

43.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
-------------	-------	--------

R-2009-0254 Resolution Introduced

Resolution authorizing change of the polling place for the Ninth Ward of the Second Aldermanic District from Lincoln Intermediate School to Heritage West Allis.

Introduced: 12/1/2009

Controlling Body: Advisory Committee

Sponsor(s): Rosalie L. Reinke

COMMITTEE RECOMMENDATION

ADOPT

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
DEC - 1 2009			Barczak				
			Czaplewski				
			Kopplin	✓			
			Lajsic				
		✓	Narlock	✓			
			Reinke	✓			
			Roadt				✓
			Sengstock				
		✓	Vitale	✓			
		Weigel					
		TOTAL		4			1

SIGNATURE OF COMMITTEE MEMBER

Rosalie Reinke
Chair

Vice-Chair

Member

COMMON COUNCIL ACTION

ADOPT

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
DEC 01 2009			Barczak	✓			
			Czaplewski	✓			
			Kopplin	✓			
			Lajsic	✓			
		✓	Narlock	✓			
			Reinke	✓			
			Roadt				✓
			Sengstock	✓			
			Vitale	✓			
		Weigel	✓				
		TOTAL		9			1



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2009-0254

Final Action:

DEC 01 2009

Sponsor(s): Rosalie L. Reinke

Resolution authorizing change of the polling place for the Ninth Ward of the Second Aldermanic District from Lincoln Intermediate School to Heritage West Allis.

WHEREAS, Lincoln Intermediate School is the current voting location for Ward 9 of the Second Aldermanic District; and,

WHEREAS, the voting area at Lincoln Intermediate School is sometimes crowded, and accessibility to the current voting area could be improved; and,

WHEREAS, it is desirable to move the polling place for the 9th ward to another location; and,

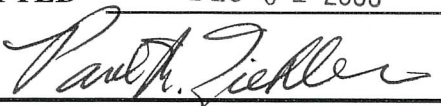
WHEREAS, the use of the assisted living facility of Heritage West Allis would better serve the needs of the electorate of that ward; and

WHEREAS, Heritage West Allis is located in the 9th Ward of the Second Aldermanic District, and can be accommodated as a voting place with minimal preparation; and

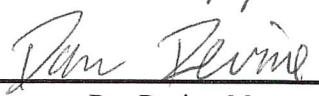
WHEREAS, Heritage West Allis has indicated its willingness to cooperate with the City for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that the polling place for the Ninth (9th) Ward of the Second Aldermanic District shall be changed from Lincoln Intermediate School, 7815 W. Lapham St., to Heritage West Allis, 7901 W. National Ave., and said location is hereby designated as the polling place for the Ninth (9th) Ward of the Second Aldermanic District, effective January 1, 2010.

BE IT FURTHER RESOLVED, that the City Administrative Officer/Clerk Treasurer is authorized to execute the attached Private Facility Polling Place Agreement with Heritage West Allis.

ADOPTED DEC 01 2009


Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

APPROVED 12/8/09


Dan Devine, Mayor



*Review
Emergency
Contact info*



CITY OF WEST ALLIS
PRIVATE FACILITY POLLING PLACE AGREEMENT

Heritage West Allis
7901 W. National Ave.

CITY CLERK/TREASURER'S OFFICE
414/302-8200 or 414/302-8207 (Fax)
www.ci.west-allis.wi.us
Paul M. Ziebler
City Admin. Officer, Clerk/Treasurer
Monica Schultz
Assistant City Clerk
Rosemary West
Treasurer's Office Supervisor

This is an agreement between the City of West Allis and Heritage West Allis to make voting accessible to residents in Ward 9 of the City of West Allis. Please be advised that on Election Day, any building that houses a polling place is considered public property. On Election Day, campaign materials will be removed from areas leading to and from the location of the polling place within the building and on public property within 100 feet of the building entrances.

Regularly scheduled elections are as follows:

- **Spring Primary:** 3rd Tuesday in February
(Presidential Preference Primary scheduled every 4 years, e.g. 2012, 2016, etc.)
- **Spring Election:** 1st Tuesday in April
- **September Partisan Primary:** held in even-numbered years
on the 2nd Tuesday in September
- **General Election:** held in even-numbered years
on the Tuesday after the first Monday in November

If there are Special Elections called during the year, the City Clerk/Treasurer will provide as much notice as possible.

Your agency is responsible for the following activities:

- Accept delivery of voting machines at your location by the City's voting equipment custodians. The machines and supplies will be delivered up to four (4) days prior to the election. The equipment to be delivered to your location consists of one (1) tabulating voting machine, one (1) accessible ballot marking device, ballots, and supplies. The equipment to be stored at your facility consists of one (1) ballot storage bin, approximately five (5) voting booths, and one (1) ADA table. When the equipment custodians arrive, please instruct them to place the equipment and supplies in a safe area in the room that has been designated for set-up. Allow facility access for the voting equipment custodians to complete post-election cleanup within two (2) days following the Election.
- Provide up to three (3) rectangular tables and five (5) to seven (7) comfortable chairs for use by the election inspectors.
- Provide space or a bulletin board for posting of required election notices.

- Have one (1) American flag available to be placed at the voter's entrance either on a stand or mounted.
- Allow the City's Department of Public Works to ensure proper signage according to the City Clerk/Treasurer's direction (includes securing an Aldermanic District and Ward sign at the voter's entrance).
- Make off-street parking lot available for public use.
- Disable security cameras within the voting area.
- Secure hallways not accessible to voters, e.g. place signs at appropriate locations directing that no voters are allowed beyond a certain point.
- Confirm the entrance to your facility is unlocked on Election Day and that outside pathways and inside hallways are free of obstacles and barriers. In winter, all exterior sidewalks and walkways must be clear of ice and snow prior to 7:00 a.m.
- Secure the facility once the election inspectors leave the building following their end of Election Day procedures.

On Election Day, we require access to your location from 6:00 a.m. until approximately 9:00 p.m. The Election Inspectors arrive between 6:00 to 6:30 a.m. and polls must be open to the public at 7:00 a.m. sharp. After the polls close at 8:00 p.m., it generally takes another twenty (20) minutes to an hour for the Election Inspectors to complete their end of day process.

Please provide the City of West Allis Clerk/Treasurer's office with the name of a contact person and phone number as well as the name and phone number of an alternate emergency contact person who will be available as early as 6:00 a.m. and as late as 9:00 p.m. on Election Day.

Heritage West Allis consents to the terms set forth in this agreement, dated this 16 day of NOVEMBER 2009.

Signature *Milo Pinkerton*

Printed Name / Title Milo Pinkerton, OWNER

Phone Number: _____ Fax Number: _____

Emergency Phone: _____ Emergency Contact Name: _____

Paul M. Ziehler
 Paul M. Ziehler
 West Allis City Administrative Officer, Clerk/Treasurer

12/8/09
 Dated

Monica Schultz

From: Jay Wendelberger [jwendelberger@heritageal.com]
Sent: Tuesday, November 24, 2009 8:52 AM
To: Monica Schultz
Subject: Emergency contact info.
Importance: High

Hello Monica,

I'm going to give you a few additional phone numbers and contacts. Because our corp. office is now housed here in West Allis, it doesn't mean corp. management is always here. I think as I was explaining, we have 6 assisted living & memory care communities in Wisconsin, so with that said, managements time is typically divided up between them and we're not always necessarily in the office. So with all of that said, here is a flow chart and contact info.

Corporate Office
Phone: 414-302-9700
Fax: 414-302-9705

Cindy Paulson (Executive V.P.)
Direct: 414-259-2104
Mobile: 414-708-1786

Kim Lane (Executive Director)
Direct: 414-259-2103
Mobile: 262-957-4241

Debbie Harry (Regional Director of Community Relations)
Direct: 414-259-2101
Mobile: 262-751-4868

I hope this is what you need. If not, please let me know and we'll get you taken care of. Many thanks for all of your assistance. We look forward to working with you.

Have a fantastic Thanksgiving!

Jay Wendelberger
Heritage Assisted Living
Assisted Living & Memory Care communities
www.heritagesenior.com