



CITY OF WEST ALLIS
PRIVATE FACILITY POLLING PLACE AGREEMENT

Marian University
1227 S. 116 St.

CITY CLERK/TREASURER'S OFFICE
414/302-8200 or 414/302-8207 (Fax)
www.westalliswi.gov
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 Marian University to make voting accessible to residents in Ward 13 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
(This might be changed in the near future by the state legislature)
- **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).
- 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.

Marian University consents to the terms set forth in this agreement, dated this 7th day of July 2011.

Signature Sister Donna Innes, CSA, Ph.D.

Printed Name / Title Sr. DONNA INNES, CSA, Ph.D., Dean of PACE

Phone Number: 920-923-8760 Fax Number: 920-923-7167

Emergency Phone: (414) 258-6757 Emergency Contact Name: Tammy Meyers

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

7/12/11
Dated