

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 second 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, and 13. These areas include a significant part of the campus and student housing. This polling place will be at the University Center – Hamilton Room (UC-THR).

The following guidelines will apply to this agreement:

- The City and the University agree that it is beneficial to hold all elections that take place from September 1st through May 15th annually for Wards 8, 9, 10, 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 will name a "University 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 and the use of the University Polling Place at the UC-THR 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 UC-THR to conduct municipal elections.
- The University will provide at a minimum, forty (40) parking spaces in Lot 12A/12. These spaces will be for use by poll workers and the voting public Election Day (6 a.m. to 10 p.m.) of all municipal elections when held at the UC-THR. 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 coordinated via the University Key Staff.
- 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 ask mutually agreed by both parties.
- The Vice Chancellor for Student Affairs or a designee will serve as the "University Key Staff" contact person responsible for coordinating all aspects of the University polling place with the City Clerk. Each year, by May 1st, the University will send confirmation of the designated contact person's 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 During set up and election. The "University Key Staff" contact will share needs related to these resources with IT Services a minimum two months prior to election set-up.

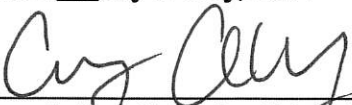
- The "University Key Staff" contact will engage with IT Services and City Clerk early in the process (at minimum 3 months prior to set-up) to determine technology and equipment needs, timeline, and feasibility.
- The University has reimbursed the City \$10,000 for initial election equipment needed to 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 Clerk 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.

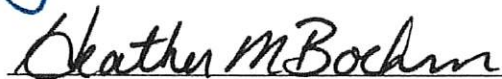
The Memorandum of Understanding cannot be cancelled less than 45 days prior to an election. The Memorandum of Understanding will remain in full force and effect until the filing of a cancellation notice, signed by the Chancellor (or designee) or City Manager jointly. Cancellation shall become effective 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 25 day of July, 2024


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


John Weidl, City Manager City of Whitewater


Heather Boehm, City Clerk City of Whitewater