



City of Grand Forks Staff Report



Committee of the Whole – September 11, 2017
City Council – September 18, 2017

Agenda Item: Appoint Inspector and approve Joint Powers Agreement with County for assistance in conducting Special Election November 7, 2017

Submitted by: Maureen Storstad, Finance Director

Staff Recommended Action: Appoint Diane Fossum as Inspector and approve Joint Powers Agreement with Grand Forks County for Special Election November 7, 2017

Committee Recommended Action: Referred to City Council with recommendation to approve

Council Action:

BACKGROUND:

City Council has called for a special election on November 7, 2017. City Council has the responsibility of appointing the inspector for the special election. Staff has also been in contact with Grand Forks County for their assistance with the election including e-poll book programming and absentee balloting. Grand Forks County Commission approved this agreement at their September 5 meeting.

ANALYSIS AND FINDINGS OF FACT:

- Staff has had conversations with Grand Forks County regarding assisting with the special election for the City, including e-poll books and absentee voting. A Joint Powers Agreement was approved by the GF County Commission on September 5. This agreement now is being submitted to City Council for review and approval at the September 11 Committee of the Whole and September 18 City Council meeting.
- City Council has the responsibility for appointing the election inspector.
- Diane Fossum has served as inspector in the past and is willing to serve for this election.

SUPPORT MATERIALS:

- Joint Powers Agreement with County

JOINT POWERS/ELECTION ASSISTANCE AGREEMENT

THIS AGREEMENT is entered into by and between the following: the County of Grand Forks, hereinafter referred to as "County" and the City of Grand Forks, hereinafter referred to as "City".

1. **PURPOSE OF AGREEMENT:** The purpose of the agreement is to provide the terms by which the County will assist the City with the holding of their special election, November 7, 2017. It is the intent of the parties in entering this agreement to provide for the procedures to be followed relative to the scheduling and administration of such special election
2. **AUTHORITY:** This agreement is authorized by Article VII, Section 10 of the Constitution of the State of North Dakota and North Dakota Century Code (NDCC) Chapters 54-40 and 40-21 and 40-49.
3. **PLAN:** The parties agree the City will be responsible for all requirements of conducting the November 7, 2017 special election, except:
 - (a) The County will be responsible for programming the electronic pollbooks and will setup the special election in the election software.
 - (b) The County shall administer absentee balloting in accordance with NDCC Title 16.1. Absentee voter applications shall be available from the County or City. The County shall handle all absentee ballots. Absentee ballots will be available 40 days prior to the election, except absentees for overseas and military voters will be available 46 days prior to the election.
4. **COSTS:** The City shall pay all costs associated with the Election and Canvassing Boards. The County will bill any overtime associated with providing assistance to the City for the special election.
5. **DURATION:** This agreement shall take effect on September 22, 2017 and continue until November 30, 2017.
6. **AMENDMENTS:** Any modifications or amendments to this agreement must be in writing signed by an authorized representative of each party.

Chair, County Commission
Thomas H. Lulek

GF City

President

Attest:
Abbey Dehn
County Auditor

Attest:

City Auditor

Date 9/5/17

Date _____