



**MINUTES**

**1. CALL TO ORDER**

Matczynski called the meeting to order at 10:33am

**2. ROLL CALL**

Board Members: Susan Matczynski, Julie Hart, and Jean Andrews

Also present: Amanda Baryenbruch, City Clerk; Valerie Vanderlinden, Deputy City Clerk; and Marla Krizek, Deputy City Clerk

City Clerk administers Oath of Offices to Board Members, S. Matczynski, J. Hart, and J. Andrews

**3. CANVASS ELECTION RESULTS FROM NOVEMBER 5, 2024 GENERAL ELECTION**

The Board started with Central Count Wards 1-5 and the following adjustments were made;

- Placed ballot bag seal number on Inspector Statement.
- Tabulator tapes were adjusted to accurately reflect write-ins and undervotes due to voters completing the oval, but not providing a name.
  - This was completed for the contests of District Attorney, County Treasurer, and Register of Deeds.
- Board members signed the tabulator tapes.

For Central Count Wards 6-8 the following adjustments were made;

- Placed ballot bag seal number on Inspector Statement.
- Tabulator tapes were adjusted to accurately reflect write-ins and undervotes due to voters completing the oval, but not providing a name.
  - This was completed for the contests of District Attorney, County Clerk, County Treasurer, and Register of Deeds.
- Board members signed the tabulator tapes.

At the Polls for Wards 1-5, the following adjustments were made;

- Added initials post-election on Inspector Statement.
- Tabulator tapes were adjusted to accurately reflect write-ins and undervotes due to voters completing the oval, but not providing a name.
  - This was completed for the contests of Representative in Congress District 6, Representative to the Assembly District 25, District Attorney, County Clerk, County Treasurer, and Register of Deeds.
- Board members signed the tabulator tapes.

At the Polls for Wards 6-8, the following adjustments were made;

- Board Members opened ballot bag #1 to remove Inspector Statement and re-sealed in new ballot bag.
- Added seal number on Inspector Statement and missing seal number of bag #2 to Inspector Statement.
- Added initials post- election on Inspector Statement.
- Tabulator tapes were adjusted to accurately reflect write-ins and undervotes due to voters completing the oval, but not providing a name.
  - This was completed for the contests of County Clerk, County Treasurer, and Register of Deeds.
- Board members signed the tabulator tapes.

#### **4. ADJOURNMENT**

J. Hart made a motion to adjourn the meeting at 12:35pm

J. Andrews seconded the motion

Motion carried unanimously

Respectfully submitted,

Valerie Vanderlinden  
Deputy City Clerk