

**Pierce County Board of Canvassers**  
**Thursday – February 19, 2009**

The Pierce County Board of Canvassers met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. County Clerk Jamie Feuerhelm called the meeting to order at 9:03 a.m, acknowledged those present and established that there was a quorum. Members present: Jamie Feuerhelm, Everett Muhlhausen representing the Republican Party, and Carol Zalusky representing the Democratic Party.

Clerk Feuerhelm left to get the county copy of the Clifton poll book that had mistakenly been given to the River Falls school district. Deputy County Clerk Gwen Swanson filled in during his absence.

**RECOMMENDATIONS AND CONCERNS**

TOWN OF DIAMOND BLUFF: Machine tape is not to be placed in the ballot bag; staple it to the tally sheet. Also, tape was signed by election workers but certification portion was not completed. Use tic marks on tally sheet for paper ballot votes only; not necessary for machine votes.

TOWN OF EL PASO: Machine tape was signed by election workers but certification portion was not completed.

TOWN OF GILMAN: Machine tape is not to be placed in the ballot bag; staple it to the tally sheet. Also, tape was signed by election workers but certification portion was not completed.

TOWN OF HARTLAND: Machine tape is not to be placed in the ballot bag; staple it to the tally sheet. Also, tape was signed by election workers but certification portion was not completed. Use tic marks on tally sheet for paper ballot votes only; not necessary for machine votes.

TOWN OF ISABELLE: Keep your machine test tapes. The tape was signed by election workers but certification portion was not completed.

TOWN OF MAIDEN ROCK: Memory device is not to be placed in the ballot bag.

TOWN OF MARTELL: Poll book coversheet showed "Last voter number on page 67". This was incorrect; the last voter number issued was on page 40. Machine tape was signed by election workers but certification portion was not completed.

TOWN OF OAK GROVE: Four workers signed poll book. It must be an odd number of workers or must indicate which worked a partial shift. (Tally sheet was signed by five workers.) Machine tape was signed by three election workers but certification portion was not completed.

TOWN OF RIVER FALLS: Machine tape was not completed and signed by election workers.

TOWN OF SPRING LAKE: Six workers signed tally sheet. It must be an odd number of workers or indicate which worked a partial shift. Machine seal number not entered on the tape.

TOWN OF TRENTON: Machine tape is not to be placed in the ballot bag; staple it to the tally sheet. Machine tape was signed by election workers but certification portion was not completed. Keep your test tapes.

TOWN OF TRIMBELLE: Machine tape is normally signed by the same workers who signed the tally sheet.

TOWN OF UNION: Machine tape was signed by election workers but certification portion was not completed.

VILLAGE OF BAY CITY: Machine tape is not to be placed in the ballot bag; staple it to the tally sheet. Machine tape was signed by election workers but certification portion was not completed. Keep your machine test tapes.

VILLAGE OF ELLSWORTH: Machine tape is not to be placed in the ballot bag; staple it to the tally sheet. Machine tape was signed by election workers but certification portion was not completed. Keep your machine test tapes.

VILLAGE OF ELMWOOD: Use tic marks on tally sheet for paper ballot votes only; not necessary for machine votes.

VILLAGE OF MAIDEN ROCK: Machine tape is not to be placed in the ballot bag; staple it to the tally sheet. Keep your machine test tapes. Tic marks are only needed for paper ballots; not your machine count.

VILLAGE OF PLUM CITY: Memory device is not to be placed in the ballot bag. Machine tape was signed by election workers but certification portion was not completed. Four workers signed the machine tape and six signed the tally sheet. It must be an odd number of workers or indicate which worked a partial shift. Use tic marks on tally sheet for paper ballot votes only; not necessary for machine votes.

VILLAGE OF SPRING VALLEY: Machine tape was signed by election workers but certification portion was not completed.

Clerk J. Feuerhelm returned at 11:20 a.m. and finished presiding over the remainder of the meeting.

CITY OF PRESCOTT: Keep your machine test tapes. Cover sheet of poll book for Ward 1 showed last number voter (56) was on pg. 61. Our copy of the poll book did not have any voters recorded on that page. Corrections made to our copy after city clerk verified the names of two voters recorded on page 61 in their book.

CITY OF RIVER FALLS: Do not bind the tally sheet, inspector statements or other reports with the poll book.

ALL WARDS: Machine tape was signed by election workers but certification portion was not completed.

### **GENERAL NOTES FOR ALL MUNICIPALITIES**

The plastic ballot bag is for ballots ONLY. Do NOT put anything else in that bag, just the paper ballots and the Official Paper Record from your voting machine.

Machine tally tapes: Staple ONE copy of your final tape (signed & completed by the poll workers) to our copy of the tally sheet. Do the same with YOUR copies. Keep your test tapes - we don't need them.

Tally Sheet: tic marks are only needed for paper ballots; not your machine count.

Meeting adjourned at 12:40 p.m.

Submitted by Gwen Swanson, Deputy Clerk

## PIERCE COUNTY BOARD OF CANVASSERS

April 09, 2009

The Pierce County Board of Canvassers met for the purpose of canvassing the results of the April 7<sup>th</sup> Spring Election. County Clerk Jamie Feuerhelm called the meeting to order at 9:04 a.m. in the County Board Room; acknowledged those present and established that there was a quorum. Those present included: Jamie Feuerhelm, Ginny Huber representing the Republican Party, and Carol Zalusky representing the Democratic Party.

### **ATTENTION & NOTICE TO ALL**

There is a serious reoccurring problem that's been noted in at least one municipality at EVERY election since we've had machines: *Election workers/clerks are putting the entire tape from the voting machines in the ballot bag.* The paper tape rolls absolutely need to go in the ballot bag, but you MUST separate the summary tally portion of the tape BEFORE it goes in the bag. The summary is the machine tally of the vote totals and is certified by the election workers. This MUST be cut off from the rest of the tape BEFORE you seal it in the bag! They should then be stapled to the tally sheets; one copy for us and one for you. If you run a copy for the schools or the municipality separate these as well. This mistake CAN NOT continue to happen any longer or your municipal canvass board will have to go through a very inconvenient process to remedy the situation (explained below). When this happened in the past we would reach in the sealed bag and pull out the roll with the tally on it, not an easy task in itself, and retrieve the pertinent information. In speaking with the Elections Board I found out that neither I nor the County Canvass Board has the authority to go in this bag and retrieve that material, thus my strong warning to you as I explain the official process for "fixing" this situation.

When those materials are discovered missing I am to contact the municipal clerk and inform her/him what is missing. If they do not have an original copy of what we need or they "can't find it", the MUNICIPAL CLERK is responsible for reconvening their entire local canvas board which is typically the election workers on duty election evening. I am to return to them the materials they turned in to me and they must go back through all that information to find what we are missing. If they can't find it anywhere else THEY have to open the ballot bag and search for it. They must also record this process and all their findings on the EB-104 Inspectors statement (incident report). This all has to be done BEFORE the County canvass convenes which is always 9 a.m. on the Thursday following the election.

If the clerk or any of the workers are "not available", at my request they are to be summoned by local law enforcement or the county sheriff's dept. and escorted to the meeting if necessary. In the event the clerk can not be reached the deputy clerk would be responsible for this process. Prior to ANY election, the municipal clerk should appoint a deputy (if not done previously) for a number of reasons; THIS would be one of them.

All of this to retrieve something that should NOT have been placed in the bag in the first place. Remember, the ONLY thing that goes in the ballot bags are *ballots!* This includes the machine tapes because they are a record of the ballots cast, but NOT, I repeat NOT the tally/summary portion and certification at the end of the tape.

My office is staffed from 8 p.m. on Election Day until all results are reported, which is generally around 11 p.m. The instruction check-list we include in your election packet explains the procedures, but if you forget a step, have a question, or don't remember what goes where, PLEASE give us a call and we will assist you in getting it done properly.

### **RECOMMENDATIONS AND CONCERNS**

TOWN OF CLIFTON:

Did not attach machine tape tallies to Tally Sheet, or include with other election materials; left in ballot bag.

#### TOWN OF EL PASO:

Total vote count on tape tallies for both machines was 56; did not match actual number of voters on poll list recorded as 54. Clerk J. Feuerhelm contacted El Paso election worker Rhoda Foley. She reported that one elector chose the wrong school district and did not know how to get back to the beginning or spoil the ballot. Election worker allowed voter to vote a blank ballot then allowed them to vote again in the correct school district. An elector is never allowed to vote twice without first spoiling their previous ballot. They may do this up to three times, after that they are not allowed another ballot. This should have been remedied by an election worker spoiling the ballot for the elector. Please review the machine manual for the appropriate process for doing this. It was also discovered that another elector was not issued a voter number. That voter was given voter #55, this then reconciled with the actual vote count and number of voters. Poll list revised to reflect as such.

#### TOWN OF TRENTON:

When recording on Tally Sheets it is not necessary to make "hash" marks for the paper ballots that are fed and counted through the machine. This is only necessary if the machine is out of order, or you are using regular paper ballots and you have to manually count those ballots.

#### TOWN OF ROCK ELM:

Did not attach machine tape tallies (from tape roll) to Tally Sheet, or include with other election materials; left in ballot bag.

#### CITY OF PRESCOTT: WARDS 1 - 4:

In poll list for Ward 1, total voter count on poll list was 41. Total number of voters verified by the Board was 39. Upon further review Clerk Feuerhelm discovered that voter numbers 37 and 38 were missing. Contacted Jayne Brand, City of Prescott clerk; she was able to verify from her copy of the poll list that on page 18 voter numbers 37 and 38 were issued to Joe and Tracy Franek respectfully. Voter numbers entered on poll list as such. Vote count and number of actual voters then reconciled.

Results tallied and completed; all relevant forms signed by board members. Meeting was adjourned at 1:23 p.m. Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

### CLERICAL NOTATIONS

#### TOWN OF HARTLAND:

Do NOT write a voter number on the registration form if the form was filled out but the person didn't vote. Keep these registration forms separate from the ones that did vote.

Also, if a registrant does not show a drivers license to verify identity and residency, you must list what other type of proof was provided.

Voters with "ID Required" in notation section voted but poll workers did not note on the list if they viewed any identification.

#### TOWN OF MAIDEN ROCK:

Verify residency - election workers allowed two residents of Union Township to vote at your location.

Voters with "ID Required" in notation section voted but poll workers did not note on the list if they viewed any identification.

#### VILLAGE OF PLUM CITY:

Did not indicate absentee voters on Supplemental Poll List.