

42.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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R-2009-0253 Resolution Introduced

Resolution authorizing change of the polling place for the Twenty-Fifth Ward of the Fourth Aldermanic District from Central High School to the Village at Manor Park.

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
12-1-09			Barczak	✓			
			Czaplewski	✓			
			Kopplin	✓			
			Lajsic	✓			
		✓	Narlock	✓			
			Reinke	✓			
			Roadt xxx				✓
			Sengstock	✓			
			Vitale	✓			
		Weigel	✓				
		TOTAL		9	1		1



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2009-0253

Final Action:

Sponsor(s): Rosalie L. Reinke

DEC 01 2009

Resolution authorizing change of the polling place for the Twenty-Fifth Ward of the Fourth Aldermanic District from Central High School to the Village at Manor Park.

WHEREAS, Central High School is the current voting location for Ward 25 of the Fourth Aldermanic District; and,

WHEREAS, the voting area at Central High School is sometimes crowded; and

WHEREAS, it is desirable to move the polling place for the 25th ward to another location; and,

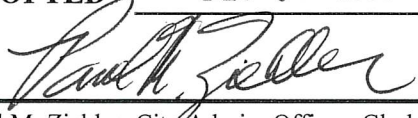
WHEREAS, the use of the assisted living facility of the Village at Manor Park would better serve the needs of the electorate of that ward; and

WHEREAS, the Village at Manor Park is located in the 25th Ward of the Fourth Aldermanic District, and can be accommodated as a voting place with minimal preparation; and

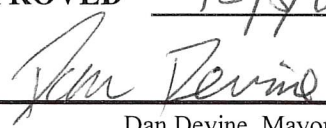
WHEREAS, the Village at Manor Park has indicated its willingness to cooperate with the City for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that the polling place for the Twenty-fifth (25th) Ward of the Fourth Aldermanic District shall be changed from Central High School, 8516 W. Lincoln Ave., to the Village at Manor Park, 3023 S. 84 St., and said location is hereby designated as the polling place for the Twenty-fifth (25th) Ward of the Fourth 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 the Village at Manor Park.

ADOPTED DEC 01 2009


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

APPROVED 12/8/09


Dan Devine, Mayor



CITY OF WEST ALLIS
PRIVATE FACILITY POLLING PLACE AGREEMENT

Village at Manor Park
3023 S. 84 St.

CITY CLERK/TREASURER'S OFFICE
414/302-8200 or 414/302-8207 (Fax)
www.ci.west-allis.wi.us
Paul M. Ziehler
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 the Village at Manor Park to make voting accessible to residents in Ward 25 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:

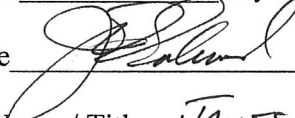
- Accept delivery of voting machines at your location by the City's voting equipment custodians. The machines and supplies will be delivered up to four (4) days prior to the election. The equipment to be delivered to your location consists of one (1) tabulating voting machine, one (1) accessible ballot 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.

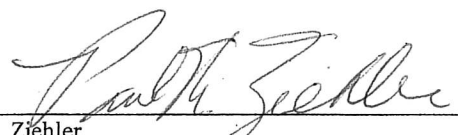
On Election Day, we require access to your location from 6:00 a.m. until approximately 9:00 p.m. The Election Inspectors arrive between 6:00 to 6:30 a.m. and polls must be open to the public at 7:00 a.m. sharp. After the polls close at 8:00 p.m., it generally takes another twenty (20) minutes to an hour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

The Village at Manor Park consents to the terms set forth in this agreement, dated this 15th day of November, 2009.

Signature 
 Printed Name / Title JAMES E. EULUND, Pres./CEO
 Phone Number: 414-607-4101 Fax Number: 414-607-4502
 Emergency Phone: 414-607-4184 Emergency Contact Name: SUE PROSTKO

* * *


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

12/8/09
 Dated