

## CITY OF WHITEWATER AND THE UNIVERSITY OF WISCONSIN- WHITEWATER

### **Memorandum of Understanding- Provision of Municipal Polling Place on UW- Whitewater Campus (Replaces Memorandum of Understanding dated July, 2012).**

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 7, 8, 9, 12, and 13**. These areas include a significant part of the campus. This polling place will be at the University **Kachel Field House**. After extensive work with the UW- Whitewater Student Government, the **2020 Presidential General Election** was held at this polling place and both the City and University now want to continue to hold certain elections on campus.

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 for **Wards 7, 8, 9, 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 **Kachel Field House** 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 Director of Recreation Sports & Facilities **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 **Kachel Field House** to conduct municipal elections..
- The University will provide at a minimum, **forty (40) parking spaces evenly split between lot 11 (North of the Williams Center) and Lot 9 (Closest to the Southern Entrance)**. **These spaces will be** for use by poll workers and the general public during the day (6 a.m. to 10 p.m.) of all municipal elections when held at the **Kachel Field House**. These parking spaces should be clearly designated and marked by the University as reserved for poll workers and voters only **by a minimum of 6 pieces of signage per lot (a total of 12 pieces of signage)**.
- 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.

- The University shall provide access to telephones and photocopy machines for use by the City for election-related purposes.
- 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. Payment was \$12,155 ~~shall take place within 60 days of the date the equipment is acquired.~~
- When possible, the City will include students as poll workers. The City will work with members of Whitewater Student Government 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.**
- **This memorandum will be reviewed again after the Presidential Election in 2024.**

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. 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.

**Dated \_\_\_\_ day of January, 2020**

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Dwight Watson, Chancellor  
University of Wisconsin-Whitewater

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Cameron Clapper, City Manager  
City of Whitewater

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Michele Smith, City Clerk  
City of Whitewater