

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

Electronic Attendance Available: Persons wishing to attend the meeting electronically may enter the meeting prior to the start time indicated above using the following number or address:

Conference Call: 1 302-466-5646

Access Code: 624 230 498#

Meeting ID: <https://meet.google.com/smg-rbwk-rtk>

AGENDA

1. Call to Order
2. Roll Call
3. Equipment Purchase Update
 - A. Purchase Agreements
 - B. Billing Process
 - C. Blank Express Vote Cards
 - D. Shipment Date
 - E. Training Procedures
4. Annual vs. Bi-Annual Maintenance Plans
 - A. Machine
 - B. Hardware
 - C. Software
5. DS200 Hardware Update (Note any other needed repairs on machine or cases)
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
7. WisVote Categories
 - A. Self Relier
 - B. County Relier
 - C. Absentee Light
8. MOUs
 - A. Equipment Purchase
 - B. WisVote and other Election Fees
9. Next Meeting
10. Adjourn

DISTRIBUTION:

Committee Members – Municipal Clerks and/or Town Designees

County Board Supervisors, Samantha Fenske

Posted on _____ At: _____ a.m./p.m. By: _____

There may be a quorum of Lincoln County committees present at this meeting. No other county business will be discussed and no formal actions will be taken at these meetings.

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. You may contact the County Clerk at 715.539.1019. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

Cost of Elections

The following is breakdown of who is responsible and who pays for certain election-related costs. Wis. Stat. § 5.68.

COST OF ELECTIONS				
Item	County Clerk is responsible <i>(for Federal, State, and County Elections and State and County Referenda)</i>	Municipal Clerk is responsible <i>(for Municipal Elections and Referenda)</i>	School Clerk is responsible <i>(for School District Elections and Referenda)</i>	Who Pays? <i>(See "Special Notes")</i>
<i>Polling Places</i>				
Establishing and changing Polling Places		X		Municipality
<i>Notices</i>				
Type A	X	X	X	Jurisdiction responsible - Can be prorated proportionately if notice is combined with other jurisdictions.
Type B	X	X	X	Jurisdiction responsible - Can be prorated proportionately if notice is combined with other jurisdictions.
Type C	X	X	X	Jurisdiction responsible
Type D		X*	X ⁺	<i>Municipality</i> --Can be prorated proportionately if notice is combined with other jurisdictions. <i>School district for special⁺ school district election event.</i>
Type E		X*	X ⁺	<i>Municipality</i> --Can be prorated proportionately if notice is combined with other jurisdictions. <i>School district for special⁺ school district election event.</i>
<i>Polling Place Notices</i>				
EL-111, EL-112, EL-114, EL-115, EL-117, EL-118		X		Municipality

COST OF ELECTIONS

Item	County Clerk is responsible <i>(for Federal, State, and County Elections and State and County Referenda)</i>	Municipal Clerk is responsible <i>(for Municipal Elections and Referenda)</i>	School Clerk is responsible <i>(for School District Elections and Referenda)</i>	Who Pays?
<i>Supplies</i>				
Absentee Ballot Mailing Envelopes, Certificate Envelopes and Postage		X		Municipality
Used Certificate Env. of Absentee Elector (EL-103)	X	•	❖	Jurisdiction responsible for providing materials
Certificate of Rejected Absentee Ballots Env. (EL-102)	X	•	❖	Jurisdiction responsible for providing materials
Provisional Ballot Certificate Env. (EL-123)		X		Municipality
Provisional Ballot Reporting Form (EL-123r)	X	•	❖	Jurisdiction responsible for providing materials
Inspectors' Certificate of Provisional Ballots Env. (EL-108)	X	•	❖	Jurisdiction responsible for providing materials
Inspectors' Statement (EL-104 & 104c)	X	•	❖	Jurisdiction responsible for providing materials
Write-in Candidate tally sheet (modified EL-105) 2 per reporting unit	X	X	X	Jurisdiction responsible for providing materials
Pre-printed registration list from WisVote		X		Municipality-may be prorated proportionately among jurisdictions
Election Day Reg. Voter List & Supplemental List (EL-107)	X	•	❖	Jurisdiction responsible for providing materials
Voter numbers	X	•	❖	Jurisdiction responsible for providing materials-may be prorated proportionately among jurisdictions
“Return to County” “Return to Municipality” “Return to S.D.,” Envs.		X		Municipality
<i>Ballots & Associated Materials</i>				
Paper (Hand Count)	X	X	X	Jurisdiction required to provide ballots
Optical Scan	X	X	X	Prorated proportionately among jurisdictions
Ballot Bags w/certificate (EL-101), ties/seals, “chain of custody” documentation	X	X	X	Jurisdiction responsible (Where op scan ballots are used, cost is prorated)

				proportionately among jurisdictions.)
COST OF ELECTIONS				
Item	County Clerk is responsible <i>(for Federal, State, and County Elections and State and County Referenda)</i>	Municipal Clerk is responsible <i>(for Municipal Elections and Referenda)</i>	School Clerk is responsible <i>(for School District Elections and Referenda)</i>	Who Pays?
<i>Labor</i>				
Election Inspectors, EROs, Tabulators SVDs		X		Municipality for all regularly-scheduled elections* OR jurisdiction calling special election.
Board of Canvassers, Tabulators	X	X	X	Jurisdiction requiring canvass
Messengers		X (when delivering materials to county or school district)		Municipality
	X (When delivering materials back to municipality)		X (When delivering materials back to municipality)	Jurisdiction delivering materials
<i>Equipment</i>				
Voting Machines/Systems, ballot boxes, voting booths, pens, pencils		X		Municipality
Set up of machines (moving machines from one place to another)		X		Municipality
Maintenance of machines (making sure machines are in good repair; repairing when break down occurs)		X		Municipality
Preparation and programming of electronic voting systems	X			Jurisdiction Responsible (When programming includes municipal or other district offices, the municipality or district pays proportionately.)

- **Municipal Clerk** supplies (and pays for) when there are no federal, state or county elections.
- ❖ **School Clerk** supplies (and pays for) when there are no federal, state, county or municipal elections.

Special Notes:

- If no other level of government is involved in a school or special district election, *whether regularly-scheduled election* or special election⁺*, the district shall pay for all costs of the ballots, supplies, notices and other materials. Wis. Stat. § 5.68(2).
- When a county, school district, or special purpose district holds a special election *at a time other than a regularly scheduled election**, all costs of the election are the responsibility of the jurisdiction calling the special election (all costs of the ballots, supplies, notices and other materials, *including* the cost of the polling place and election inspector(s). Wis. Stats. §§ 5.68(2), (5), 7.03(1)(bm).

* Regularly scheduled elections are the February spring primary and April spring election and, in even-numbered years, the August partisan primary and November general election.

+A Special Election is an election scheduled outside the four regularly-scheduled election days.

*Regularly scheduled elections are the February spring primary and April spring election and, in even-numbered years, the August partisan primary and November general election.

+A Special Election is an Election scheduled outside the four regularly-scheduled election days.

	<u>Total Costs - 2023</u>								
			<u>AutoMARK</u>	<u>DS200</u>	<u>Publishing</u>				
	<u>Poll Book</u>	<u>WisVote</u>	<u>DS-200</u>	<u>AutoMARK</u>	<u>Tomahawk</u>		<u>April</u>		
<u>Municipality</u>	<u>Fees</u>	<u>Fees</u>	<u>Coding</u>	<u>Maint. Fee</u>	<u>Leader</u>	<u>Supplies</u>	<u>Ballots</u>	<u>Total</u>	<u>Total not including DS200 Maint and Supplies</u>
Birch	\$0.00	\$0.00	\$878.74	\$554.74	\$129.43	\$56.56	\$21.70	\$1,641.17	\$1,292.84
Bradley	\$0.00	\$0.00	\$786.53	\$554.74	\$129.43	\$56.56	\$126.00	\$1,653.26	\$1,304.93
Corning	\$39.30	\$263.50	\$870.53	\$554.74	\$161.99	\$56.56	\$35.00	\$1,981.62	\$1,633.03
Harding	\$23.40	\$177.25	\$891.53	\$554.74	\$200.13	\$56.56	\$22.75	\$1,926.36	\$1,578.03
Harrison	\$48.00	\$282.00	\$928.95	\$554.74	\$145.71	\$56.56	\$52.50	\$2,068.46	\$1,720.13
King	\$52.20	\$304.25	\$870.53	\$554.74	\$161.99	\$56.56	\$49.00	\$2,049.27	\$1,700.94
Merrill - T	\$122.40	\$679.00	\$706.73	\$554.74	\$129.45	\$56.56	\$140.00	\$2,388.88	\$2,737.21
Pine River	\$84.00	\$480.25	\$910.73	\$554.74	\$161.99	\$63.56	\$91.00	\$2,346.27	\$1,997.94
Rock Falls	\$34.20	\$230.75	\$920.94	\$554.74	\$161.99	\$56.56	\$36.75	\$1,995.93	\$1,647.60
Russell	\$32.40	\$238.75	\$870.73	\$554.74	\$161.99	\$56.56	\$29.75	\$1,944.92	\$1,596.59
Schley	\$41.40	\$291.50	\$891.73	\$554.74	\$170.13	\$56.56	\$42.00	\$2,048.06	\$1,699.73
Scott	\$64.20	\$377.00	\$891.73	\$554.74	\$170.13	\$56.56	\$64.75	\$2,179.11	\$1,830.78
Skanawan	\$24.60	\$178.00	\$807.73	\$554.74	\$137.57	\$56.56	\$21.00	\$1,780.20	\$1,431.87
Somo	\$13.80	\$126.00	\$828.73	\$554.74	\$145.71	\$56.56	\$7.00	\$1,732.54	\$1,384.21
Tomahawk - T	\$27.00	\$202.75	\$828.73	\$554.74	\$145.71	\$56.56	\$26.25	\$1,841.74	\$1,493.41
Wilson	\$22.20	\$169.25	\$807.73	\$554.74	\$137.57	\$56.56	\$17.50	\$1,765.55	\$1,417.22
Merrill - C	\$0.00	\$0.00	\$3,351.16	\$4,437.92	\$481.83	\$452.48	\$0.00	\$8,723.39	\$5,936.75
Tomahawk - C	\$0.00	\$0.00	\$838.99	\$1,664.22	\$232.42	\$167.68	\$168.00	\$3,071.31	\$2,028.32
Merrill School	\$0.00	\$0.00	\$932.66	\$0.00	\$0.00	\$0.00	\$766.50	\$1,699.16	\$1,350.83
Tomahawk School	\$0.00	\$0.00	\$635.98	\$0.00	\$0.00	\$0.00	\$438.20	\$1,074.18	\$1,074.18
Rhineland School	\$0.00	\$0.00	\$222.38	\$0.00	\$0.00	\$0.00	\$17.50	\$239.88	\$239.88
Prentice School	\$0.00	\$0.00	\$323.38	\$0.00	\$0.00	\$0.00	\$7.00	\$330.38	\$330.38
	\$629.10	\$4,000.25	\$19,996.87	\$14,977.98	\$3,165.17	\$1,532.12	\$2,180.15	\$46,481.64	\$37,426.80

Lincoln County Expenses	
Ineligible Voter List (27*.15)	\$ 85.05
Tan Sheet (54*.15)	\$ 8.10
White Sheet (54*.15)	\$ 8.10
Inspector Statement (54*3*.15)	\$ 24.30
Challenge Sheets	\$ 81.00
Tally Sheet (54*.15)	\$ 16.20
Tabular Statement	\$ 32.40
Supplemental Sheet	\$ 16.20
Prov Log	\$ 16.20
Prov Info Sheet	\$ 202.50
Prov #10 Envelope (.16)	\$ 43.20
Observer Log	\$ 16.20
Cert. of Reg.	\$ 42.00
Pink Sheet	\$ 4.05
AutoMark Sheet	\$ 8.10
Vote # Grid	\$ 16.50
Polling Hrs. Poster	\$ 4.05
Type B & D Notices	\$ 16.20
Public Test Check List	\$ 4.05
County Clerk Envelope (.65)	\$ 17.55
Municipal Envelope (.21)	\$ 5.67
Post Election Check List	\$ 4.05
Large Envelopes (4)(.50)	\$ 54.00
	<u>\$ 725.67</u>
2023 Elections (2)	\$ 1,451.34

Annual Pre-Election Day Supplies, DS200 Lease and Maintenance Fees not billed to Municipalities for 2023

NINE YEAR ELECTION FEE AVERAGE

Birch	\$771.77	\$1,178.00
Bradley	\$950.01	\$1,337.78
Corning	\$1,130.09	\$1,522.40
Harding	\$970.45	\$1,097.17
Harrison	\$1,138.91	\$1,539.92
King	\$1,178.84	\$1,573.28
Merrill - T	\$1,786.58	\$2,261.97
Pine River	\$1,308.99	\$1,721.98
Rock Falls	\$1,081.71	\$1,481.01
Russell	\$1,051.28	\$1,448.29
Schley	\$1,132.90	\$1,467.13
Scott	\$935.73	\$1,639.93
Skawanaw	\$999.44	\$1,383.92
Somo	\$915.99	\$1,304.44
Tomahawk - T	\$1,014.54	\$1,349.20
Wilson	\$974.30	\$1,445.06
Merrill - C	\$5,982.78	\$6,314.09
Tomahawk - C	\$1,427.78	\$2,239.43

Includes DS200 Annual Maintenance Fee of \$291.77 and Annual Pre-Election Day Paperwork of \$56.56)