

**STATE OF MINNESOTA  
VOTING OPERATIONS, TECHNOLOGY & ELECTION RESOURCES (VOTER) ACCOUNT  
COUNTY – MUNICIPALITY AGREEMENT**

This Agreement (hereinafter “Agreement”) is made between Anoka County ("County"),  
and City of St. Francis (“Municipality”).

**Recitals**

1. Under Minnesota Laws 2023, Chapter 62, Article 4, section 6, the Voting Operations, Technology, and Election Resources (VOTER) Account was established requiring the Office of the Secretary of State, hereinafter the OSS, to distribute funds to each county as prescribed.
2. Total allocation to County for St. Francis is approximately \$733.18 annually.
3. Upon receipt of funds, County and Municipality must agree on a distribution plan for allocating funds from the account which must be used for expenditures directly related to election administration.
4. County is responsible for elections within its county and Municipality operates polling places within its jurisdiction.

**Agreement**

**1. *Effectiveness of Agreement***

- 1.1. ***Effective date.*** August 30, 2023, or the date all required signatures have been affixed to the agreement by County and Municipality, whichever is later.
- 1.2. ***Annual Renewal.*** This agreement shall remain in effect and renew annually until such time that the County or the 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 allocation.
- 1.3. ***Application of terms.*** Municipality agrees to be subject to the obligations applicable to County in the Agreement set forth in said agreement.

**2. *Allocation of VOTER Account Funds***

- 2.1. ***Allocation determination.*** The Municipality agrees to receive no direct allocation under this agreement. The Municipality’s default allocation amount as provided by the OSS will instead be retained by the County for qualifying expenditures of the County and the Municipality as referenced in this Agreement.
- 2.2. ***Allocation methodology.*** The County will utilize the provided OSS default allocation as a consistent and equitable distribution of VOTER account funds for qualifying expenditures for all municipalities.
- 2.3. ***Maximum available amount.*** Based on the OSS default allocation, Municipality is allocated no more than \$~~xx~~ for qualifying expenditures described in the Agreement and in accordance with all federal and state laws authorizing these expenditures.

**3. *Use and Maintenance of VOTER Account Funds***

- 3.1. ***Municipality authorization.*** Municipality agrees to authorize County to expend the allocated amount for authorized purposes on behalf of Municipality.
- 3.2. ***Segregation of funds.*** County must segregate all funds in an election funding account.
- 3.3. ***Maintenance of funds.*** County must maintain the funds in the segregated account until spent for any authorized purposes described in the Agreement.

3.4. **Authorized purposes.** County may use the funds provided under the Agreement for expenditures directly related to election administration as defined in Minnesota Statutes section 5.305.

3.5. **Reporting requirements.** County agrees to provide any required information to OSS to meet reporting requirements outlined in statute for all funds expended for each calendar year by December 31 annually.

**4. Authorized Representatives**

County's Authorized Representative is:

- Name
- County Auditor
- Address
- Phone
- email

Municipality's Authorized Representative is:

- Name: \_\_\_\_\_
- Title: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_

If either Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, parties must notify each other of the change.

**5. Signatures and Certification**

*County and Municipality certify that the appropriate person(s) have executed the Agreement on behalf of County and Municipality as required by applicable resolutions or ordinances.*

**COUNTY**

**MUNICIPALITY**

- By: \_\_\_\_\_
- Signed: \_\_\_\_\_
- Title: \_\_\_\_\_
- Date: \_\_\_\_\_

- Jurisdiction: \_\_\_\_\_
- By: \_\_\_\_\_
- Signed: \_\_\_\_\_
- Title: \_\_\_\_\_
- Date: \_\_\_\_\_