

RESOLUTION SUPPORTING THE MEMO OF UNDERSTANDING BETWEEN THE
COUNTY OF DOOR AND THE TOWN OF BRUSSELS FOR THE STATEWIDE
VOTER REGISTRATION SYSTEM

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin State Elections Board (SEB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, local units of government understand their obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

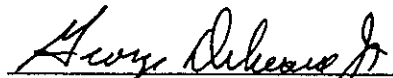
WHEREAS, local units of government are required to maintain the local voter registration information within the centralized SVRS, or develop a sharing agreement with another municipality or county to accept this responsibility; and

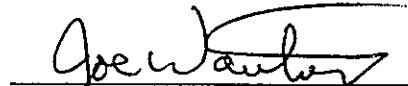
WHEREAS, the County of Door will accept the responsibility and costs associated with developing, implementing and operating a voter registration system that is dependent upon the requirements of the system acquired by the State of Wisconsin.

NOW THEREFORE BE IT RESOLVED that the Town of Brussels directs the Chair or Clerk to enter into a Memorandum of Understanding with the County of Door which will provide a more efficient and cost effective implementation of an SVRS that complies with the requirements of HAVA and, where appropriate, incorporates the sharing of technology and resources.

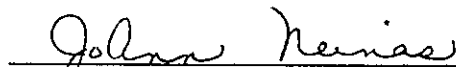
BE IT FURTHER RESOLVED that a copy of this resolution be sent to the State Elections Board in recognition of the Town of Brussels fulfilling its HAVA requirements.

TOWN OF BRUSSELS


George Delveaux, Jr., Chairman


Joe Wautier, Supervisor


Galen DeJardin, Supervisor


Attest: JoAnn Neinas, Clerk

Dated: August 9, 2005

THE MEMO OF UNDERSTANDING BETWEEN
THE COUNTY OF DOOR AND THE TOWN OF
BRUSSELS FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between the county of Door and the town of Brussels (hereafter referred to as the "local unit of government") and the County of Door (hereafter referred to as the "provider unit of government") for the purpose of intergovernmental cooperation to implement the Statewide Voter Registration System (hereafter referred to as the "SVRS").

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The local unit of government and the provider unit of government understand that the State intends to maintain the official centralized database of voter registration information for the SVRS..
2. The local unit of government understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The provider unit of government understands the technology, technology maintenance, staffing, and training costs that are required to accept the responsibility of entering and maintaining the data within the SVRS.
4. Based on the above, the local unit of government herein declares its intention to utilize technology and resources of the provider unit of government to enter and maintain data within the SVRS.. It is the understanding of the local unit of government, that the provider unit of government accepts the technology and resource responsibilities for this sharing agreement as stated in Addendum A.
5. This agreement is valid from the date signed through December 31, 2007. In addition, this agreement will extend in successive 90 day increments unless officially terminated. This MOU may be terminated without cause by either party upon notice to the other and to the State Elections Board with a 90 day written notice by certified mail.

6. If terminated, the local unit of government has the sole responsibility to document that:

(a) The local unit of government has purchased the appropriate equipment and validated with the State Elections Board that the local unit of government is capable of fulfilling the technology and resource responsibilities of the SVRS.

(b) The local unit of government has validated with the State Elections Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

7. The provider unit of government, if requested, shall assist the local unit of government in the transfer of all responsibilities to the local unit of government. If the MOU is terminated, all duties and responsibilities of the provider unit of government shall transfer to the local unit of government effective on the date of termination.

8. The persons signing the MOU warrant that they have been authorized to enter into this Agreement by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this Agreement.

IN WITNESS WHEREOF, the parties, intending to be legally bound, have executed this Agreement on the date(s) shown below.

The Town of Brussels

The County of Door

Printed Name

George Delveaux, Jr.

Signature

George Delveaux Jr

Title

Town Chairman

Town of Brussels

Date: August 9, 2005

Printed Name

Nancy A. Bemmann

Signature

Nancy A. Bemmann

Title

Door County Clerk

County of Door

Date: June 27, 2005

Municipality Relies On Another Municipality or County To Perform The Technology Functions of SVRS

Addendum A - SVRS Roles and Responsibilities

Relier Roles and Responsibilities:

Voter Registration:

A clerk in a municipality with voter registration, if relying on the county for SVRS purposes, will have voter registration responsibilities nearly the same as those he or she would have if there were no SVRS. Clerks in the 1500 municipalities never before required to register voters, however, will learn a new set of processes. Generally, the relying clerk will be responsible for:

1. Collecting both in-person and mail-in registration applications;
2. Approving the application if complete and contacting the voter if not;
3. Maintaining the original application in his or her office;
4. Sending the provider a copy of the application quickly enough that the provider is able to enter the information into SVRS before the statutory deadline, which is: within 10 days of the relying clerk having initially received the application;
5. Delivering same day registration applications to the provider at the time he or she sends the ballots for the county canvass; and
6. Using a report the provider will send to verify the provider entered the correct data into the SVRS.

Absentee Ballots

All of Wisconsin's municipal clerks are familiar with absentee ballots, whether or not they have been required to register voters in the past. The SVRS does little to change the process. Generally, a relying clerk will be responsible for:

1. Receiving and logging requests for absentee ballots;
2. Sending the voter an absentee ballot and envelope;
3. Processing the returned envelopes and delivering them to poll places if complete;
4. Updating the Absentee Ballot Log with Election Inspector comments;
5. Sending the provider a list of dates on which the relying clerk received both absentee ballot requests and absentee ballot envelopes; and
6. Using a report the provider will send to verify the provider entered the correct data into the SVRS.

Elections Management

While this description only touches on a few of the many elections management functions a clerk performs, the same general pattern holds true: the SVRS changes few of a relying clerk's duties. For example, a relying clerk is still responsible for:

1. Identifying both the need for an election and the offices it will cover; the only new SVRS responsibility is to give the provider this information.
2. Receiving and approving candidate filings; the new SVRS responsibility is give the provider this information.
3. Determining municipal-level ballot placement; the new SVRS responsibilities are to inform the provider and verify that he or she has followed your instructions for ballot placement.

Provider Roles and Responsibilities:

A provider will have duties that are technical, logistical and process-related.

Technical

It will be a provider's responsibility to meet the baseline hardware, software, and connectivity requirements needed to use the SVRS.

Logistical

A provider will be charged with training and maintaining a staff sufficient to handle the incoming elections-related requests from relier municipalities. Clerk and staff training will occur for each provider as its group's go live date approaches.

Process-related

A provider is responsible for these process-related aspects of SVRS use:

1. Entering relier information into the SVRS before the applicable statutory deadline - This means entering data related to both voter registration and elections management, including absentee balloting, candidate filings, poll-worker contact information, ballot placement, etc.
2. Generating reports reflecting changes made to the voter records in a relying clerk's municipality
3. Generating other reports as requested by relier clerks
4. Printing poll lists
5. Printing absentee ballot lists



DOOR COUNTY

Resolution No. 2005-46

IN SUPPORT OF MEMORANDA OF UNDERSTANDING BETWEEN THE COUNTY OF DOOR AND ANY UNIT OF LOCAL GOVERNMENT REQUESTING A RESOURCE SHARING RELATIONSHIP FOR USE OF THE STATEWIDE VOTER REGISTRATION SYSTEM

ROLL CALL Board Members	Aye	Nay	Exc.
ANDERSON			
AUSTAD			
BRANN			
FISHER			
FONTAINE			
FOREST			
GULLEY			
HAINES			
JEANQUART			
LIEBE			
MOELLER			
MOST			
MULLIKEN			
POLICH			
RUNQUIST			
RYAN			
SACOTTE			
SAVARD			
VIRLEE			
WIEGAND			
ZIPPERER			

BOARD ACTION

Vote Required: Majority Vote of total membership

Motion to Approve Adopted ☒
 1st Runquist Defeated ☐
 2nd Bell
 No: Yes: 19 Exc: 2

Reviewed by:

[Signature] Corp. Counsel

Reviewed by: 051910

[Signature] Administrator

FISCAL IMPACT: The County Clerk will be the central contact for State voter registration for all Door County communities with the exception of City of Sturgeon Bay. No fiscal impact. sms

Certification:

I, Nancy A. Bernmann, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 24th day of May, 2005 by the Door County Board of Supervisors.

[Signature]
Nancy A. Bernmann
County Clerk, Door County

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, The Help America Vote Act of 2002 (HAVA) was enacted by the 107th Congress to replace punch card voting systems; establish the Election Assistance Commission to assist in the administration of Federal elections and to otherwise provide assistance with the administration of certain Federal election laws and programs; establish minimum election administration standards for States and units of local government with responsibility for the administration of Federal elections, and for other purposes; and

WHEREAS, The Wisconsin State Elections Board (SEB) is charged with implementing a HAVA compliant Statewide Voter Registration Systems (SVRS); and

WHEREAS, Each unit of local government is obligated, subject to the availability of funding, to take actions appropriate to meet HAVA mandates, which includes the implementation, administration and maintenance of local voter registration information within a centralized SVRS; and

WHEREAS, The State Legislature has enacted legislation which allows local units of government to share technology and resources with the County of Door or other unit of local government to maintain the local registration information within the centralized SVRS.

NOW, THEREFORE, BE IT RESOLVED, That the County of Door directs the County Clerk, upon the request of another unit of local government, to enter into a Memorandum of Understanding with that unit of local government that will comply with HAVA standards, including the provision of a more efficient and cost effective implementation of SVRS through the sharing of technology and resources.

BE IT FURTHER RESOLVED, That the County of Door authorizes, subject to the availability of funding, the County Clerk to follow the technology, security, maintenance, support and process guidelines developed by the State Elections Board relating to the use of the Statewide Voter Registration System (SVRS).

BE IT FURTHER RESOLVED, That a copy of this Resolution and any Memorandums of Understanding be sent to the State Elections Board.

SUBMITTED BY: ADMINISTRATIVE COMMITTEE

[Signature]
Charles Most, Jr. Chairman

[Signature]
Leo Zipperer

[Signature]
Merrell Runquist

[Signature]
Daniel Austad

[Signature]
Richard Virlee