



CITY OF MANITOWOC
WISCONSIN, USA
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20-0786

TO: Finance Committee
Aldersperson James Brey, Chair

FROM: City Clerk Deborah Neuser

DATE: July 30, 2020

RE: Seasonal Employee Hiring Rates 2021
Election Custodian

Please consider revising the Seasonal Employee Hiring Rates with regard to Election Custodian for 2021. Currently the rate for years 1 through 5 is \$16.

Our election custodian has been receiving \$16 per hour since 2016.

After speaking with my department head, Finance Director Steve Corbeille, we propose the following rates:

Year 1 - \$16.00
Year 2 - \$16.50
Year 3 - \$17.00
Year 4 - \$17.50
Year 5 - \$18.00

The duties of the Election Custodian are attached. Thank you for your consideration.

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ELECTION DAY PREPARATION

MID OCTOBER – Deputy Clerk sends notice to polling places for upcoming year’s elections (see Example 1)

WEEK BEFORE ELECTION

MONDAY

- Have lower level open for Custodian
- Touch base with all polling places:
 - **Silver Creek Fieldhouse (Dist. 1)** – Get cabin & storage keys from Sandy in Parks, confirm cabin is rented from Thursday through the next week for voting and takedown
 - **Lakeshore United Methodist Church (Dist. 2)** – Butch has key, arrive at 5:50 AM on Election Day to open doors for poll workers. Set-up on Monday before election
 - **PD (Dist. 3)** – Chris Miller & Amber Noworatzky are contacts. At the beginning of the election year, Amber reserves the room for the Friday prior to the elections. Butch stops at PD to confirm that the space will be ready for supplies to be dropped off on the Thursday before election and accessible for set-up on Friday
 - **City Hall (Dist. 4)** – Talk to Clerk’s office to arrange for having the basement and elevators open for moving supplies. Can setup this polling location at any time.
 - **MPSD Administrative Office (Dist. 5)** – Lori Braun is contact over there, 686-4783, Butch has key fob for building
 - **Lincoln Park Cabin 1 (Dist. 6)** – Get cabin & storage keys from Sandy in Parks, confirm cabin is rented from Thursday through the next week for voting and takedown
 - **Open Bible Baptist Church (Dist. 7)** – Call pastor Roger Harrison at 920-629-0771 to confirm time that equipment will be dropped off on Thursday (usually 8:30/9) and time for setup on Monday
 - **Lincoln Park Cabin 2 (Dist. 8)** – Get cabin & storage keys from Sandy in Parks, confirm cabin is rented from Thursday through the next week for voting and takedown
 - **Senior Center (Dist. 9)** –Katelin Dorow is contact. Confirm times for drop off and Friday setup (Friday after 11:30 as they have BINGO in the morning)
 - **First Reformed United Church of Christ (Dist. 10)** – Butch has key, Can contact anyone in office at 920-682-6121. Delivery on Thursday & setup on Monday
- Stop at DPW and confirm with Greg or Dan at the shop the delivery of the cement post for D. 7 and the bracket & sign at UW
- Stop at De Noyer’s and talk to Jared or Brady to confirm they will be at City Hall the Thursday before election to move equipment (7:30 AM)
- Look at election supplies & equipment and plan which supplies will go to each polling place

TUESDAY

- Have lower level open for custodian
- Load ballots, ballot boxes, posters, signs into DS200s
- Prep equipment and supplies for Thursday move

WEDNESDAY

- Have lower level open for custodian
- Finish prepping equipment for move, line up in basement hallway

THURSDAY

- Have lower level open and elevators neutralized for move
- De Noyer arrives at 7:30 a.m. with custodian to move equipment to polling places

FRIDAY

- Set up as many polling locations as possible.
- The more places that can be set up on Friday, the better. The churches all need to be set up on Monday

WEEK OF ELECTION

MONDAY BEFORE ELECTON

- Finish setting up polling places

TUESDAY ELECTION DAY

- Flags and signs go up at polling places starting at 5:30 a.m.

WEDNESDAY AFTER ELECTION

- Ballots/Returns delivered to County Clerk (Call Co. for cart) by 4:00 p.m.
- Custodian conducts tear down at Polls, packs up items to be ready for Thursday return to City Hall

THURSDAY AFTER ELECTON

- Have lower level open and elevators neutralized for equipment return to City Hall
- Machines delivered back to City Hall (De Noyer helps with this)

MONDAY AFTER ELECTION

- Deliver any amended returns (MBOC) to the County by 4:00 p.m.

Supplies to be packed up to be delivered to polling places:

DS200

Voting signs & election fraud posters (to be placed inside DS200)

Ballots & ballot boxes

Voting booths (regular & double – see polling location setup for quantities at each)

Handicapped voting booths

ExpressVote machines

Privacy shades for ExpressVotes

Badger Books

Plexiglass shields

Open/Closing of Polling Places:

Dist. 1 – Silver Creek Fieldhouse: Pollworkers have a key from Parks to open and close the Fieldhouse

Dist. 2 - Lakeshore United Methodist Church: Butch has key and opens doors election day morning, pollworkers lock up when they leave that night

Dist. 3 - PD: Shift Commander unlocks doors (contact Assistant Chief ahead of time for doors to be unlocked), at end of night, pollworkers use Dispatch phone to request that shift commander to come and lock doors.

Dist. 4 - City Hall: Clerk's office notifies Building & Grounds that doors need to be unlocked and elevator neutralized morning of election day. Custodian is present election night to lock doors once all reporting units have returned.

Dist. 5 – MPSD Administrative Office: Butch has a key fob to get in, someone will have to come to lock at the end of the night

Dist. 6 - Lincoln Park Cabin 1: Pollworkers have a key from Parks to open and close Cabin 1

Dist. 7 - Open Bible Baptist Church: Pastor (or assistant) opens polling place in morning

Dist. 8 – Lincoln Park Cabin 2: Pollworkers have a key from Parks to open and close Cabin 2

Dist. 9 - Senior Center: Custodian opens doors election day morning, pollworkers lock up at end of night using key they get from Recreation Division Manager, keys stay at Senior Center

Dist. 10 - First Reformed United Church of Christ: Chief inspector has a key