



BOARD MEMBERS: Douglas J. Preisse, Chairman ★ Josh Jaffe ★ Kimberly E. Marinello ★ Michael E. Sexton

Antone White, DIRECTOR      David R. Payne, DEPUTY DIRECTOR

January 20, 2023

To Whom It May Concern:

On behalf of the of our Franklin County voters, thank you for assisting the Franklin County Board of Elections by providing space to be used on Election Day as a polling location. Due to your assistance, voters in your neighborhood and surrounding area have had been able to exercise their constitutional right to vote. For 2023, there will be many local and municipal contests and issues on the ballot for the May 2, 2023 Primary Election and November 7, 2023 General Election. To help us accomplish our responsibility of administering elections in Franklin County, we trust that you will once again be able to provide space in your facility to be used as a polling location.

To assist us with managing expectations, a *Polling Location Agreement* and a *Logistics Information Sheet* are enclosed for the use of your facility. Completing and returning these documents allow us to set expectations for the use of your facility and to communicate key information. Most importantly, this information allows for accurate contact information for your local personnel who may need to be contacted in the event of an emergency before, during, or after Election Day.

### **2023 Contract Reminders**

**Pre-Election Day Set-up (Monday Night)** – Section I of the enclosed contract includes language for the use of your facility on the Monday before Election Day to conduct Monday night set up of the polling location. With the numerous requirements our poll workers must complete to set up a polling location, we found that having the ability to setup the location the night before the Election provides for an easier experience on Election Day, and it helps to ensure that the location opens on time at 6:30 a.m. It is our preference to conduct Monday night setup between 6:00 p.m. and 9:00 p.m. However, we understand that the scheduling of other activities may prevent us from using your facility during this time. Please contact our Board logistics team immediately should there be any conflicts with this time so we can work with you to find a mutually agreeable time on Monday to conduct this critical set-up. Prior to the election, a staff member will contact you to confirm use of your facility on Monday night.

**Election Day Campaigning** – Section I of the enclosed agreement includes additional language regarding the ability for individuals to campaign at polling locations. Ohio Revised Code (“O.R.C.”) 3501.30 and 3501.35 permit individuals to campaign for candidates at designated polling places, provided such individuals maintain compliance with O.R.C. 3501.35.

**ADA Accessibility** – By law, all Franklin County polling locations are required to be ADA accessible. As a public facility, you may have the same federal and state accessibility requirements that govern elections. If you are planning any facility upgrades, please have them completed by March 15 so that we can verify compliance. If we determine a facility is noncompliant with accessibility requirements, we will install temporary signage and additional equipment to ensure that your facility is ADA compliant on Election Day.

(OVER)

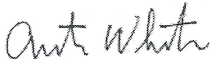
Please remember to complete the Logistical Information Sheet. Prior to each election, we will send you two postcards and an email reminding you to make the facility available for the Monday night before Election Day, Election Day, and our planned dates for voting equipment delivery. We will also send a notice with the date we will retrieve the voting equipment. Please maintain the yellow copy of the agreement for your records and return the signed white copy with the Logistics Information Sheet in the postage paid envelope.

In the coming weeks, one of our Logistics Coordinators will establish personal contact, review any outstanding details or changes, and resolve any concerns that may arise. If you have any questions about this information or our planned use of your facility, please contact us by calling 614-525-5213.

If you are not the correct individual to whom this important information should be sent, please forward these documents to the proper person, or call our office at 614-525-5213 to provide the correct contact information.

Thank you again for ensuring a safe, accessible, and convenient place for voting in your community.

Sincerely,



Antone White  
Director



David Payne  
Deputy Director

**Enclosures:**

Polling Location Agreement  
Logistics Information Sheet  
Self-addressed stamped envelope

BOARD MEMBERS: Douglas J. Preisse, Chairman ★ Josh Jaffe ★ Kimberly E. Marinello ★ Michael E. Sexton

Antone White, DIRECTOR      David R. Payne, DEPUTY DIRECTOR

**FRANKLIN COUNTY BOARD OF ELECTIONS  
Agreement for Polling Places in Public Buildings  
Supported by Taxation G1**

**LID# 1105  
Gahanna 3-D  
Gahanna City Hall  
200 South Hamilton Road**

The Franklin County Board of Elections, 1700 Morse Road, Columbus, Ohio 43229 (hereinafter, the "Board"), by and through its statutory authority to establish polling places in public buildings enters into this Agreement with the undersigned facility occupant (the "Facility Occupant") for the purpose of establishing communication between, determining obligations for, and managing expectations of the Board and Facility Occupant in the Board's use of the Facility Occupant's facility (the "Facility"), as further defined in Section V, as a voting location for any election authorized by Title XXXV of the Ohio Revised Code for the calendar year ending December 31, 2023, including, but not limited to, the primary election to be held on May 2, 2023 and the general election to be held on November 7, 2023 (hereinafter referred to as "Election Day"). This Agreement shall be in effect beginning on the Effective Date, as defined below, and end on December 31, 2023 (the "Contract Term").

**Section I. ADEQUATE FACILITIES FOR EACH POLLING PLACE  
PURSUANT TO O.R.C. 3501.29(A)**

It is agreed that sufficient space to conduct elections, as determined by the Board, as well as heating, cooling, light, electric power, and other such public utilities will be furnished to the Board by the Facility Occupant at all times during which such Facility is occupied by the Board.

It is further agreed that authorized representatives of the Board shall have peaceable and unhampered possession of and access to the Facility during such hours as the Board may require for the necessary and proper conduct of elections, including, but not limited to, Election Day and the delivery, retrieval, and maintenance of voting equipment prior to and following Election Day.

It is further agreed by the parties that the Facility Occupant will provide precinct election officials, representatives of the Board, and other individuals authorized by

Ohio law access to the Facility on both the Monday directly preceding Election Day beginning not later than 6:00 p.m. until 9:00 pm or at another mutually agreeable time to conduct Monday night setup of the polling location and Election Day beginning not later than 5:30 a.m. until 11:00 p.m. on each day, or until such time as the precinct election officials have departed and delivered to the Board all required materials and supplies necessary to certify unofficial election results and as are otherwise required by state law, generally, not later than 11:00 p.m. on Election Day.

It is further agreed that the Facility Occupant will designate a responsible person to open and close the location, not later than 5:00 a.m. or earlier than 11:00 p.m., respectively, or provide a key to the Facility for use by the Board. The Board certifies that it will maintain the key in a safe and secure place while in its possession. In the event that the Board requires access to the Facility outside of these agreed upon times, the Facility Occupant will provide immediate, peaceable, and unhampered access to the Facility as is necessary and proper for the conduct of elections.

It is further agreed that the Facility Occupant will abide by all relevant federal and state laws that may be incumbent upon it as a result of its execution of this Agreement.

Facility Occupant agrees and understands that Ohio Revised Code ("O.R.C.") 3501.30 and 3501.35 permit individuals to campaign for candidates at designated polling places, provided such individuals maintain compliance with O.R.C. 3501.35 at all times. Facility Occupant shall not interfere with any individual's right to campaign for any candidate on Election Day at the Facility so long as such individual is not in violation of O.R.C. 3501.35. In the event that Facility Occupant believes an individual is in violation of O.R.C. 3501.35, Facility Occupant shall notify precinct election officials or representatives of the Board of its concerns so that precinct election officials or representatives of the Board may address the Facility Occupant's concerns in a manner consistent with the laws of the State of Ohio.

## **SECTION II. ACCESSIBLE FACILITIES FOR EACH POLLING PLACE PURSUANT TO O.R.C. 3501.29(B)(1)**

Notwithstanding any other section of federal or state law to the contrary, it is agreed that the Facility Occupant shall provide the following:

- (a) a facility that is free of barriers that would impede ingress and egress of handicapped persons on the shortest accessible route from the parking lot to the room in which the polling place is located inside the facility or that has been temporarily retrofitted to accommodate handicapped persons, including but not limited to entrances that are level or are provided with a nonskid ramp of not over eight percent gradient, if applicable and doors that are a minimum of thirty-two inches wide; and
- (b) the minimum number of special parking locations, also known as handicapped parking spaces or disability parking spaces, for handicapped person in accordance with 28 C.F.R. Part 36, Appendix A, and in

compliance with division (E) of section 4511.69 of the Revised Code and any other relevant municipal ordinance (see Appendix A).

- (c) additional items required under section 3501.29 of the Ohio Revised Code, as outlined in Appendix A.

It is further agreed that, in all circumstances, the Board has the right to install temporary equipment, including, but not limited to, traffic cones and signage, to mitigate the circumstances that, in the opinion of the Board, render the facility inaccessible for use as a polling place.

### **SECTION III. TERMINATION AND TRANSFER**

In the event the Facility Occupant shall vacate the Facility at any time during the life of this Agreement, the individual executing this Agreement on behalf of the Facility Occupant shall notify the Board of such vacation at once. Proper notice shall be given to the Board not later than sixty (60) days prior to any Election Day. In the event that the Facility Occupant vacates the Facility at any time during the Contract Term, the Contract shall automatically terminate and the Board shall not be held responsible for payment of fees to any other person or entity. The Board reserves the right to terminate this Agreement for any reason and at any time without notice to the Facility Occupant.

### **SECTION IV. COMPENSATION**

Whereas Ohio law requires the authority which has the control of any building or grounds supported by taxation under the laws of this state to make available the necessary space therein for the purpose of holding elections and adequate space for the storage of voting machines, without charge for the use thereof upon application of the Board, the undersigned parties agree that the Board shall pay a reasonable sum for onsite building staff necessary to allow building access for conducting Monday night setup of the polling location at the rate of \$20.00 per hour and for necessary janitorial services at the rate of \$20.00 for every hour on each Election Day for which the facility is used as a polling place under this Agreement, beginning at 5:00 a.m. and concluding at 11:00 p.m., during which the building is not otherwise normally and customarily open to the public. The Facility Occupant shall submit an invoice to the Board, not later than ten days following the Election Day on which the Facility was used as a polling place under this Agreement, for janitorial fees as herein agreed to.

### **SECTION V. NON-DISCRIMINATION/EQUAL OPPORTUNITY**

Facility Occupant agrees that in the hiring of employees for the performance of work under this Contract the Facility Occupant shall not, by reasons of race, color, religion, sex, age, disability or military status, veteran status, national origin, or ancestry, sexual orientation, or gender identity, discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which the Contract relates. That the Facility Occupant or any person acting on behalf of Facility

Occupant, shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the Contract on account of race, color, religion, sex, age, disability or military status, veteran status, national origin, or ancestry, sexual orientation, or gender identity.

All contractors who contract with the state or any of its political subdivisions for materials, equipment, supplies, contracts of insurance, or services shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as defined in §122.71 of the Ohio Revised Code. Annually, each such contractor shall file a description of the affirmative action program and a progress report on its implementation with the equal employment opportunity officer of the department of development.

## **SECTION VI. LOCATION(S) COVERED BY THIS AGREEMENT**

Gahanna City Hall  
200 South Hamilton Road  
Gahanna, OH 43230

**[SIGNATURE PAGE FOLLOWS]**

Agreed to and entered into by and between the Franklin County Board of Elections and Facility Occupant this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**FACILITY OCCUPANT:**

**Authorized Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**FRANKLIN COUNTY BOARD OF ELECTIONS:**



**Antone White**  
**Director**

**Complete and sign both copies of this Agreement, keeping the yellow copy for your files, and return the white copy to:**

**Franklin County Board of Elections**  
**Logistics Division**  
**1700 Morse Road**  
**Columbus, Ohio 43207**

**If you have any questions, please call 525-5213.**

APPROVED AS TO FORM:

G. Gary Tyack  
Prosecuting Attorney  
Franklin County, Ohio

By: \_\_\_\_\_  
Assistant Prosecuting Attorney

Date: \_\_\_\_\_

## APPENDIX A

This appendix is not intended to provide a legal interpretation of, replace, or supersede the requirements of 28 C.F.R. Part 36, Appendix A nor R.C. 4511.69(E) but is provided as a courtesy to the public facility occupant as to the minimum expectations of the Franklin County Board of Elections as it relates to accessible parking spaces for persons with disabilities.

### MINIMUM NUMBER OF HANDICAP ACCESSIBLE PARKING SPACES RELATIVE TO TOAL PARKING SPACES

1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total

In the event that the facility has parking spaces greater than 1,000 in number, there should be 20 handicap accessible parking spaces plus 1 for each 100 spaces over 1,000.

### HANDICAP ACCESSIBLE PARKING SPACE DESIGN

Handicap accessible parking spaces in the minimum number described above need not be provided in the same lot as is normally and customarily available for all other voters but may be provided in a different location if equivalent or greater accessibility, in terms of distance from an handicap accessible entrance on the shortest accessible route from the parking lot to the room in which the polling place is located inside the facility, cost convenience is ensured.

Except as is required for "van accessible" parking spaces, access aisles adjacent to handicap accessible spaces shall be 60 inches (1525 mm) wide minimum.

One in every eight handicap accessible spaces, but not less than one, shall be considered "van accessible" and served by an access aisle 96 inches (2440 mm) wide minimum

### HANDICAP ACCESSIBLE PARKING SPACE SIGNAGE

A sign must be displayed for each handicap accessible parking space. The handicapped accessible parking space sign must be located in a manner so it cannot be obscured by a vehicle parked in the space. Signs should be placed 60 inches (5 feet) minimum above the finish floor or ground surface measured from the bottom of the sign. Sign size shall be a minimum of 12 inches (1 foot) wide by 18 inches (1 foot-6 inches) high. The color of the sign shall be blue with white lettering and icons.

The words HANDICAPPED PARKING must be contained on the handicap accessible parking space sign and appear above the international symbol for accessibility.

The words VAN ACCESSIBLE must be contained on the handicap accessible parking space sign and appear below the international symbol for accessibility for signs designating a "van accessible" parking space.

The sign (or an additional sign attached to the same sign post but below the primary signage) must contain language stating the dollar amount of the fine that can be applied to



unauthorized persons parking in the handicap accessible parking space. Recommended language for the placard is "UP TO \$500 FINE" for handicap accessible parking spaces serving buildings located within the City of Columbus and "UP TO \$250 FINE" for all others.

Note that painting the international symbol for accessibility on the ground alone does not sufficiently designate a parking space as handicap accessible

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Antone White, DIRECTOR      David R. Payne, DEPUTY DIRECTOR

**Franklin County Board of Elections  
Polling Location Logistics Information Sheet  
(Please Print)**

**LID# 1105    Gahanna 3-D**

**At present occupied as: Gahanna City Hall**

200 South Hamilton Road  
Gahanna            OH    43230

Telephone # 342-4090

Key to voting location provided: N

Shall the Board supply Tables & Chairs: Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Information: \_\_\_\_\_

**Monday Night Set-up Point of Contact**

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Tuesday AM/PM Point of Contact**

Name(s): Jeremy VanMeter/Adam Grove

Phone: # [REDACTED]

Email: \_\_\_\_\_

**Emergency Only Contact**

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_