

MEMORANDUM

Business Item

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of a Request for Funds & Memorandum of Understanding between the Wisconsin Elections Commission (WEC) and Town of Clayton to participate in the 2023 Absentee Ballot Envelope Subgrant Program.

Please find in your packet copies of both the subgrant announcement issued by WEC, as well as the MOU.

As a bit of background, WEC has approved a redesign of the absentee envelopes beginning with the 2024 election cycle. The final designs have not yet been approved, but the new styles will be required for all elections in the 2024 cycle. All our current stock will need to be destroyed and replaced. WEC is offering this subgrant to help offset costs to the municipalities for this change.

The Town will be eligible to receive through this subgrant \$425.62 to be used towards the updated absentee envelopes we are required to purchase. This amount will only cover a small portion of the cost to order the new, required materials

Should the Board wish to proceed, a motion to approve the MOU would be in order.

Suggested Motion:

Motion to approve the Request for Funds & Memorandum of Understanding & direct Staff to submit to the Wisconsin Elections Commission.

Should you have any questions relative to this information, please feel free to call or e-mail me.

Respectfully Submitted
Kelsey