



Council Agenda Item

Meeting Date: May 7, 2024

Agenda Item: UWW MOU for Polling Place on Campus

Staff Contact (name, email, phone): Heather Boehm hboehm@whitewater-wi.gov 262-473-0102

BACKGROUND

(Enter the who, what, when, where, why)

At the April 16, 2024 Council requested draft MOUs with UWW Campus for Wards 8-10 & 13 for Presidential and Gubernatorial years. It was also requested that cost for all elections be presented for UWW Campus.

PREVIOUS ACTIONS- COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

Please see various spreadsheet scenarios.

STAFF RECOMMENDATION

Staff recommends consolidating voting activities for Wards 8-13 to the UWW Campus. This would achieve two primary objectives, first, to create a more proportionate distribution of polling places within the city, and second, to enhance the security and integrity of the electoral process by centralizing the handling of absentee ballots with out extra cost. If this is not feasible, staff would recommend utilizing a Central Count for all Absentee Ballots.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Email from Concerned Student
Draft MOU Wards 8,9,10,13
Draft MOU Wards 8-13
Scenario Cost Spreadsheets A-D

From: [Lisa Dawsey Smith](#)
To: [Heather Boehm](#)
Cc: [John Weidl](#)
Subject: Fw: UW Whitewater Polling Location
Date: Wednesday, May 1, 2024 5:21:33 PM

Could you kindly include these in the record for the item as it appears on whatever future council agenda the item is discussed as well as any additional ones that may come in that copy you as well through the generic "city council" email in whatever manner is best for you?

Thanks in advance,

Lisa

Lisa Dawsey Smith
Alder At Large
City of Whitewater | <https://www.whitewater-wi.gov>
Phone: (262)510-4183
Email: LDawseySmith@whitewater-wi.gov

"Excellence over perfection." -Amanada Mack

From: Parlin, Darla <ParlinD12@uww.edu>
Sent: Wednesday, May 1, 2024 3:50 PM
To: Neil Hicks <nicks@whitewater-wi.gov>; Ischreiber@whitewater-wi.gov <Ischreiber@whitewater-wi.gov>; Brienne Brown <BBrown@whitewater-wi.gov>; jgerber@whitewater-wi.gov <jgerber@whitewater-wi.gov>; Lisa Dawsey Smith <LDawseySmith@whitewater-wi.gov>; City Council <citycouncil@whitewater-wi.gov>
Subject: UW Whitewater Polling Location

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Whitewater City Council,

My name is Darla Parlin and I am a constituent of Whitewater. I am writing to you in support of opening a polling location at UW Whitewater.

There are countless students who do not have time to travel to a polling station off campus. Students' voices and opinions matter. There is a great need for a polling station located in close proximity of the majority of the Whitewater population! Between schoolwork and my job, I have trouble finding time to leave campus to vote.

Because of these reasons, I am asking you to vote in favor of opening a polling site on the UW Whitewater campus for the 2024 Primary and 2024 General Elections. I hope you will hear me and help expand my options to vote.

Sincerely,
Darla Parlin

CITY OF WHITEWATER AND THE UNIVERSITY OF WISCONSIN - WHITEWATER

Memorandum of Understanding- Provision of Municipal Polling Place on UW - Whitewater Campus (Replaces Memorandums of Understanding dated July, 2012 and January 2020).

It is the purpose of this Memorandum of Understanding to provide for a municipal polling place in the participating municipality on the university campus when deemed necessary under the circumstances described herein.

The University of Wisconsin-Whitewater's campus lies entirely within the city limits of Whitewater. The City and the University have in the past and are desirous of providing an accessible municipal polling place on campus for **Wards 8, 9, 10, 11, 12, and 13**. These areas include a significant part of the campus and student housing. This polling place will be at the University **Hamilton Center**.

The following guidelines will apply to this agreement:

- The City and the University agree that it is beneficial to hold Presidential, Presidential Primary, and Gubernatorial elections (**OPTION: all elections that occur Sept 1 – May 15 annually**) for **Wards 8, 9, 10, 11, 12, and 13** on the UW-Whitewater campus. Other elections will be held at the Downtown Armory unless otherwise directed by the Common Council.
- The University shall provide access to and the use of the University Polling Place at the **University Center - Hamilton Room or similar acceptable space** at least one day in advance of each municipal election and **until 10am the day after each municipal election**. The city clerk **or the University key staff contact person** will notify the University Center reservation office of all dates for the upcoming calendar year by April 1 annually.
- The University will provide sufficient secure space within the **Hamilton Room** to conduct municipal elections.
- The University will provide at a minimum, **thirty (30) twenty (20) forty (40) parking spaces in Lot 12A/12 the Connor University Center parking lots (immediately adjacent to the Hamilton room)**. These spaces will be for use by poll workers and the general public during the on Election day (6 a.m. to 10 p.m.) of all municipal elections when held at the **Hamilton Room**. These parking spaces should be clearly designated and marked by the University as reserved for poll workers and voters only. **Parking for city staff the day before the election will also be provided via the University Center.**
- The University will work with the City on establishing adequate signage to direct voters to and from the University polling place. The University shall provide polling place signage deemed necessary.
- The University will name a key staff contact person who will be responsible for coordinating all aspects of the University polling place with the City Clerk **by May 1st each year and send confirmation of that staff member's contact information to the City Clerk and City Manager.**
- The University shall provide access to **WIFI**, telephone, **general office supplies** and photocopy machines for use by the City for election-related purposes.

- **University Information Technology Staff(ITS) will will work with University Key Contact and City Clerk to confirm access to ITS systems as needed.**
- The University has reimbursed the City \$10,000 for initial election equipment needed to establish the Aldermanic District 2 polling place on campus. That payment was made on April 30, 2008. With the implementation of the Ward 10 polling place, the University also reimbursed the City for an additional \$12,155 towards the cost of voting equipment.
- When possible, the City will include students as poll workers **or to assist in line control and preparedness of voters entering the polling place.** The Clerk will work with members of Whitewater Student Government (WSG) to identify and provide training for those students. During the training all steps necessary to pay students will be completed. **The City must provide payment to student workers within 14 days post-election.**

Neither the University of Wisconsin-Whitewater nor the City of Whitewater shall be held liable to the other for damages, loss of equipment, injury to personnel or payment or compensation arising out of assistance rendered under the terms of this Memorandum of Understanding. This Memorandum of Understanding is designed to reflect a positive commitment toward enhancing, strengthening and continuing the working relationship that already exists between University of Wisconsin-Whitewater and the City of Whitewater.

The Memorandum of Understanding shall remain in full force and effect until the filing of a cancellation notice, signed by the Chancellor (or designee) or City Manager **jointly.** Cancellation shall become effective thirty (30) days after the filing of such notice. This agreement is subject to review on an annual basis.

The University of Wisconsin - Whitewater and the City of Whitewater agree to enter into this memorandum. It shall become effective on the date that an executed copy is filed with each jurisdiction. **The official keeper of this agreement is the City of Whitewater.**

Dated ___ day of April, 2024

Corey A. King, Chancellor, University of Wisconsin - Whitewater

John Weidl, City Manager City of Whitewater

Heather Boehm, City Clerk City of Whitewater

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Corey A. King, Chancellor, University of Wisconsin - Whitewater

John Weidl, City Manager City of Whitewater

Heather Boehm, City Clerk City of Whitewater

Senerio A) Wards 1-7 at the Armory, Wards 8-13 at UWW. No extra equipment needed.

	Armory Wards 1-7	UWW 8-13	Per Election			
Greeter	\$176.00	\$176.00				
Director	\$176.00	\$176.00				
EI-BB	\$176.00	\$176.00				
EI-BB	\$176.00	\$176.00				
EI-BB	\$176.00	\$176.00				
EI-BB	\$176.00	\$176.00				
EI-BB	\$176.00	\$176.00				
EI-BB	\$176.00	\$176.00				
Absentee Ballots	\$176.00	\$176.00				
Absentee Ballots	\$176.00	\$176.00				
Ballot Table-WC	\$176.00	\$176.00				
Ballot Table-WC	\$176.00	\$176.00				
Ballot Table-JC		\$176.00				
Ballot Table-JC		\$176.00				
Ballot counter	\$176.00	\$176.00				
Chief Ins	\$212.00	\$212.00				
Chief Ins	\$212.00	\$212.00				
Totals	\$2,712.00	\$3,064.00	\$5,040.00			
2 WC Ballot Counter	\$0.00	\$0.00				
2 JC Ballot Counters	\$0.00	\$0.00				

Senerio B)Wards 1-7 and 11-12 (JC) at the Armory, Wards 8-10 & 13(JC) at UWW. Will need 2 more JC Ballot Counters (1 x cost of \$15,320)+(\$530 yrly upkeep)

	Armory Wards 1,2,3,4,5, 6,7,11,12	UWW 8,9,10,13	Per Election			
Greeter	\$176.00	\$176.00				
Director	\$176.00	\$176.00				
EI-BB	\$176.00	\$176.00				
EI-BB	\$176.00	\$176.00				
EI-BB	\$176.00	\$176.00				
EI-BB	\$176.00	\$176.00				
EI-BB	\$176.00	\$176.00				
EI-BB	\$176.00	\$176.00				
Absentee Ballots	\$176.00	\$176.00				
Absentee Ballots	\$176.00	\$176.00				
Ballot Table-WC	\$176.00	\$176.00				
Ballot Table-WC	\$176.00	\$176.00				
Ballot Table-JC	\$176.00	\$176.00				
Ballot Table-JC	\$176.00	\$176.00				
Ballot counter	\$176.00	\$176.00				
Chief Ins	\$212.00	\$212.00				
Chief Ins	\$212.00	\$212.00				
Totals	\$3,064.00	\$3,064.00	\$5,348.00			
2 WC Ballot Counter	\$0.00	\$0.00				
2 JC Ballot Counters	\$0.00	(one time cost) \$15,320.00	(2 new JC Ballot Counters)			
		plus \$530 yrly upkeep				

Senerio C) Wards 1-7 & 11-12(JC) at the Armory, Wards 8-10 & 13(JC) at UWW. All Absentee Ballots processed at a Central Count Location. Will need 1 more JC Ballot Counter (\$7660 1 x fee+ \$265 yrly upkeep) needed & 1 Badger Book w/Server (est \$3000 1 x fee).					
	Armory Wards 1,2,3,4,5, 6,7,11,12	UWW 8,9,10,13	Per Election	Central Count	
Greeter	\$176.00	\$176.00			
Director	\$176.00	\$176.00			
EI-BB	\$176.00	\$176.00			
EI-BB	\$176.00	\$176.00			
EI-BB	\$176.00	\$176.00			
EI-BB	\$176.00	\$176.00			
EI-BB	\$176.00	\$176.00			
EI-BB	\$176.00	\$176.00			
Ballot Table-WC	\$176.00	\$176.00			
Ballot Table-WC	\$176.00	\$176.00			
Ballot Table-JC	\$176.00	\$176.00			
Ballot Table-JC	\$176.00	\$176.00			
Ballot counter	\$176.00	\$176.00			
Chief Ins	\$212.00	\$212.00		\$91.00	(5 hrs @\$13 plus 2 hrs training)
Chief Ins	\$212.00	\$212.00		\$91.00	
Totals	\$2,712.00	\$2,712.00	\$5,348.00	\$5,530.00	
2 WC Ballot Counter	\$0.00	\$0.00			
2 JC Ballot Counters	\$0.00	\$0.00		(one time cost) \$7660.00	(Only 1 new JC counter needed)
				\$265 yrly upkeep	
BB W/Server				(one time cost) \$3000.00 (est)	

Senerio D) All Wards @ 1 location, if that is not on UWW campus, the cost of running 2 busses from Nelson's from UWW to Armory every 1/2 hr is about \$1100.00. No new equip needed.

	All Wards 1-13 at One Location		Per Election			
Greeter	\$176.00					
Director	\$176.00					
EI-BB	\$176.00					
EI-BB	\$176.00					
EI-BB	\$176.00					
EI-BB	\$176.00					
EI-BB	\$176.00					
EI-BB	\$176.00					
EI-BB	\$176.00					
EI-BB	\$176.00					
EI-BB	\$176.00					
EI-BB	\$176.00					
EI-BB	\$176.00					
Absentee Ballots	\$176.00					
Absentee Ballots	\$176.00					
Ballot Table-WC	\$176.00					
Ballot Table-WC	\$176.00					
Ballot Table-JC	\$176.00					
Ballot Table-JC	\$176.00					
Ballot counter	\$176.00					
Chief Ins	\$212.00					
Chief Ins	\$212.00					
Totals	\$3,944.00					
Busing (2 busses from Nelson running every 1/2 hr from 7am-8pm, from UWW to Armory)	\$1,100.00		\$5,044.00			
2 WC Ballot Counter	\$0.00					
2 JC Ballot Counters	\$0.00					