

AGREEMENT CONCERNING ELECTION SERVICES

THIS AGREEMENT is made effective this 24th day of July 2026, between the Hinsdale County Clerk and Recorder ("**Clerk**") and Town of Lake City ("**Public Entity**"):

The Public Entity desires to conduct an election pursuant to its statutory authority. An election is required pursuant to C.R.S. §22-31-104(1) and/or Colorado Constitution Article X, Section 20, as the case may be, such election to occur on November 3, 2026 (the "Election"); and

An agreement concerning the preparation, conduct and actual cost of a General Election is required pursuant to C.R.S. §1-7-116(1). This agreement must be signed no later than August 25, 2026, pursuant to C.R.S. §1-7-116(2).

The Clerk has agreed to perform certain coordinated election services set forth herein in consideration of the performance by the Public Entity of its obligations and payment of a fee as set forth herein.

NOW, THEREFORE, in consideration of their mutual promises contained herein, the parties agree as follows:

I. Duties of the Clerk

The Clerk, Joan Roberts, whose telephone number is (970) 944-2225 Ext. 2, is the "Contact Officer" to act as the primary liaison with the Public Entity for the purposes of the Election.

The Clerk agrees to perform the following duties, or such other duties as may be mutually agreed upon by the parties in writing, in connection with the Election:

A. Preparation for the Election

1. Provide the Public Entity with a street locator file from the Clerk's voter registration system which lists the street addresses located in the Public Entity, if requested.
2. Assist and inform the Public Entity on any matter that could reasonably further the efficient preparation and conduct of the Election. The Clerk will not provide legal advice.
3. Manage all voter records and correspondence in accordance with Title 1, Colorado Revised Statutes, Election Rules of the Colorado Secretary of State and policy directives of the Colorado Secretary of State.
4. Supply, deliver and set up all necessary items for the conduct and preparation of the Election.
5. Certify the election judges and determine their compensation; provide a list of election judges if requested by the Public Entity; train election judges prior to the Election, including specific instruction in the secure operation of the election equipment.
6. Certify ballot content and prepare printed ballots. The Clerk reserves the right to print only the ballot issue identifying information on the ballot and the ballot title on a separate sheet of paper or any other form of ballot as directed by the Colorado Secretary of State. To avoid ballot space issues, the Clerk requests that each issue and question are not more than 250 words.
7. Provide notice by publication of an election pursuant to C.R.S. §1-7.5-107(2.5). Such notice must satisfy the publication requirement for all political subdivisions participating in the Election, pursuant to C.R.S. §1-5-205(1.4).

8. Conduct all required tests and audits of the voting system prior to and after the Election pursuant to C.R.S. §1-7-509 and Secretary of State Election Rule 11.
9. Establish backup procedures and a backup site for the counting of votes at the Election, should the counting equipment become unavailable during the count.

B. Conduct of the Election

1. Coordinate the proper number and location of Voter Service Polling Centers (VSPC). All VSPC's will be accessible to electors with disabilities.
2. Provide for the security and processing of all mail ballots and provide for the verification of signatures on the self-affirmation on the return envelope.
3. Facilitate special accommodations for all military and overseas citizens as provided by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).
4. Provide provisional ballots to electors who qualify under C.R.S. §1-8.5-101 and provide a telephone number that provisional voters may call to inquire if their provisional ballot was counted.
5. Provide properly trained personnel for the preparation and conduct of the Election and at the tabulation center on Election Day/Night to certify unofficial results.
6. Preserve all Election records for at least twenty-five months after the Election.
7. Conduct a recount of any contest where the final ballot tabulation results are close enough to require a recount per statute, or if requested by an interested party.

C. Election Costs

1. Keep an accurate account of all Election costs including, but not limited to, supplies, printing costs, legal notices, judges labor and other expenses attributable to the Clerk's administration of the Election for the Public Entity.
2. Charge the Public Entity for its portion of the costs of the Election incurred by the Clerk for that Public Entity up to and including the date of cancellation of the Election, if applicable.
3. Submit to the Public Entity an invoice for all expenses incurred under this Agreement.
4. Recount(s) costs will be charged to the Public Entity, or if more than one Public Entity is involved in the recount, the cost will be prorated among the participating Public Entities.

D. TABOR Notice

1. Coordinate and prepare the consolidate TABOR notice for any ballot issue(s) if required. The Clerk will be responsible for coordinating and preparing the consolidated TABOR notice for all entities. The Clerk must do so in compliance with Article X Section 20 of the Colorado Constitution and any pertinent Rules of the Colorado Secretary of State.
2. Charge the Public Entity for all expenses for the preparation, printing, labeling and postage for the TABOR notice. Said expenses will be prorated among all Public Entities participating in the TABOR notice. Such proration must be based, in part, upon the number of persons registered to vote within each Public Entity.
3. Mail to each household voter in Hinsdale County the TABOR notice not less than thirty days prior to the election pursuant to Colorado Constitution Article X, Section 20(3)(b). The Clerk must determine the least cost method for mailing the TABOR notice and address the TABOR notice to "All Registered Voters"

at each address where one or more active registered voters of the Public Entity reside. Nothing prevents the Clerk from sending the TABOR notice of any Public Entity to persons other than electors of the Public Entity if such sending arises from the Clerk's efforts to mail the TABOR notice at the least cost.

II. Duties of the Public Entity

The Public Entity has designated Joan Roberts, whose phone number is 970-944-2225 Ext. 2, as its Designated Election Official ("**DEO**") pursuant to C.R.S. §1-1-104(8). The DEO must act as the primary liaison between the Public Entity and the Clerk.

If the Public Entity encompasses territory within other counties, this Agreement will apply only to that portion of the Public Entity within Hinsdale County.

The **Public Entity** must perform the following duties in connection with the Election:

A. Preparation for the General Election

1. Post and/or publish, if applicable, any other legal notices required pursuant to relevant provisions of the Uniform Election Code of 1992, as revised (C.R.S. Articles 1-13 of Title 1) or the Colorado Municipal Election Code of 1965, §31-10-101, *et seq.*, C.R.S., or C.R.S. Article 31 of Title 22, School District Director Election, as amended, except as otherwise provided herein.
2. Determine whether a ballot issue, question or candidate is properly placed before the voters, including petition verification.

Existing Entities:

3. Provide the Clerk with a copy of the ordinance or resolution stating that the Public Entity will participate in the Election in accordance with the terms and conditions of this Agreement. The ordinance or resolution will authorize the presiding officer of the Public Entity or other designated person to execute this Agreement.
4. Review, if applicable, the information contained in the street locator file and certify its accuracy, as well as any changes, additions or deletions to the file. The certification of the street locator file must be made in writing no later than August 25, 2026, at 4:00 p.m. to the Clerk. If the certification is not provided by the date specified, the Public Entity may not participate in the Election.

Proposed Entities:

5. Provide the Clerk with a certified legal description, map and locator, identifying all "high/low" ranges for street addresses within the proposed Public Entity no later than August 25, 2026, if applicable, and if any proposed Public Entity is not already identified by a tax authority code in the County Assessor's records. Once the information has been entered in the Clerk's voter registration system, the DEO must review the information contained in the street locator file and must certify its accuracy, as well as any changes, additions or deletions to the file no later than September 4, 2026, at 4:00 p.m. to the Clerk. If the certification is not provided by the date specified herein, the Public Entity may not participate in the Election.
6. Provide the Clerk with a copy of the ordinance, resolution or court order stating that the Public Entity will participate in the Election in accordance with the terms and conditions of this Agreement. The ordinance or resolution will authorize the presiding officer of the Public Entity or other designated person to execute this Agreement.

7. **FOR TITLE 32 SPECIAL DISTRICTS ONLY:** Notify and provide information and materials to property owners where an eligible elector may vote at any polling place or make application for a mail-in ballot specific to that district to be voted on and filed with the designated election official. C.R.S. §32-1-806, C.R.S. §1-7-104, C.R.S. §1-8-104(3)
8. **BALLOT CONTENT:** Provide a certified copy as an email attachment to clerk@hinsdalecountycolorado.us or on compact disc (650 MB or higher), in the format requested below, at the earliest possible time and in any event pursuant to C.R.S. §1-5-203(3)(a) no later than sixty days before the election, September 4, 2026, at 4:00 p.m., of the ballot content (candidates, issues and questions) to the Clerk exactly as and in the order in which it is to appear and be printed on the ballot pages and sample ballots. The certified list of candidates, ballot issues and/or ballot questions must be final and the Clerk will not be responsible for making any changes after the certification. Information must comply with the following requirements:
 - A version of Microsoft Word able to be converted to Microsoft Word 2010
 - Font Type: Arial
 - Font Size: 10 point
 - Justification: Left
 - All Margins: 0.5 inches
 - Provide audio pronunciation of all candidates and/or ballot issues or ballot questions
9. Proofread and approve the Public Entity's ballot content for printing within one business day of receipt from the Clerk. The Public Entity must provide an email address and designate a person to be available for proofing and approving ballot content for printing. Due to limited printing availability and time constraints, the Public Entity must provide contact information for someone who is available from 9:00 a.m. to 4:00 p.m. on September 4, 2026, or until final approval of printing of ballots has been reached. The Clerk agrees to keep all contact personnel apprised of ballot printing status. The Public Entity has designated _____, whose phone is _____ and email address is _____.
10. Provide person(s) to participate in ballot counting, recount and testing/auditing of voting equipment used in the Election if requested by the Clerk. The Public Entity personnel may participate in various boards with personnel from the Clerk's office to ensure Public Entity's participation in each of the electronic vote tabulating procedures used in the election. The person(s) provided by the Public Entity must be registered to vote in Hinsdale County.
11. Provide immediately to the Clerk notice of resolution in the event that the Public Entity resolves not to participate in the Election. The Public Entity must within thirty days promptly pay the Clerk the full costs of the activities of the Clerk relating to the Election, including without limitation production and mailing costs, incurred both before and after the Clerk's receipt of such notice. The Public Entity must provide notice by publication of the cancellation of the Election and a copy of the notice must be posted in the office of the Clerk, in the office of the Designated Election Official (as defined in the Code) and, if the Public Entity is a special district in the office of the Division of Local Government. The Public Entity must not cancel the election after the twenty-fifth day prior to the election, October 19, 2026, C.R.S. §1-5-208(2).

B. Conduct of the Election

1. Notify the Clerk immediately of any Election contest initiated and keep the Clerk apprised of the need to retain Election records for use in such a contest.

C. Election Costs

There is no minimum fee for Election services.

1. The Public Entity's proportional share of costs must be based on County expenditures relative to the Election and the number of electors per entity.

2. The Public Entity avers that it has sufficient funds available in its approved budget to pay its prorated Election expenses.
3. If it is determined that counting must be moved to an established backup site, all related costs must be paid by the Public Entity (shared with any other Public Entity whose ballots are being counted during the Election in the timeframe using the backup procedures and site).
4. Promptly pay the invoice submitted to the Public Entity by the Clerk.
5. Pay any additional or unique Election costs resulting from Public Entity delays and/or special preparations or cancellations relating to the Public Entity's participation in the Election.

D. TABOR Notice

1. Prepare, if required, the TABOR notice for any ballot issue(s). The Public Entity will be solely responsible for its preparation, accuracy and the language contained therein, and must submit such notice, including pro and con summaries and fiscal information, to the Clerk no later than September 18, 2026, at 4:00 p.m. C.R.S. §1-7-904. Such notice must be provided to the Clerk in both written form and electronically via email.
2. Assign a designated local election official who will be the official contact person for the Clerk and who will perform such duties as are required by law including the obligation to receive and summarize written comments for and against proposals subject to Article X, Section 20 of the Colorado Constitution. The Clerk will have no duty or obligation to receive or summarize such comments.
3. Format TABOR issues on the November 3, 2026, ballot and submit the text of TABOR comments as follows:
 - As an email attachment to clerk@hinsdalecountycolorado.us

Format:

- A version of Microsoft Word able to be converted to Microsoft Word 2010
 - Font Type: Arial
 - Font Size: 10 point
 - Justification: Left
 - All Margins: 0.5 inches
4. Proofread and approve the Public Entity's TABOR notice for printing. The Public Entity must provide an email address and designate a person to be available for proofing and approving TABOR content for printing. Due to limited printing availability and time constraints, the Public Entity must provide contact information for someone who is available from 9:00 a.m. to 4:00 p.m. on September 18, 2026, or until the TABOR notice is mailed. The Clerk agrees to keep all contact personnel informed of TABOR notice printing status. The Public Entity has designated _____ whose phone number is _____ and email is _____.
 5. Include a local Election office address and telephone number listing on the TABOR notice. Such local election office and telephone must be open during the Clerk's regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. The Clerk must respond to all correspondence and calls that the Clerk receives within its expertise relating to election procedures but will refer inquiries concerning the substance of the ballot issues and ballot questions or the operations of the Public Entity to the Designated Election Official.
 6. Mail the TABOR notice (**TITLE 32 SPECIAL DISTRICTS ONLY**) to all out-of-County households of owners of taxable property within the Public Entity boundaries where one or more persons are registered to vote in Colorado. Such mailing to be in accordance with the requirements of the Colorado Constitution,

statutes, and rules and regulations.

7. Pay a prorated amount of the costs to produce and mail the TABOR notice, such proration to be based, in part, upon the number of persons registered to vote within each Public Entity. There is no minimum fee for TABOR notice support.

Additional Agreements

1. In the event a court of competent jurisdiction finds the Election for the Public Entity void or otherwise fatally defective as a result of the sole breach or failure of the Clerk to perform in accordance with this Agreement or laws applicable to the Election, the Public Entity will be entitled to recover expenses or losses caused by such breach or failure up to the maximum amount paid by the Public Entity to the Clerk under this Agreement. The Clerk will in no event be liable for any expenses, damages or losses in excess of the amounts paid under this Agreement. This remedy will be the sole and exclusive remedy for the breach available to the Public Entity under this Agreement.
2. No portion of this Agreement will be deemed to create a cause of action with respect to anyone not a party to this Agreement, nor is this Agreement intended to waive any privileges, immunities to the parties, their officers or employees may possess, except as expressly stated in this Agreement.
3. Time is of the essence under this Agreement. The statutory time frames or requirements of the Code, TABOR, and the Rules will apply to the completion of any duties or tasks required under this Agreement.
4. Should any part of this Agreement be declared invalid by a Court of competent jurisdiction of the State of Colorado, such invalidation will not invalidate the remaining portions of the Agreement, and they will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective upon the date first above written.

**HINSDALE COUNTY, COLORADO
CLERK AND RECORDER**

Date: _____

Joan Roberts

Date: _____

**BOARD OF COMMISSIONERS OF
HINSDALE COUNTY, COLORADO**

ATTEST:

Clerk of the Board

**Greg Levine
Chair, Board of County Commissioners**

Date: _____

APPROVED AS TO LEGAL FORM

**Michael O'Loughlin
Hinsdale County Attorney**

PUBLIC ENTITY:

NAME OF PUBLIC ENTITY:

Date: _____

By: _____

Public Entity phone number

Title of Authorized Representative signing on
behalf of Public Entity

Mail Ballot Election
Responsibilities

Activity	School District	Municipal Clerk	County Clerk	Comments
Publish Call for Nominations	X	X		
Prepare nomination petition packets, distribute, and accept	X	X		County Clerk may distribute petition for template purposes only
Verify Petitions	X	X	X	Clerk and DEO work together to complete
Administer Fair Campaign Finance Act	X	X		Oversee Candidate Compliance
Required plans prepared and submitted to Secretary of State			X	
Sign Intergovernmental Agreement	X	X	X	BOCC will also approve
Preliminary list of registered voters	X	X	X	May use Petition module in SCORE to verify petitions.
Certify Ballot to County Clerk	X	X		
TABOR Notice Certification if applicable	X	X		Please use Tabor Notice Certification Form provided by Clerk (attached)
TABOR Notice Publication if applicable			X	
Appoint Judges			X	
Program Ballot			X	Vender outsourced
Print Ballots			X	Vendor outsourced
Hardware Testing			X	
Public Logic and Accuracy Testing			X	
Cost of envelopes	X	X		
Assembling ballot packets			X	
Receive returned ballots, verify signatures and process			X	
Count and tabulate ballots			X	
Publish election notice			X	Clerk will publish 20 day coordinated notice.
Election Day – Office Hours 7:00 A.M. to 7:00 P.M.			X	
Canvass election returns			X	
Certify Results			X	
Store election records			X	Retention period



Office of the Clerk & Recorders - Elections

Joan Roberts, Clerk & Recorder

2026 General Election- Important Dates

Date	Event
July 24, 2026	Deadline to notify the County Clerk in writing of participation in the General Election.
August 25, 2026	Last day for DEO to submit signed Intergovernmental Agreement (IGA) with a copy of the Resolution to the County Clerk.
September 4, 2026, by 4:00 PM	Last day for DEO to certify ballot content to the County Clerk.
September 18, 2026, by 4:00 PM	Last day to file pro/con comments pertaining to ballot issues (TABOR) to DEO.
September 18, 2026	Ballots will be sent to Overseas and Military voters
September 21, 2026, by 4:00 PM	Last day for DEO to submit printer ready ballot issue notices (TABOR) to County Clerk.
September 24, 2026, by 4:00 PM	Last day for DEO to certify the County Clerk a list of all property owners within their district. The district will contact the Assessor's Office for the list.
October 2, 2026	Last day for County Clerk to mail the Notice of Election for ballot issues (TABOR).
September 14, 2026 (Must be published by October 14, 2026)	Last day for County Clerk to publish Notice of the General Election. Notice will be published in the Silver World .
October 9, 2026	Ballots will be mailed to all eligible electors.
October 9, 2026	Voter Service and Polling Center (VSPC) opens!
November 3, 2026	ELECTION DAY 7:00 a.m. to 7:00 p.m.
November 13, 2026	Last day for County to complete final tabulation.
November 25, 2026	Last day to complete Canvass. Post OFFICIAL RESULTS!

Rev 5/27/26

TABOR NOTICE CERTIFICATION

Date: _____

Joan Roberts
Hinsdale County Clerk and Recorder
317 N Henson St, P.O. Box 9
Lake City, CO 81235

RE: REFERRED BALLOT ISSUE _____

Dear _____:

Below please find the required information for preparation of the ballot issue notices for Referred Ballot Issue _____.

Designated Election Official: Name: _____,

Entity: _____,

Address: _____,

Telephone Number _____

PLEASE LIST THE REFERRED BALLOT ISSUE QUESTION HERE (TABOR QUESTIONS ARE IN ALL CAPITAL LETTERS)

The following summaries were prepared from comments filed by persons FOR ballot issue:

PLEASE LIST THE COMMENTS FILED "FOR" AN ISSUE HERE (statements are in upper and lower case):

OR

No comments were filed by the constitutional deadline.

The following summaries were prepared from comments filed by persons AGAINST the issue:

PLEASE LIST THE COMMENTS FILED "AGAINST" AN ISSUE HERE (statements are in upper and lower case):

OR

No comments were filed by the constitutional deadline.

Actual historical and current estimated fiscal year spending information:

Year	Fiscal Year Spending
2021-2022 (actual)	\$ _____
2022-2023 (actual)	\$ _____
2023-2024 (actual)	\$ _____
2024-2025 (actual)	\$ _____
2025-2026 (current year estimated)	\$ _____

Overall percentage change in fiscal year spending
over the five year period from 2021-2022 through 2025-2026: _____ %

Overall dollar change in fiscal year spending
over the five year period from 2021-2022 through 2025-2026: \$ _____

Estimated 2025-2026 fiscal year spending without taking
into account the tax increase authorized by Ballot Issue _____: \$ _____

Estimated 2025-2026 tax increase authorized by Ballot Issue _____: \$ _____

Sincerely,

Signature Designated Election Official

Date

Printed Name Designated Election Official

(SEAL)



Hinsdale County Election Office
Joan Roberts, Clerk & Recorder
317 N. Henson St. | P.O. Box 9 Lake City, CO 81235
P: (970) 944-2225 Ext.2 F: (970) 944-2202

**Confidentiality Agreement
Voter Registration Records for Designated Election Officials**

The purpose of this agreement is to protect confidential voter information that is provided to _____. Under Colorado law, election records that contain an elector's signature, social security number, month of birth, email address or identification number are confidential. Sections 24-72-204(2)(a)(VII), (8)(a), C.R.S. In addition, registration records of voters who request confidentiality under specified circumstances are not public records because their disclosure is contrary to the public interest. Section 24-72-204(3.5), C.R.S. This information may be provided to _____ so long as the information is used for only permitted purposes and is not otherwise disclosed to third parties.

The individuals and entities to which the voter registration information is provided must maintain them as confidential and must not disclose the records to third parties.

I agree that the voter registration information will be maintained in a secure environment that ensures its confidentiality. I further agree that the voter registration information will not be disclosed, distributed, or sold to any third party without the express written consent of the Hinsdale County Clerk & Recorder.

DEO's Printed Name: _____

DEO's Signature: _____

Date: _____