



AGENDA OF THE AD HOC COMMITTEE ON ELECTIONS

**THURSDAY, JUNE 4, 2020, 5:00 PM
Virtual Meeting**

A. Zoom Meeting Information

1. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. Roll Call.

1. Alder Barbara Dorff; Alder Chris Wery; Clerk Teske; Chief of Staff Jeffreys; Terri Racine; Karen Schley, Susan Smith; H. Smet; Prof. Alison Staudinger.

C. Approval of the Agenda.

D. Approval of Minutes.

1. Approve Minutes from May 21, 2020.
2. Approve Minutes from May 28, 2020.

E. Regular Business (Polling Locations)

1. Consideration with possible action to approve a letter to the Green Bay Area Public School Board formally requesting the board to add an agenda item which would consider the use of gyms at East, West, Southwest and Preble High Schools as polling locations, for this pandemic election year.
2. Consideration with possible action on updated list of polling locations, both new and current.
3. Consideration with possible action on assessment of new polling locations, using WEC guidelines.
4. Consideration with possible action on other needs at polling locations such as heaters, fans, signage, parking.

5. Consideration with possible action on approving the purchase of a ballot folder, DS 450 and electronic poll books.

F. Regular Business (Poll Workers).

1. Consideration with possible action on updated count of poll workers.
2. Consideration with possible action on current outreach efforts to recruit poll workers.
3. Consideration with possible action on list of personal protective equipment for poll workers, determining which equipment will be mandatory.

G. Regular Business (Early In-Person & Absentee).

1. Consideration with possible action on advertising early in-person absentee voting and absentee voting.
2. Consideration with possible action on creating a social media campaign to advertise early in-person absentee voting and absentee voting.
3. Consideration with possible action on expanding the number of early in-person absentee polling locations in the City of Green Bay.

H. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Ad Hoc Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions



Ad Hoc Committee on Elections for 6-4-20

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/89646223523?pwd=Sjh4blErR29Dc2Q1eVZBRU9NZ3c1dz09>

Meeting ID: 896 4622 3523

Password: 671224

One tap mobile

+13126266799,,89646223523#,1#,671224# US (Chicago)

+19292056099,,89646223523#,1#,671224# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 896 4622 3523

Password: 671224

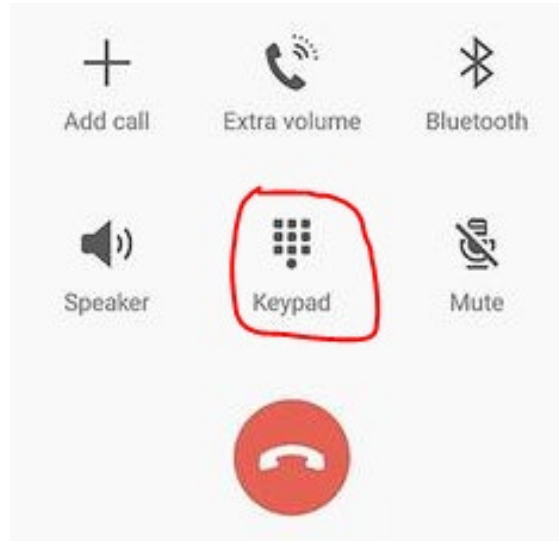
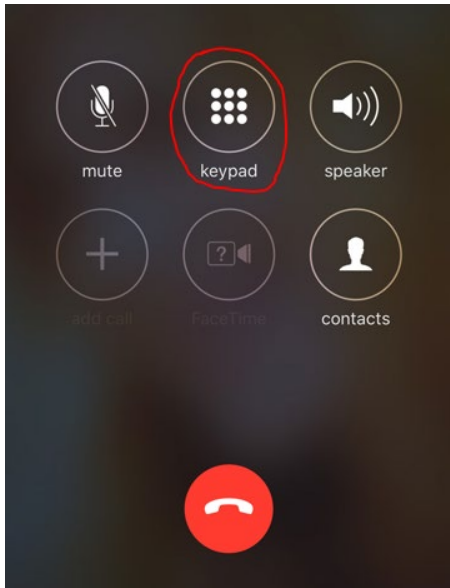
Find your local number: <https://us02web.zoom.us/u/kdHjnGbvL3>

Additional Information

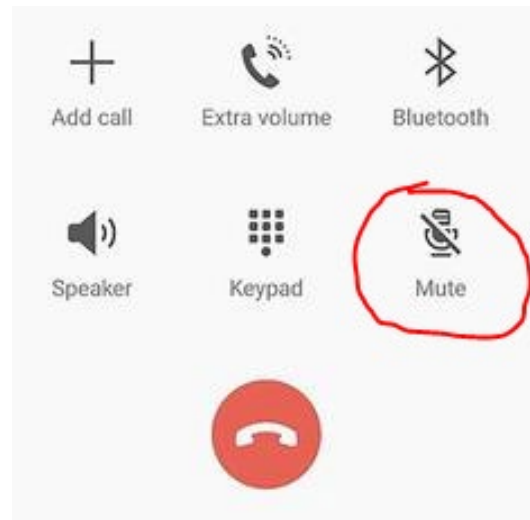
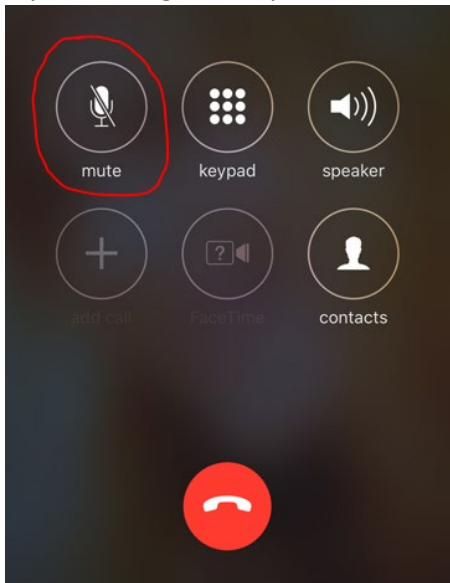
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users--if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





Report to the
Ad Hoc Committee on Elections
of the City of Green Bay

MEETING DATE

June 4, 2020

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action to approve a letter to the Green Bay Area Public School Board formally requesting the board to add an agenda item which would consider the use of gyms at East, West, Southwest and Preble High Schools as polling locations, for this pandemic election year.

BACKGROUND

The use of two gyms, East and West High Schools, was especially useful during the April election. The gyms were wide-open areas which allowed for voters and poll workers to appropriately social distance and vote.

See the CDC's guidance on elections

<https://www.cdc.gov/coronavirus/2019-ncov/community/election-polling-locations.html>

WEC's guidance

<https://elections.wi.gov/node/6787>

RECOMMENDATION

To approve the attached letter to Green Bay Area Public School Board

FISCAL IMPACT

ATTACHMENTS

None



Purchase Proposal Quote Submitted by Election Systems & Software

Purchase Solution Includes:

Quantity	Item Description	Price
Tabulation Hardware		
	Model DS450 High Speed Digital Image Scanner:	
1	Model DS450 (Includes Scanner, Steel Table/Cart, Start-up Kit, Dust Cover, Reports Printer, Audit Printer, Battery Backup, Two (2) USB Cables, and Two (2) Standard 8GB Memory Devices)	\$51,450.00
1	Ballot Joggers	\$950.00
1	Standard 8GB Memory Device (Additional)	\$210.00
Election Services		
1	Implementation Services (Does not include Coding, Voice Files or Ballots)	\$1,700.00
X	DS450 Training	
1	Election On-Site Support	\$4,675.00
X	Equipment Installation	\$1,925.00
X	1 Year Hardware and Software Warranty	Included
Shipping & Other		
X	Shipping and Handling	\$750.00
Total Purchase Solution		\$61,660.00
Annual Post-Warranty License and Maintenance and Support Fees (Fees are Based Upon a 1-Year Customer Commitment to Subscribe to the Following Services)		
Annual Post-Warranty Hardware Maintenance and Support Fees:		
1	HMA DS450 - Extended Warranty with Biennial Maintenance	\$1,895.00
Annual Post-Warranty Firmware License and Maintenance and Support Fees:		
1	Firmware License - DS450	\$1,575.00
Total Annual Post-Warranty License and Maintenance and Support Fees		\$3,470.00

Footnotes:

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for 60 days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
4. The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.

Equipment for Election 2020

PPE for poll workers	amount needed	\$/item	total	
surgical gowns				
hair nets				
face shields				
gloves				
hand sanitizer				
cough guards (portable)	94	\$ 99.00	\$ 9,306.00	each ward r
	94	\$ 189.00	\$ 17,766.00	
masks for voters				
pens				
santizing wipes				
paper towels				
santizing spray				

poll worker training	# of attendees	\$/class	total
course			
course			
course			

Election Equipment

	cost/item	total	
DS 450	\$ 61,000.00		
Ballot folder			
Electronic poll books			Package 1 · Package 2 ·

Polling locations

	cost/location	total
current loc.		
new locations		

Staff

election techs
DPW

has an 8 foot

- Badger B
- Badger B

Dear Kris:

Thank you for contacting the Wisconsin Elections Commission about Badger Books. Last year, ou
We have been working with a third-party vendor for the procurement of the devices. I am copying l
As it relates to the number of Badger Books per polling location, it somewhat depends on the numt
Should you have any other questions or concerns, please do not hesitate to contact me. Thank yo

Sincerely,

Michelle R. Hawley

Staff Development Program Specialist

Wisconsin Elections Commission

Direct: (608) 261-2004

Help Desk: (608) 261-2028

Michelle.Hawley@wi.gov

<image003.png>

[From: Kris Teske <Kris.Teske@greenbaywi.gov>](mailto:Kris.Teske@greenbaywi.gov)

Sent: Tuesday, June 02, 2020 3:57 PM

[To: Elections HelpDesk <elections@wisconsin.gov>](mailto:elections@wisconsin.gov)

Subject: Badger Books

Hi,

Are these still the prices for Badger Books:

Package 1 – Badger Book with Integrated Column Printer • \$1826.00 per Badger Book station • \$22

Package 2 – Badger Book with Stand-Alone Printer • \$1853.00 per Badger Book station • \$193.00 p

Also, how many do you recommend per polling location.

Thank you,

Kris Teske, WCMC

Green Bay City Clerk

100 N. Jefferson St., Rm 106

Green Bay, WI 54301

920-448-3014

[<image001.png>](#)

Advertising

Geo-fencing \$2,800 28 days
Posters \$2,280 28 days

EDDM

From looking at the info we already have for where we already have wards assigned, I believe
5,6,7,8,13,15,16,17,19,20,25,28,30,33,35,36,37,38,39,40,41,42,43,45,46,47

- Bay Beach Pavillion
- Colburn
- East Side Garage
- Fisk Park
- GBPD Garage
- Joannes
- Murphy Park
- Perkins Park
- Preble Park
- Sears
- Triangle Hill
- West Side Garage
- WLS

Social Media/Media—Ad Hoc Cmte Elections

Poll workers:

website here: <https://greenbaywi.gov/CivicAlerts.aspx?AID=262>

Facebook here: <https://www.facebook.com/GreenBayCity/posts/3538626229488006>

Twitter here: <https://twitter.com/CityofGreenBay/status/1267861921081946113>

EIPAV & Absentee

<https://greenbaywi.gov/9/How-Do-I>

<https://www.facebook.com/COVOBCWI/>

Good afternoon Celestine,

Perfect timing, I was planning on reaching out to you today after my 1on1 meeting with my Manager. I'm glad to see that you saw value in our previous meeting! Let me get you some current information regarding our last conversation. Our office will not consider your campaign "political," which means that I have some room to come down on our poster rates. As far as how much time we need to get something going, we would recommend about 1-week. Lastly we can request mid-campaign reporting in case you want to make tweaks to your points of interest that would be geo-fenced.

Geo-Fencing - Still will be \$2,500 per period (28 days) and will deliver approximately 300,00 impressions

Posters - I quoted you at \$1,400 per location including production and install. Those are our **political** rates. I can get you down to **\$800** per location including production/installation for a 1-period buy. If you choose to buy 3 locations per period, I can bring each one down to \$760 each poster totaling \$2,280.

Any of the below information will help me get us closer to a finished campaign. Otherwise if you had a budget you wanted me to work off of, I can certainly send you over set in stone pricing with all campaign details. I'm looking forward to working with you!

Thanks,
Trevor