

Municipal Clerk Records Request

Background Information

1. Please provide your name. **Kris Teske**
2. Please provide your email address. **Kris.Teske@greenbaywi.gov**
3. Please identify the municipality (local government) of the interview. **City of Green Bay**
4. Please identify the municipal clerk or chief election official. **Kris Teske**
5. If the chief election official is not the municipal clerk, please identify the chief election official's title.
6. Please provide the municipal clerk's office phone. **920-448-3014**
7. Please provide the municipal clerk's cell phone. **NA**
8. Please provide the municipal clerk's email. Kris.Teske@greenbaywi.gov

Applications for Absentee and Vote by Mail Ballots

We follow the Wisconsin Election Commission's guidance -

<https://elections.wi.gov/publications/manuals>

9. Any record or policy guidance about the process for curing rejected absentee ballot applications.
10. Any record or policy guidance about the processing of absentee ballot applications.
11. Any record or policy guidance regarding the eligibility to review and process absentee ballot applications (full-time county employees, part time county employees, temporary workers, volunteers).
12. Any record or policy guidance about the timeline to process an application once it is received, including but not limited to the statutory maximum time to process an application once received.
13. Any record or policy guidance about the methods by which absentee ballot applications are logged and preserved, including but not limited to the storage process and the length of time that the applications are statutorily required to be stored.

Voting Process

We follow the Wisconsin Election Commission's guidance -

<https://elections.wi.gov/publications/manuals>

The WEC is working on guidance for drop boxes.

14. Any record or policy guidance about the methods by which a voter can return an absentee ballot.
15. Any record or policy guidance regarding the process by which a voter can return an absentee ballot in-person.
16. Any record or policy guidance regarding absentee ballot drop boxes, including

but not limited to a description of the drop box, the drop box pick up process, security measures in place to protect the drop box, and video monitoring of the drop box.

17. Any record or policy guidance regarding the steps taken to make certain that a voter who votes absentee is unable to also vote in-person.

Ballot Processing & Reporting

We follow the Wisconsin Election Commission's guidance -

<https://elections.wi.gov/publications/manuals>

18. Any record or policy guidance regarding the testing of any equipment that will be used for the November election, including but not limited to the dates, times, and locations of any testing. **Our public test will be on Tuesday, October 27, 2020 at 9 a.m. at 519 S. Oneida St., Green Bay, WI 54303.**

19. Any record or policy guidance regarding the storage and security process when ballots are received prior to processing. **Ballots are locked in the Clerk's Office.**

20. Any record or policy guidance regarding the dates, times, and locations of ballot processing and counting. **Below is a list of polling locations we had for August 2020. Some of these will change but we have 30 days before the election to do so. Central Count is held at Green Bay City Hall, 100 N. Jefferson St., Green Bay, WI 54301. Polls open at 7 a.m. and close at 8 p.m.**

Dist	Ward	Location
1	1, 2 & 3	University of Wisconsin-Green Bay 2420 Nicolet Drive
	4	Christ of the Bay Lutheran Church 450 Laverne Drive
2	5 & 8	Atonement Lutheran Church 2132 Deckner Avenue
	6 & 7	Danz Elementary School, 2130 Basten Street
3	9	Danz Elementary School, 2130 Basten Street
	10	St. Bernard's Parish 2040 Hillside Lane
	11 & 12	Central Assembly of God Church 831 Schoen Street

4	13	Bay Beach Wildlife Sanctuary, 1660 East Shore Drive
	14	Danz Elementary School, 2130 Basten Street
	15	Bay Beach Wildlife Sanctuary, 1660 East Shore Drive
	16	Bay Beach Wildlife Sanctuary, 1660 East Shore Drive
5	17	Bay Beach Wildlife Sanctuary, 1660 East Shore Drive
	18	St. Bernard's Parish 2040 Hillside Lane
	19	Christ of the Bay Lutheran Church 450 Laverne Drive
	20	Bay Beach Wildlife Sanctuary, 1660 East Shore Drive
6	21	Green Bay Metro Transit Center 901 University Avenue
	22 & 23	Curative Connections 2900 Curry Lane
	24	Labor Temple Building 1570 Elizabeth Street
7	25	Keller Elementary School, 1806 Bond Street
	26	NeighborWorks 437 South Jackson Street
	27	Green Bay Metro Transit Center 901 University Avenue
	28	Property formally known as Sears, 1555 Green Bay Plaza
9	29	Property formally known as Sears, 1555 Green Bay Plaza

	30	Property formally known as Sears, 1555 Green Bay Plaza
	31	Property formally known as Sears, 1555 Green Bay Plaza
8	32	Redeemer Lutheran Church 210 South Oneida Street
	33 & 35	Calvary Lutheran Church 1301 South Ridge Road
	34	Property formally known as Sears, 1555 Green Bay Plaza
	36	Keller Elementary School, 1806 Bond Street
10	37	Keller Elementary School, 1806 Bond Street
	38	St. Paul's Methodist Church 341 Wilson Avenue
	39	Keller Elementary School, 1806 Bond Street
	40	Keller Elementary School, 1806 Bond Street
11	41	Property formally known as Sears, 1555 Green Bay Plaza
	42 & 43	Property formally known as Sears, 1555 Green Bay Plaza
	44	Bridge Point Church 2421 West Point Road
12	45	Property formally known as Sears, 1555 Green Bay Plaza
	46	Property formally known as Sears, 1555 Green Bay Plaza

	47	Property formally known as Sears, 1555 Green Bay Plaza
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21. Any record or policy guidance regarding the processing of ballots, including but not limited to types of equipment and specific procedures. **We use the DS200 (made by ES&S) and ExpressVotes (made by ES&S). They were used at Green Bay City Hall for Central Count and the following polling locations:**
22. Any record or policy guidance regarding the storage and security process after the envelopes and ballots are processed. **Envelopes are sent to the Brown County Clerk's Office for the canvass and the sealed voted ballots are put in the Clerk's vault.**
23. Any record or policy guidance regarding the reporting process after an envelope and ballot is processed. **Envelopes are counted and put in the County's envelope. After ballots are gone through for write-ins they are sealed in boxes.**
24. Any record or policy guidance regarding the counting of absentee ballots in the event of a recount. **See the WEC's manual on recounts.**
25. Any record or policy guidance regarding additional security processes that are in place to protect absentee ballots in the event of a recount. **They are sealed and stored in a vault.**
26. Any record or policy guidance regarding the process by which ballots are reported to the county clerk. **The County Clerk receives the envelopes and we store the ballots. If needed they can get them.**
27. Any record or policy guidance regarding the upcoming election, including but not limited to election day procedures and any documents provided to staff and all interested parties. **We will follow the WEC's guidance.**