



AGENDA OF THE AD HOC COMMITTEE ON ELECTIONS

**THURSDAY, JUNE 18, 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.

1. Approval of the Agenda for June 18, 2020.

D. Approval of Minutes.

1. Approval of the Minutes from the June 11, 2020 meeting.

E. Regular Business (Polling Locations)

1. Consideration with possible action on the updated list of polling locations, both new and current, including a summary of efforts to secure additional polling locations.
2. Consideration with possible action on the WEC assessment of new polling locations.

F. Regular Business (Poll Workers).

1. Consideration with possible action on updated count of poll workers.
2. Consideration with possible action on efforts to recruit new poll workers.
3. Consideration with possible action on acquisition and cost of PPE for poll workers.

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

- I. Consideration with possible action on Outreach Plan, presented by the subcommittee.

H. Regular Business (Other)

- I. Consideration with possible action on creating a committee meeting schedule for 6/19 to 9/4 2020.
2. Consideration with possible action on creating a calendar of deadlines and important dates for the upcoming August and November elections.

I. 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 6-18-20

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/85881257254?pwd=TmpjRUxZZDIsYXZBTUVBN2NqWm5BZz09>

Meeting ID: 858 8125 7254

Password: 992551

One tap mobile

+19292056099,,85881257254#,,1#,992551# US (New York)

+13017158592,,85881257254#,,1#,992551# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 858 8125 7254

Password: 992551

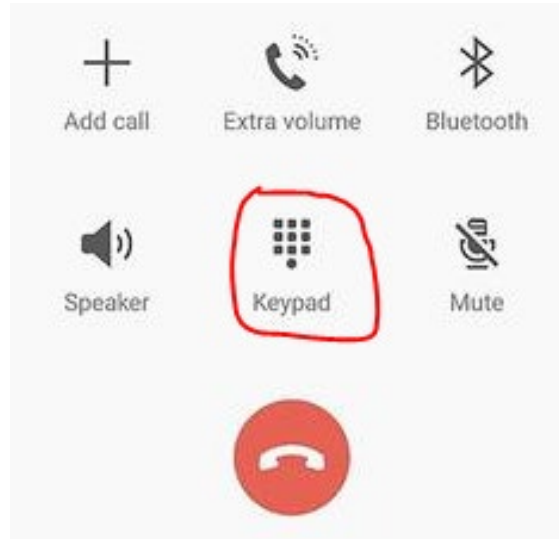
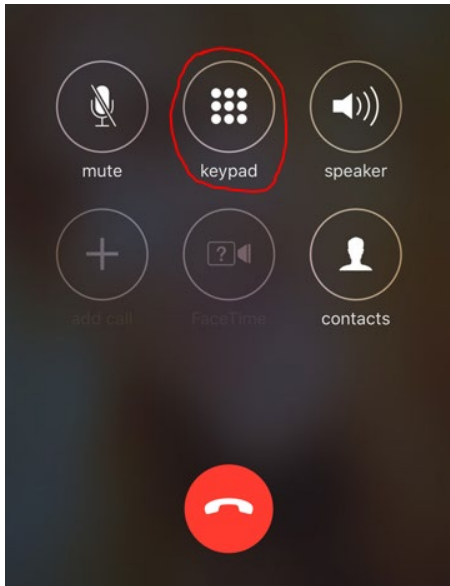
Find your local number: <https://us02web.zoom.us/j/85881257254?pwd=TmpjRUxZZDIsYXZBTUVBN2NqWm5BZz09>

Additional Information

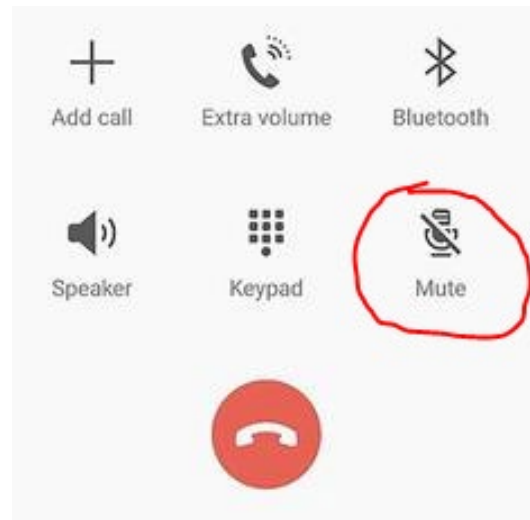
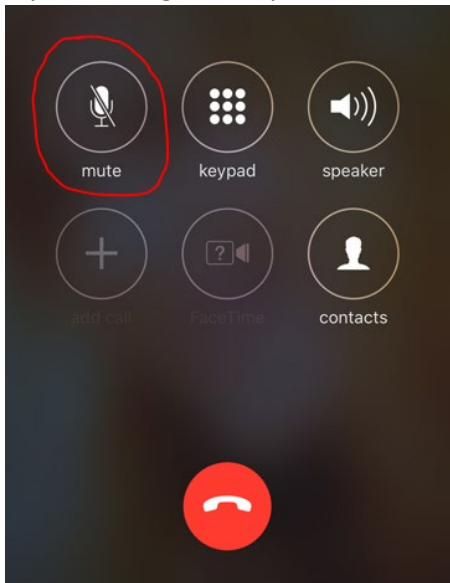
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
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



	Polling Location	Wards	Polling Locatio	Polling Equipm	August Status
1 y	UWGB	1,2, and 3	NO	YES	YES
2 y	Christ of the Bay Lutheran Church	4 and 19	YES	YES	YES
3 y	Atonement Lutheran Church	5 and 8	NO	YES	YES
4 nw	Fire Station #5	6 and 7	NO	NO	
5 nw	Salvation Army Kroc Center	9 and 14	YES	YES	YES
6 y	St. Bernard Parish	10 and 18	YES	YES	YES
7 y	Central Assembly of God Church	11 and 12	YES	YES	YES
8 n/c	SS Peter and Paul Catholic	13 and 20	YES	NO	NO
9 nw	First United Church of Christ		15 YES	YES	
10 nw	Union Congregational Church of C		16 NO	YES	
11 n/c	Our Saviour Lutheran Church		17 NO	YES	NO
12 y	Green Bay Metro Transit Center	21 and 27	YES	YES	YES
13 y	Curative Connections	22 and 23	YES	YES	YES
14 y	Green Bay Labor Temple		24 YES	YES	YES
15 n/c	The Salvation Army		25 MAYBE	YES	MAYBE
16 y	Neighborworks		26 YES	YES	YES
17 n/c	First Presbyterian Church	28 and 30	MAYBE	YES	MAYBE
18 n/c	Trintiy Lutheran Church		29 YES	YES	MAYBE
19 n/c	St. Joseph Church	31 and 34	YES	YES	YES
20 y	Redeemer Lutheran Church		32 YES	YES	YES
21 y	Calvary Lutheran Church	33 and 35	YES	LM	YES
22 nw	Seventh- Day Adventist Church	36 and 37	YES	NO	
23 y	St. Paul's United Methodist Church		38 YES/MAYBE	LM	YES
24 n/c	Bethel Evangelical Lutheran Church		39 NO	LM	MAYBE
25 n/c	St. Jude Church		40 YES	YES	YES
26 n/c	St. Elizabeth Ann Seton	41 and 45	NO	YES	NO
27 n/c	Living Hope Church	42 and 43	YES	Will Check	MAYBE
28 y	Bridge Point Church		44 YES	YES	YES
29 nw	Church of Christ		46 YES	YES	
30 n/c	Green Bay Botanical Gardens		47 NO	NO	MAYBE

13 yes

6 no word

11 either maybe or only one election

16

November Status

YES		
YES	orphan wards both elections	
YES		6
		7
MAYBE		9
YES		14
YES		13
MAYBE		20
		15
		16
NO		17
YES		25
YES		28
YES		30
MAYBE		29
YES		31
YES		34
MAYBE		36
MAYBE		37
YES		39
YES		40
		41
YES		45
MAYBE		42
MAYBE		43
MAYBE		46
YES		47
YES		
MAYBE		



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

MEETING DATE

June 18, 2020

PREPARED BY

AGENDA ITEM # F.2

Consideration with possible action on efforts to recruit new poll workers.

BACKGROUND

We've updated our website so that it's easy to find.

<https://greenbaywi.gov/1047/Poll-Workers>

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2020-06-16 Q90 Script for Poll Workers

DUE TO THE UNIQUE SITUATION CAUSED BY COVID-19, **MOST** **SOME** GREEN BAY RESIDENTS **WERE FORCED TO WAITED** FOR HOURS TO VOTE IN LAST APRIL'S ELECTIONS. BECAUSE OF THE HEALTH RISKS, MANY **OLDER POLL** WORKERS WERE UNABLE TO FILL THE NEEDED POSITIONS AT POLLING STATIONS.

TO **PREVENT A REPEAT OF THAT EVENT** **HAVE AN SMOOTH ELECTION DAY**, THE CITY OF GREEN BAY IS SEEKING OVER 200 **NEW** POLL WORKERS AND VOLUNTEERS FOR THE AUGUST AND NOVEMBER ELECTIONS. FOR MOST WORKERS, YOU'RE DAY WILL BEGIN AT 6 AM AND NOT END UNTIL 10 PM, SO THIS WORK IS NOT FOR THE FEINT OF HEART, BUT FOR THOSE DEDICATED TO SERVING THE COMMUNITY AND SHOWING THE HEART OF CHRIST.

FOR DETAILS, GO TO [GREENBAYWI.GOV/ELECTIONS](https://greenbaywi.gov/elections) OR CALL (920) 448-3010. THAT'S [GREENBAYWI.GOV/ELECTIONS](https://greenbaywi.gov/elections) OR (920) 448-3010.

Scotty

Equipment for Election 2020

PPE for poll workers

	amount needed	\$/item	total	
surgical gowns				these are probably not obtainable
hair nets				these are probably not obtainable
face shields	500	\$ 29.95	\$ 1,497.50	box of 10 Are we going to reuse the shield:
gloves	12000	\$ 25.00	\$ 3,000.00	
hand sanitizer	47	\$ 199.96	\$ 2,349.53	for 4-one gallon containers
containers with pumps				
cough guards (portable)	56	\$ 99.00	\$ 5,544.00	36" each ward has an 8 foot table and e
	94	\$ 189.00	\$ 17,766.00	48"
masks	12000	\$29.95	\$ 7,188.00	cost is for a box of 50
pens				
santizing wipes				
paper towels				
santizing spray				

poll worker training

	# of attendees	\$/class	total
course			
course			
course			

Election Equipment

		cost/item	total
DS 450	1	\$ 61,000.00	\$ 61,000.00
Ballot folder and envelope opene	1	\$ 4,299.00	\$ 4,299.00
Electronic poll books	90	\$ 2,054.00	\$ 184,860.00
drop boxes	2	\$ 900.00	\$ 1,800.00
security cameras (City)	2	\$ 5,000.00	\$ 10,000.00

Package 1 – Badger Book with Integrated Column Printer • \$1826.00 per Badger Book station •
 \$228.00 per polling place (router, thermal receipt paper, and USB Device)

3/polling loc

Package 2 – Badger Book with Stand-Alone Printer • \$1853.00 per Badger Book station •
\$193.00 per polling place (router, thermal receipt paper, and USB Device)

Polling locations

	cost/location	total
current loc.		
new locations		

Staff

election techs		
DPW		

Dear Kris:

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

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

Deadline: July 1st

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



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

MEETING DATE

June 18, 2020

PREPARED BY

AGENDA ITEM # G.1

Consideration with possible action on Outreach Plan, presented by the subcommittee.

BACKGROUND

Links to review billboard/posters encouraging voting

Billboards

<https://blog.clearchanneloutdoor.com/billboards-encourage-voter-action>

<https://news.utk.edu/2016/10/28/students-design-billboards-encourage-people-vote/>

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2020-06-18 Outreach Subcommittee Goals

We aim to insure access, equity, and inclusion for the August and November 2020 elections. Overall, we recommend that the City of Green Bay use CARES act and other funds to develop a coherent traditional and social media campaign to inform, encourage, and educate voters related to the four goals articulated below (see Baltimorevotes.org for an example), and that it reach out to diverse community groups for assistance in sharing these campaign and ensuring that all Green Bay citizens have the information and support they need to vote safely and with confidence.

Goal One: Increase absentee (by mail) voting for the August and November Elections

Subgoal	Possible Mechanisms	Committee//Council Action	City Staff Action	Refer to Community Groups
Increase absentee voting	Place secure dropboxes around the City (Universities, Grocery Stores, etc.) to collect absentee ballots.	Fund dropboxes	Select good places for dropboxes; install	
Increase knowledge about how to absentee vote, including recommended “send-by” dates by which ballots should be requested, requirements for requesting absentee ballots, and how to return an absentee ballot by mail, in person, or in a dropbox so that it is counted.	Create or adapt a simple and shareable postcard/social media post/flyer/billboard that can be shared in multiple ways. (or consider using a “pocket guide” or other tools from the Center for Civic Design: https://civicdesign.org/tool-kit-for-scaling-up-vbm/)	Fund advertising campaign	Share advertising campaign on social media; with community group such as neighborhood associations, facebook groups Commission and distribute physical mailers, flyers, etc. (perhaps via “Every Door Direct Mail) Use geofencing or other social	

			media methods to reach voters.	
Ensure that shut-ins or other absentee voters who may live alone or without a qualified voter have access to witnesses.				<p>Create a phonetree/group chat/facebook group of willing “witnesses” including members of Green Bay’s ethnic and racial minority communities; partner with social/community organizations</p> <p>Hold events or attend events with computers/scanners and/or absentee ballots (as well as voter registration materials).</p>
Ensure that all voters have access to absentee voting and assistance in requesting it..			Ensure that language assistance for requesting or completing an absentee ballot is available.	Hold events or attend events with computers/scanners and/or absentee ballots (as well as voter registration materials).

Goal Two: Increase early in person absentee voting for the August and November Elections

Subgoal	Possible Mechanisms	Committee//Council Action	City Staff Action	Refer to Community Groups
Increase early in person absentee voting	Add additional hours for City Hall early voting Add additional locations (such as UWGB and NWTC) for early voting	Allocate Cares Act or other funding	If Cares funding emerges, negotiate with early voting polling locations; if not, focus on City Hall	
Increase knowledge about how to early in-person absentee vote, including requirements, time, locations (especially if additional polling locations are added or subtracted)	Create or adapt a simple and shareable postcard/social media post/flyer/billboard that can be shared in multiple ways.		a voting “hotline” or other dedicated staff who can answer questions or update social media with times/details for early voting.	
Ensure that all voters have access to early in person voting and assistance in accessing it.	Encourage or plan opportunities for faith communities, community groups, etc. to (safely) vote together as a group			Connect with community groups to suggest this possibility.

Goal Three: Increase voter trust and engagement by clearly communicating election plans and any change

Subgoal	Possible Mechanisms	Committee//Council Action	City Staff Action	Refer to Community Groups
Clear communication with media and social media	Create a google map with in-person voting			

about polling locations, and early in person voting.	centers and any ballot drop boxes			
Educate voters about Covid-19 voting (safety, PPE, procedures)		Clarify what PPE will be in place for poll workers/what safety measures will be in place for voters and fund if necessary (or use CARES act funding)	Press release? Create PSA video or arrange news story	
Provide transparency and reassurance that voting by mail is secure.	Educate voters on how to track their absentee ballot. (in future, develop civic tech app).		Create PSA video or arrange news story (show how VBM is counted?, show how to track ballot)	

Goal Four: Provide a civic experience for absentees, early in person, Covid-19 voting and and increase civic literacy and knowledge.

Subgoal	Possible Mechanisms	Committee//Council Action	City Staff Action	Refer to Community Groups
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<p>Replicate the civic experience of in person voting</p>	<p>Provide or promote “I Voted” stickers, signs, or social media # or photo frames</p> <p>Use one branding for all voting related communications— Green Bay Votes! (or similar)</p> <p>Consider a “party at the mailbox” or other incentive for voting absentee.</p>	<p>Allocate Funds for Civic Engagement</p>	<p>Develop or adapt communications strategy with coherent branding.</p> <p>Apply for Grants for civic engagement/democracy enhancement</p> <p>Possible work for Democracy Fellow</p>	<p>Possible partner with COVO or other org for distribution.</p>
<p>Educate Green Bay voters broadly about Elections, government etc.</p>			<p>Possible work for Democracy Fellow</p>	<p>Covo and UWGB’s Center for Civic Engagement (re:education) partner on webinars? Connect with League of Women Voters, etc.</p>



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

MEETING DATE

June 18, 2020

PREPARED BY

AGENDA ITEM # H.1

Consideration with possible action on creating a committee meeting schedule for 6/19 to 9/4 2020.

BACKGROUND

Meeting less frequently will facilitate accomplishing tasks and goals.

Proposed schedule is:

July 2 and July 16
August 6 and August 20
September 3

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

2020 Election Calendar/Deadlines

25-Jun absentee ballots go out for August 11 election

1-Jul need to secure polling locations

13-Jul beginning of EIPAV at the clerk's office

11-Aug election day