter 466.

Section 16
Survival of Provisions

16. It is expressly understood and agreed that Sections 8, 10, 14 and 15 hereof shall survive the completion of performance and termination or cancellation of this Agreement.

Section 17
Authority

17. The person or persons executing this Agreement on behalf of the Governmental Entity and County represent that they are duly authorized to execute this Agreement on behalf of the Governmental Entity and the County and represent and warrant that this Agreement is a legal, valid and binding obligation and is enforceable in accordance with its terms. Each Party agrees that the electronic signatures of the Parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as wet ink signatures.

(Rest of page left intentionally blank. Signature pages to follow)

IN WITNESS WHEREOF, the Parties hereto have hereunto set their hands.

COUNTY OF DAKOTA

By: _____
Director, Public Services & Revenue

Dated: _____

APPROVED AS TO FORM:

By: /s/ Thomas R. Donely
Assistant Dakota County Attorney

Dated: 10/2/2023

KS-23-495

CITY OF Hastings

VIII-17

By: _____

(Name) Dan wietecha

(Title) City Administrator

Dated: _____

By: _____

(Name) _____

(Title) _____

Dated: _____



Absentee Voting Administration

Division of Duties by Joint Powers Agreement

Dakota County Elections
Administration Center
1590 Highway 55
Hastings, MN 55033-2372

651-438-4305
elections@co.dakota.mn.us

Version 8/24/2023

Summary

Topic	Dakota County	Cities/Townships/School Districts
Recurring Absentee Application (permanents)	The county will send recurring absentee ballot applications.	
Receiving regular applications for AB by mail, email or fax	The county will process all mail absentee ballot applications.	If a city/township/school district receives an application for an absentee ballot to be mailed, they will scan and email the application to the county for processing.
Online applications	The county will process all online applications. NOTE: the SVRS online module will not be available in odd years except in the case of a special election for a federal, state, or county office.	
UOCAVA applications	The county will handle all aspects of UOCAVA voting.	
Mail absentee ballots	The county will handle all aspects of absentee voting by mail including fulfillment, incidental correspondence, rejects, etc.	
Prepare materials for in-person absentee	County will prepare in-person, postage paid absentee materials for use at city and school districts	
In-person absentee ballots	<p>The county will be an in-person absentee voting site for the entire absentee period for all Dakota County residents. Offered at Hastings, Apple Valley and/or West St. Paul, election location dependent.</p> <p>The county will provide regular courier services to collect city and school district absentee ballots to deliver to the County Absentee Ballot Board, for those entities with regular office hours.</p>	Cities/townships/school districts which have regular office hours will maintain in-person absentee voting sites for the entire absentee voting period.
Direct balloting/Early Voting (In-person absentee ballots cast in tabulator beginning 18 days before election day)	All County in-person absentee sites will offer direct balloting for all county voters.	Direct balloting is discretionary.

Topic	Dakota County	Cities/Townships/School Districts
Health Care Facility absentee voting		Cities/townships/school districts will carry out health care facility voting.
Safe at Home	The county will manage all aspects of Safe at Home ballots.	
Agent Delivery and Return	All in-person absentee sites will issue Agent Delivery and Return ballots.	All in-person absentee sites will issue Agent Delivery and Return ballots to be couriered to the County.
Absentee Ballot Board	The county will establish the Absentee Ballot Board which will be responsible for all necessary duties to process Dakota County absentee ballots.	School districts that cross counties will be responsible for all non-Dakota County ballots.
Rejected Ballots	The county will issue the replacement (only Dakota County ballots), to be returned by mail to Dakota County.	
Spoiled ballots	<p>If the voter's original ballot has already been accepted, the county and city/township/ school district will coordinate efforts so that the ballot is spoiled before the voter is issued a replacement ballot.</p> <p>If the original ballot has not yet been accepted, the county will spoil and replace for mail absentee voters, or the city/township/school district will spoil and replace for in-person voters.</p>	<p>If the voter's original ballot has already been accepted, the county and city/township/school district will coordinate efforts so that the ballot is spoiled before the voter is issued a replacement ballot.</p> <p>If the original ballot has not yet been accepted, the county will spoil and replace for mail absentee voters, or the city/township/school district will spoil and replace for in-person voters.</p>

Topic	Dakota County	Cities/Townships/School Districts
Rosters and greeter lists	<p>Electronic roster files will be uploaded to the poll book management system, for download to the poll books.</p> <p>Supplemental reports of voters with ballots accepted after the rosters are generated will be pushed to the poll books the day before election day and multiple times on election day.</p> <p>Rosters and Greeter lists will be delivered by vendor.</p>	<p>Cities/townships/school districts will download the rosters to their poll books after the rosters are generated and before the poll books are delivered to the election judges or polling places. (Pollbook access points to be added to all large school district office)</p> <p>Cities/townships/school districts will work with the county to ensure that on election day all poll books sync the AB roster supplement before the polls open and continue to sync throughout the day.</p>
Results	<p>The county will combine absentee results from all absentee ballot counters to create one absentee result grand total. This AB total will be combined with polling place results and posted on the OSS and Dakota County websites.</p> <p>Reports will be made available on the County SharePoint site in a timely manner to allow for canvassing within all deadlines.</p>	<p>Cities/townships/school districts will be responsible to transmit polling place results to the county.</p> <p>Cities/townships/school districts will canvass reports against original tapes and summary statements.</p> <p>Cities/townships/school districts will consult with the County when scheduling canvass meetings.</p>
Storage	<p>The county will retain absentee ballots and related materials in their respective possession.</p> <p>In the event of a recount, materials will be transferred as soon as possible to the jurisdiction conducting the recount.</p>	<p>Cities/townships/school districts will retain absentee ballots and related materials in their respective possession.</p> <p>In the event of a recount, materials will be transferred as soon as possible to the jurisdiction conducting the recount.</p>

2024-2025 JPA Costs for Absentee Services - Estimate 08/24/2023

Even Year			
Base (Fixed) Costs		Absentee (Variable) Costs	
Dakota County Share	55%	Dakota County Share	55%
Municipality Share	45%	Municipality Share*	45%

Odd Year			
Base (Fixed) Costs		Absentee (Variable) Costs	
Dakota County Share	75%	Dakota County Share	0%
Municipality Share	25%	Municipality Share	100%

Municipality	# of Voters as of June 2, 2022	Fixed Cost Share (2024-2025)**	Estimated Absentee Cost (2024-2025)***	Estimated Mail Ballot Costs (2024-2025)	Reduction from Ongoing VOTER Funds****	Total Estimated Costs 2024-2025
ISD 196 - Rosemount/Apple Valley/Eagan	105,635	\$ 15,248	\$ 13,367			\$ 28,614
ISD 197 - West St. Paul/Mendota Heights/Eagan	29,698	\$ 4,287	\$ 4,576			\$ 8,863
ISD 199 - Inver Grove Heights	18,226	\$ 2,631	\$ 1,776			\$ 4,406
ISD 200 - Hastings	19,957	\$ 2,881	\$ 3,946			\$ 6,827
Lakeville	46,134	\$ 26,021	\$ 29,146		\$ (13,419)	\$ 41,747
Eagan	45,274	\$ 25,535	\$ 35,616		\$ (13,169)	\$ 47,982
Burnsville	37,883	\$ 21,367	\$ 26,194		\$ (11,019)	\$ 36,542
Apple Valley	35,735	\$ 20,155	\$ 26,339		\$ (10,395)	\$ 36,100
Inver Grove Heights	22,534	\$ 12,710	\$ 16,818		\$ (6,555)	\$ 22,973
Rosemount	17,245	\$ 9,727	\$ 13,405		\$ (5,016)	\$ 18,115
Hastings	14,571	\$ 8,218	\$ 8,704		\$ (4,238)	\$ 12,684
Farmington	13,844	\$ 7,808	\$ 8,008		\$ (4,027)	\$ 11,789
West St. Paul	12,523	\$ 7,063	\$ 7,706		\$ (3,643)	\$ 11,127
South St. Paul	12,190	\$ 6,875	\$ 4,987		\$ (3,546)	\$ 8,316
Mendota Heights	9,154	\$ 5,163	\$ 10,299		\$ (2,663)	\$ 12,800
Empire	2,017	\$ 1,138	\$ 573		\$ (587)	\$ 1,124
Ravenna Twp	1,731	\$ 976	\$ 705		\$ (504)	\$ 1,177
Eureka Twp	1,096	\$ 618	\$ 298		\$ (319)	\$ 598
Castle Rock Twp	983	\$ 554	\$ 226		\$ (286)	\$ 495
Northfield	967	\$ 545	\$ 871		\$ (281)	\$ 1,135
Vermillion Twp	933	\$ 526	\$ 226		\$ (271)	\$ 481
Marshan Twp	893	\$ 504	\$ 265		\$ (260)	\$ 509
Lilydale	801	\$ 452	\$ 763		\$ (233)	\$ 982
Nininger Twp	654	\$ 369	\$ 163		\$ (190)	\$ 341
Hampton Twp	633	\$ 357	\$ 148		\$ (184)	\$ 321
Greenvale Twp	613	\$ 346	\$ 236		\$ (178)	\$ 404
Randolph Twp	553	\$ 312	\$ 199		\$ (161)	\$ 350
Douglas Twp	523	\$ 295	\$ 115		\$ (152)	\$ 257
Sunfish Lake	436	\$ 246	\$ 250		\$ (127)	\$ 369
Hampton City	406	\$ 229	\$ 57		\$ (118)	\$ 168
Waterford Twp	378	\$ 213	\$ 155		\$ (110)	\$ 258
Sciota Twp	327	\$ 184	\$ 66		\$ (95)	\$ 156
Vermillion City	312	\$ 176	\$ 54		\$ (91)	\$ 139
Randolph City	286	\$ 161	\$ 33		\$ (83)	\$ 111
Mendota City	129	\$ 73	\$ 12		\$ (38)	\$ 47
Coates	101	NO FIXED COST SHARE		\$ 407	\$ (29)	\$ 378
Miesville	86	NO FIXED COST SHARE		\$ 344	\$ (25)	\$ 319
New Trier	56	NO FIXED COST SHARE		\$ 230	\$ (16)	\$ 214
TOTAL	455,517	\$ 183,963	\$ 216,303		\$ (82,028)	\$ 319,219

*Not applicable for special elections, which will incur 100% share to municipality.

**Fixed costs contemplate a Primary & General Election in even years and a School District General Election in odd years. PNP costs to be reimbursed separately.

***Used actual absentee voting utilization from past elections to estimate.

****Reduction of State VOTER funds is at the discretion of each municipality.

2024 Elections - Estimate 08/24/2023

100% of FTE Costs \$ 263,000

Fixed costs proportioned by registered voter

Fixed cost per reg voter \$ 0.93

AB Mailed Cost \$ 10.00

AB In Person Cost \$ 4.50

AB DakCo Share 55%

AB Municipality Share 45%

				\$ 4.50	\$ 2.03	\$ 20,507	\$ 20,507			
Municipality	Voters as of June 2, 2022 (per VOTER Funding rules)	Proportion of Registered Voters	Annual Fixed Cost-share (45%)	Estimated Costs of AB Ballot mailed*	Estimated Costs of IP AB Ballot*	25% Reduction from Ongoing VOTER Funds for Proportioned # of Voters	25% Reduction from Ongoing VOTER Funds for AB	Total Estimated Costs - 2024	Estimated Cost Per Reg Voter	
Lakeville	46,134	0.164	\$ 19,361	\$ 17,401	\$ 11,745	\$ (3,355)	\$ (3,355)	\$ 41,798	\$ 0.89	
Eagan	45,274	0.161	\$ 19,001	\$ 21,263	\$ 14,353	\$ (3,292)	\$ (3,292)	\$ 48,032	\$ 1.07	
Burnsville	37,883	0.134	\$ 15,899	\$ 15,638	\$ 10,556	\$ (2,755)	\$ (2,755)	\$ 36,583	\$ 0.98	
Apple Valley	35,735	0.127	\$ 14,997	\$ 15,725	\$ 10,614	\$ (2,599)	\$ (2,599)	\$ 36,139	\$ 1.02	
Inver Grove Heights	22,534	0.080	\$ 9,457	\$ 10,040	\$ 6,777	\$ (1,639)	\$ (1,639)	\$ 22,997	\$ 1.03	
Rosemount	17,245	0.061	\$ 7,237	\$ 8,003	\$ 5,402	\$ (1,254)	\$ (1,254)	\$ 18,134	\$ 1.02	
Hastings	14,571	0.052	\$ 6,115	\$ 5,197	\$ 3,508	\$ (1,060)	\$ (1,060)	\$ 12,700	\$ 0.87	
Farmington	13,844	0.049	\$ 5,810	\$ 4,781	\$ 3,227	\$ (1,007)	\$ (1,007)	\$ 11,804	\$ 0.85	
West St. Paul	12,523	0.044	\$ 5,256	\$ 4,601	\$ 3,106	\$ (911)	\$ (911)	\$ 11,141	\$ 0.90	
South St. Paul	12,190	0.043	\$ 5,116	\$ 2,977	\$ 2,010	\$ (886)	\$ (886)	\$ 8,330	\$ 0.70	
Mendota Heights	9,154	0.032	\$ 3,842	\$ 6,149	\$ 4,150	\$ (666)	\$ (666)	\$ 12,810	\$ 1.40	
Empire	2,017	0.007	\$ 846	\$ 342	\$ 231	\$ (147)	\$ (147)	\$ 1,126	\$ 0.57	
Ravenna Twp	1,731	0.006	\$ 726	\$ 409	\$ 276	\$ (126)	\$ (126)	\$ 1,159	\$ 0.67	
Eureka Twp	1,096	0.004	\$ 460	\$ 142	\$ 96	\$ (80)	\$ (80)	\$ 539	\$ 0.49	
Castle Rock Twp	983	0.003	\$ 413	\$ 135	\$ 91	\$ (71)	\$ (71)	\$ 496	\$ 0.50	
Northfield	967	0.003	\$ 406	\$ 520	\$ 351	\$ (70)	\$ (70)	\$ 1,137	\$ 1.20	
Vermillion Twp	933	0.003	\$ 392	\$ 135	\$ 91	\$ (68)	\$ (68)	\$ 482	\$ 0.53	
Marshan Twp	893	0.003	\$ 375	\$ 142	\$ 96	\$ (65)	\$ (65)	\$ 483	\$ 0.54	
Lilydale	801	0.003	\$ 336	\$ 455	\$ 307	\$ (58)	\$ (58)	\$ 982	\$ 1.26	
Nininger Twp	654	0.002	\$ 274	\$ 97	\$ 66	\$ (48)	\$ (48)	\$ 342	\$ 0.52	
Hampton Twp	633	0.002	\$ 266	\$ 88	\$ 60	\$ (46)	\$ (46)	\$ 321	\$ 0.52	
Greenvale Twp	613	0.002	\$ 257	\$ 45	\$ 30	\$ (45)	\$ (45)	\$ 243	\$ 0.40	
Randolph Twp	553	0.002	\$ 232	\$ 119	\$ 80	\$ (40)	\$ (40)	\$ 351	\$ 0.64	
Douglas Twp	523	0.002	\$ 219	\$ 68	\$ 46	\$ (38)	\$ (38)	\$ 258	\$ 0.50	
Sunfish Lake	436	0.002	\$ 183	\$ 149	\$ 101	\$ (32)	\$ (32)	\$ 370	\$ 0.86	
Hampton City	406	0.001	\$ 170	\$ 34	\$ 23	\$ (30)	\$ (30)	\$ 169	\$ 0.40	
Waterford Twp	378	0.001	\$ 159	\$ 85	\$ 57	\$ (27)	\$ (27)	\$ 245	\$ 0.65	
Sciota Twp	327	0.001	\$ 137	\$ 40	\$ 27	\$ (24)	\$ (24)	\$ 156	\$ 0.46	
Vermillion City	312	0.001	\$ 131	\$ 32	\$ 22	\$ (23)	\$ (23)	\$ 140	\$ 0.46	
Randolph City	286	0.001	\$ 120	\$ 20	\$ 13	\$ (21)	\$ (21)	\$ 112	\$ 0.39	
Mendota City	129	0.000	\$ 54	\$ 7	\$ 5	\$ (9)	\$ (9)	\$ 47	\$ 0.36	
Coates	101	0.000	NO FIXED COST SHARE			\$ (7)	\$ (7)	\$ (15)	\$ (0.15)	
Miesville	86	0.000	NO FIXED COST SHARE			\$ (6)	\$ (6)	\$ (13)	\$ (0.15)	
New Trier	56	0.000	NO FIXED COST SHARE			\$ (4)	\$ (4)	\$ (8)	\$ (0.14)	
TOTAL	282,001	1.00	\$ 118,248	\$ 114,840	\$ 77,517	\$ (20,507)	\$ (20,507)	\$ 269,591	\$ 0.96	

2025 Elections - Estimate 08/24/2023

100% of FTE Costs \$ 263,000

Fixed costs proportioned by registered voter

Fixed cost per registered voter \$ 0.93

AB Mailed Cost

\$ 10.00

AB DakCo Share

0%

AB In Person Cost

\$ 4.50

AB Municipality Share

100%

Municipality	Voters as of June 2, 2022 (per VOTER Funding rules)	Proportion of Registered Voters for VOTER funds	Annual Fixed Cost - 25 % Share					Total Estimated Costs - 2025	Estimated Cost Per Reg Voter
				\$ 10.00	\$ 4.50	\$ 20,507	\$ 20,507		
				Estimated Costs of AB Ballot mailed*	Estimated Costs of IP AB Ballot*	25% Reduction from Ongoing VOTER Funds for AB	25% Reduction from Ongoing VOTER Funds for Proportioned # of Voters		
ISD 196 - Rosemount/Apple Valley/Eagan			\$ 15,248	\$ 7,980	\$ 5,387			\$ 28,614	\$ 0.27
ISD 197 - West St. Paul/Mendota Heights/Eagan			\$ 4,287	\$ 2,732	\$ 1,844			\$ 8,863	\$ 0.30
ISD 199 - Inver Grove Heights			\$ 2,631	\$ 1,060	\$ 716			\$ 4,406	\$ 0.24
ISD 200 - Hastings			\$ 2,881	\$ 2,356	\$ 1,590			\$ 6,827	\$ 0.34
Lakeville	46,134	0.164	\$ 6,659	\$ -	\$ -	\$ (3,355)	\$ (3,355)	\$ (51)	\$ (0.00)
Eagan	45,274	0.161	\$ 6,535	\$ -	\$ -	\$ (3,292)	\$ (3,292)	\$ (50)	\$ (0.00)
Burnsville	37,883	0.134	\$ 5,468	\$ -	\$ -	\$ (2,755)	\$ (2,755)	\$ (42)	\$ (0.00)
Apple Valley	35,735	0.127	\$ 5,158	\$ -	\$ -	\$ (2,599)	\$ (2,599)	\$ (39)	\$ (0.00)
Inver Grove Heights	22,534	0.080	\$ 3,253	\$ -	\$ -	\$ (1,639)	\$ (1,639)	\$ (25)	\$ (0.00)
Rosemount	17,245	0.061	\$ 2,489	\$ -	\$ -	\$ (1,254)	\$ (1,254)	\$ (19)	\$ (0.00)
Hastings	14,571	0.052	\$ 2,103	\$ -	\$ -	\$ (1,060)	\$ (1,060)	\$ (16)	\$ (0.00)
Farmington	13,844	0.049	\$ 1,998	\$ -	\$ -	\$ (1,007)	\$ (1,007)	\$ (15)	\$ (0.00)
West St. Paul	12,523	0.044	\$ 1,808	\$ -	\$ -	\$ (911)	\$ (911)	\$ (14)	\$ (0.00)
South St. Paul	12,190	0.043	\$ 1,760	\$ -	\$ -	\$ (886)	\$ (886)	\$ (13)	\$ (0.00)
Mendota Heights	9,154	0.032	\$ 1,321	\$ -	\$ -	\$ (666)	\$ (666)	\$ (10)	\$ (0.00)
Empire	2,017	0.007	\$ 291	\$ -	\$ -	\$ (147)	\$ (147)	\$ (2)	\$ (0.00)
Ravenna Twp	1,731	0.006	\$ 250	\$ 12	\$ 8	\$ (126)	\$ (126)	\$ 18	\$ 0.01
Eureka Twp	1,096	0.004	\$ 158	\$ 36	\$ 24	\$ (80)	\$ (80)	\$ 59	\$ 0.05
Castle Rock Twp	983	0.003	\$ 142	\$ -	\$ -	\$ (71)	\$ (71)	\$ (1)	\$ (0.00)
Northfield	967	0.003	\$ 140	\$ -	\$ -	\$ (70)	\$ (70)	\$ (1)	\$ (0.00)
Vermillion Twp	933	0.003	\$ 135	\$ -	\$ -	\$ (68)	\$ (68)	\$ (1)	\$ (0.00)
Marshan Twp	893	0.003	\$ 129	\$ 16	\$ 11	\$ (65)	\$ (65)	\$ 26	\$ 0.03
Lilydale	801	0.003	\$ 116	\$ -	\$ -	\$ (58)	\$ (58)	\$ (1)	\$ (0.00)
Nininger Twp	654	0.002	\$ 94	\$ -	\$ -	\$ (48)	\$ (48)	\$ (1)	\$ (0.00)
Hampton Twp	633	0.002	\$ 91	\$ -	\$ -	\$ (46)	\$ (46)	\$ (1)	\$ (0.00)
Greenvale Twp	613	0.002	\$ 88	\$ 96	\$ 65	\$ (45)	\$ (45)	\$ 160	\$ 0.26
Randolph Twp	553	0.002	\$ 80	\$ -	\$ -	\$ (40)	\$ (40)	\$ (1)	\$ (0.00)
Douglas Twp	523	0.002	\$ 75	\$ -	\$ -	\$ (38)	\$ (38)	\$ (1)	\$ (0.00)
Sunfish Lake	436	0.002	\$ 63	\$ -	\$ -	\$ (32)	\$ (32)	\$ (0)	\$ (0.00)
Hampton City	406	0.001	\$ 59	\$ -	\$ -	\$ (30)	\$ (30)	\$ (0)	\$ (0.00)
Waterford Twp	378	0.001	\$ 55	\$ 8	\$ 5	\$ (27)	\$ (27)	\$ 13	\$ 0.03
Sciota Twp	327	0.001	\$ 47	\$ -	\$ -	\$ (24)	\$ (24)	\$ (0)	\$ (0.00)
Vermillion City	312	0.001	\$ 45	\$ -	\$ -	\$ (23)	\$ (23)	\$ (0)	\$ (0.00)
Randolph City	286	0.001	\$ 41	\$ -	\$ -	\$ (21)	\$ (21)	\$ (0)	\$ (0.00)
Mendota City	129	0.000	\$ 19	\$ -	\$ -	\$ (9)	\$ (9)	\$ (0)	\$ (0.00)
Coates	101	0.000	NO FIXED COST SHARE			\$ (7)	\$ (7)	\$ (15)	\$ (0.15)
Miesville	86	0.000	NO FIXED COST SHARE			\$ (6)	\$ (6)	\$ (13)	\$ (0.15)
New Trier	56	0.000	NO FIXED COST SHARE			\$ (4)	\$ (4)	\$ (8)	\$ (0.15)
TOTAL	282,001	1.00	\$ 65,715	\$ 14,296	\$ 9,650	\$ (20,507)	\$ (20,507)	\$ 48,647	\$ 0.11

Certificate Of Completion

Envelope Id: 7BD56DE4534E46E9BAA9CFD7FC01F03D	Status: Sent
Subject: Complete with DocuSign: City of Hastings JPA for Absentee Voting Services DCA20889	
Source Envelope:	
Document Pages: 15	Signatures: 0
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Michelle Blue
Time Zone: (UTC-06:00) Central Time (US & Canada)	1590 Highway 55
	Hastings, MN 55033
	michelle.blue@co.dakota.mn.us
	IP Address: 207.171.99.1

Record Tracking

Status: Original	Holder: Michelle Blue	Location: DocuSign
10/4/2023 1:51:05 PM	michelle.blue@co.dakota.mn.us	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Dakota County	Location: DocuSign

Signer Events

Signer	Signature	Timestamp
Michelle Blue	Completed	Sent: 10/4/2023 1:51:55 PM
Michelle.Blue@co.dakota.mn.us		Viewed: 10/4/2023 1:52:02 PM
Elections Director		Signed: 10/4/2023 1:52:11 PM
Dakota County	Using IP Address: 207.171.99.1	

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Dan Wietecha	Sent: 10/4/2023 1:52:13 PM
dwietecha@hastingsmn.gov	Viewed: 10/9/2023 9:31:07 AM

City Administrator

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
 Accepted: 10/9/2023 9:31:07 AM
 ID: 83019d14-0c88-411c-ac70-40dad6630993

Kelly Murtaugh

kmurtaugh@hastingsmn.gov

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
 Accepted: 9/28/2023 10:15:09 AM
 ID: 76cef216-7162-4816-8ab5-8ec294c69fe4

Tom Novak

Tom.Novak@co.dakota.mn.us

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
 Accepted: 10/9/2023 7:41:18 AM
 ID: 47be24e1-e43d-4071-9614-ea466445789c

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp	VIII-17
----------------------------------	---------------	------------------	---------

Carbon Copy Events	Status	Timestamp
---------------------------	---------------	------------------

Doug Gross

doug.gross@co.dakota.mn.us

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Julie Riveness

Julie.Riveness@CO.DAKOTA.MN.US

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
-----------------------	------------------	------------------

Notary Events	Signature	Timestamp
----------------------	------------------	------------------

Envelope Summary Events	Status	Timestamps
--------------------------------	---------------	-------------------

Envelope Sent

Hashed/Encrypted

10/4/2023 1:51:55 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Dakota County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Dakota County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bruce.peters@co.dakota.mn.us

To advise Dakota County of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at bruce.peters@co.dakota.mn.us and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Dakota County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to bruce.peters@co.dakota.mn.us and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Dakota County

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to bruce.peters@co.dakota.mn.us and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> • Allow per session cookies

- | | |
|--|---|
| | <ul style="list-style-type: none">• Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection |
|--|---|

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Dakota County as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Dakota County during the course of my relationship with you.