

LINCOLN COUNTY CLERK

Municipal Clerk Meeting

Thursday, July 27, 2023, 4:30 PM

Meeting Location: Room 257 Government Services Center

801 N. Sales St., Merrill, WI 54452

Minutes

1. Clerk Marlowe called the meeting to order at 4:30 p.m.
2. Roll was taken with these clerks in attendance: Lori Anderson-Malm, Mitzi Flegner, Diane Chambers, Amanda Herdt, Loyetta Dennis, Rick Hass, Teresa Lepkowski Heather Hurley, and Chris Marlowe. Dustin Brown and Cindy Fleishman were also in attendance. Attending virtually were: Kathy Voermans, Becky Dallman, Megan Webb, Georgene Linden, and Amy Brown
3. Equipment Purchase Update – Town Clerks reminded to submit their order forms as soon as possible.
 - A. Purchase Agreements
 - a. USB/Thumb Drive- old thumb drives no longer supported
 - i. ExpressVote – comes with one fab (thumb drive)
 - ii. DS200 – will require new fab (ES&S will apply credit to order for additional fab for DS200)
 - iii. Each municipality will need a qualifying stick. The qualifying stick enables the machines to accept programming from the fabs.
 - b. Will include \$250 credit for each returned AutoMark
 - c. Unable to set a fixed price for annual fees for any length of time.
 - i. Current contracts read – “Rates may change up to 5:5 due to inflation or remain at current rates.”

Billing Process

- d. Each municipality will purchase new equipment and be directly billed from ES&S. ES&S will send each municipality a purchase agreement. Purchase Proposal Quote distributed.
- e. All municipalities agreed to have annual maintenance fees billed from the County with annual Election Fees. Per ES&S, maintenance fees have increased 2.8% per year over the last four years.
- f. Invoices
 - i. \$750 due upon signing of contract with remaining due mid/late January (will allow municipalities to submit for State grant)

B. Blank Express Vote Cards

Come in two sizes 14” and 17”. Most elections are 14”. May be beneficial to order one pack of the 17” to have on hand. The County will order additional cards to have on hand.

C. Shipment Date

- a. Equipment will be shipped to one central location (County Clerk’s Office) on or around January 15, 2024.
- b. All DS200s will need to be brought to the County Clerk’s office for software upgrades and annual maintenance. (Exception – City of Merrill)
 - i. Town Clerk’s reminded to submit any requests for needed repairs prior.

D. Training Procedures

- a. One day, two classes (2.5 hours each)
 - i. Hardware Training – ExpressVote
 - ii. Software Training – DS200

4. Annual vs. Bi-Annual Maintenance Plans

- A. Machine
- B. Hardware
- C. Software

Equipment is currently covered under the Silver Plan which provides preventative maintenance every other year. All agreed to remain on this plan. ES&S will attempt to schedule any software upgrades at the time of scheduled maintenance to avoid charging for upgrade.

5. DS200 Hardware Update (Note any other needed repairs on machine or cases)
Town Clerks reminded to email Chris with any requests for needed repairs on DS200 equipment.
ES&S technicians will need this information prior to ensure they have any needed parts.
6. Costs of Elections
 - A. Who Pays for What?
 - B. What is Your Municipality Billed For?
 - C. Nine Year Billing History
 - D. Future Billing
 - 1) Itemized Billing (What we are currently doing)
 - 2) Flat Rate Billing (Using historical numbers)
 - 3) ES&S Direct Billing to municipalities for Machines and Maintenance

Cost of Elections per Wisconsin State Statutes reviewed. 2023 Election Fees billed by the County to Municipalities reviewed. Totals reviewed with and without fees for DS200 maintenance and Election Day supplies that were not being billed out. Flat Rate Billing discussed. Future discussions will take place once historic numbers are reviewed thoroughly with Finance.

7. WisVote Categories
 - A. Self Relier
 - a. Soley maintains WisVote – No Annual WisVote fee.
 - B. County Relier – County fully maintains WisVote – Annual fee billed.
 - C. Absentee Light – County maintains WisVote with the exception of Absentees. – Reduced Annual WisVote fee.

Municipalities informed that WisVote Maintenance fees will be increasing for the 2024 Election year. For those municipalities who are interested in reducing election fees, they may consider becoming a self-reliant or what is referred to as “absentee light”. Training is available via the Wisconsin Elections Commission Learning Center. If there are multiple municipalities interested, the County will consider an onsite training class.

8. MOUs
 - A. Equipment Purchase
 - B. WisVote and other Election Fees

To be included in MOU:

Equipment

- Ownership – County may consider relinquishing ownership of DS200s to municipalities.
- Maintenance – Annual maintenance to be included in annual election fees.

WisVote Options

- Self-Relier – no fee
- Absentee Light – annual fee TBD
- County Relier – annual fee TBD

Election Fees

- Poll Books
- WisVote
- Coding
- Publishing
- Supplies
- Ballots

9. Next Meeting: Clerk Marlowe will notify everyone when his draft MOUs are ready for municipal review.
Next meeting to be determined at a later date.
10. Adjourned at 5:35 p.m.