

**FILED**  
**07-19-2024**  
**Clerk of Circuit Court**  
**Outagamie County**  
**2024CV000774**

**STATE OF WISCONSIN    CIRCUIT COURT    OUTAGAMIE COUNTY**

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CRYSTAL RECKER  
635 Ridgeview Circle #227  
Grand Chute, Wisconsin 54914

and

NANCY WHITE  
W9107 School Road  
Hortonville, Wisconsin 54944

Plaintiffs,

Case No.: 24-CV-\_\_\_\_\_  
Code No.: 30704, 30701, 30952

v.

CITY CLERK FOR THE CITY OF APPLETON  
100 North Appleton Street,  
Appleton, WI 54911

Defendant.

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**SUMMONS**

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THE STATE OF WISCONSIN to each person named above as a Defendant:

You are hereby notified that the Plaintiffs named above have filed a lawsuit or other legal action against you. The Complaint, which is attached, states the nature and basis of the legal action.

Within twenty (20) days of receiving this Summons, you must respond with a written answer, as that term is used in Wis. Stat. Ch. 802, to the Complaint. The Court may reject or disregard an answer that does not follow the requirements of the Statutes. The answer must be sent or delivered to the Court, whose address is Outagamie County Circuit Courthouse, 320 S Walnut St., Appleton, Wisconsin 54911, and to the Plaintiffs' attorneys, the Law Firm of Conway,

Olejniczak & Jerry, S.C., 231 S. Adams Street, Green Bay, Wisconsin 54301. You may have an attorney help or represent you.

If you do not provide a proper answer within twenty (20) days, the Court may grant judgment against you for the award of money or other legal action requested in the Complaint, and you may lose your right to object to anything that is or may be incorrect in the Complaint. A judgment may be enforced as provided by law. A judgment awarding money may become a lien against any real estate you own now or in the future, and may also be enforced by garnishment or seizure of property.

Dated this 19<sup>th</sup> day of July, 2024.

LAW FIRM OF CONWAY, OLEJNICZAK & JERRY, S.C.  
Attorneys for Plaintiffs.

By: Electronically signed by Kurt A. Goehre  
Attorney Kurt A. Goehre, State Bar No. 1068003

231 S. Adams Street/PO Box 23200  
Green Bay, WI 54305-3200  
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Defendant.

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**COMPLAINT**

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NOW COMES the above-named Plaintiffs, Crystal Recker and Nancy White, by their attorneys, the Law Firm of Conway, Olejniczak & Jerry, S.C., who complain and allege against the above-named Defendant as follows:

**NATURE OF THIS ACTION**

1. Elections are critical to our representative Republic and, as the Wisconsin Supreme Court has recently emphasized, “protecting the integrity and reliability of the electoral process, as well as promoting the public's confidence in elections . . . are always exceedingly important.” *Milwaukee Branch of NAACP v. Walker*, 2014 WI 98, ¶ 73, 357 Wis. 2d 469, 504–05, 851 N.W.2d 262, 279–80

2. The Legislature for the State of Wisconsin has the sole authority to enact laws relating to suffrage, including “[p]roviding for absentee voting.” Wis. Const. art. III, § 2; art. IV, § 1.

3. Administration of our elections in accordance with the laws enacted by the Legislature, is critical and “mandatory” as it pertains to absentee ballot voting, since voting by absentee ballot is a “privilege . . . [that] must be carefully regulated to prevent the potential for fraud or abuse.” Wis. Stat. § 6.84(1), (2).

4. Such mandatory absentee ballot procedures include the process to apply and vote before a special voting deputy at a qualified retirement home or residential care facility. Wis. Stat. §§ 6.84(2), 6.86(1)(a)5, and 6.875.

5. Wisconsin law offers residents of residential care facilities and qualified retirement homes the opportunity to cast in-person absentee ballots from their facility or home in a process overseen by special voting deputies. The Legislature promulgated express procedures for absentee voting inside residential care facilities and qualified retirement homes in Wis. Stat. § 6.875, and provided that such voting “shall be conducted by municipalities only in the manner prescribed in [§ 6.875]” and is “the exclusive means of absentee voting in person inside that facility or home for electors who are occupants of the facility or home.” Wis. Stat. § 6.875(2)(a).

6. The municipality is required to “appoint at least 2 special voting deputies for the municipality” in the event that absentee voting in a qualified retirement home or residential care facility takes place and “shall dispatch 2 special voting deputies to visit the home or facility for the purpose of supervising absentee voting procedure by occupants of the home or facility.” *Id.* at (4)(a).

7. Special voting deputies are a type of “election official,” which is defined as “an individual who is charged with any duties relating to the conduct of an election.” Wis. Stat. § 5.02(4e).

8. Nominations for the special voting deputy positions “may be submitted by the 2 recognized political parties whose candidates for governor or president received the greatest number of votes in the municipality at the most recent general election” and “shall be specially appointed to carry out the duties under par. (a) for the period specified in s. 7.30(6)(a).” Wis. Stat. § 6.87(4)(b).

9. The two recognized political parties whose candidates for governor or president received the greatest number of votes in the City of Appleton at the most recent general election were the Republican and Democratic parties.

10. Wis. Stat. § 7.30 generally governs the “[a]ppointment of election officials” and provides that “only those persons submitted by the chairperson” of the two political parties “may act as election officials.” Wis. Stat. § 7.30(4)(b)2.a.

11. Furthermore, for so long as nominees are available, “appointments may be made only from the lists of nominees submitted” by the political parties. Wis. Stat. § 7.30(4)(c).

12. The “[d]eadline for political parties to submit list of nominees for . . . special voting deputies to municipalities” was November 30, 2023. Wis. Elec. Comm’n, *Calendar of Election Events Nov. 2023 – Jan. 2025*, at 1, located at: <https://elections.wi.gov/sites/default/files/documents/Wisconsin%20Elections%20Commission%202024%20Calendar%20of%20Election%20Events%20%28Rvsd%20Feb19.2024%29.pdf> (last visited July 15, 2024); Wis. Stat. §§ 6.875(4) and 7.30(4).

13. The “[d]eadline for [the] governing body of a municipality to appoint . . . special voting deputies for the 2024-2025 term” was December 31, 2023. *Id.*

14. The term of a special voting deputy is for 2 years from appointment and until a successor is appointed and qualified, and, furthermore, the special voting deputy “shall serve at every election held in their ward during their term of office.” Wis. Stat. § 7.30(6)(a).

15. Within 5 days after appointment as a special voting deputy, the municipal clerk “shall give each appointee notice” and the appointee shall file an official oath with the municipal clerk thereafter. Wis. Stat. §§ 6.875(5), 7.30(5).

16. Thereafter, the “2 deputies appointed under sub. (4) shall visit the home or facility” at the designated date and time.

17. Whenever special voting deputies representing different political parties are available, the “2 deputies designated to visit each qualified retirement home and residential care facility shall be affiliated with different political parties.” Wis. Stat. § 6.875(4)(a).

18. The municipal clerk is required to maintain a list of each home or facility where special voting deputies are dispatched, including the date and time the deputies intend to visit each home or facility. *Id.*

19. Contrary to Wis. Stat. §§ 6.875 and 7.30, the City Clerk for the City of Appleton has prohibited or otherwise excluded Plaintiffs, who were nominated by the Republican Party of Outagamie County to act as a special voting deputies and who were previously appointed by the Appleton Common Council to serve in such a capacity, from acting as a special voting deputies in relation to the August 13<sup>th</sup> Partisan Primary.

20. This is an action against the City Clerk for the City of Appleton, seeking a temporary restraining order and injunction prohibiting Defendant from violating Wis. Stat. §§

6.875 and 7.30, which requires that municipal clerks assign special voting deputies submitted by the political parties before assigning non-affiliated special voting deputies, and an order requiring that Plaintiffs, and other special voting deputies nominated by the Republican Party of Outagamie County, be scheduled and allowed to serve as special voting deputies to conduct and supervise the in-person absentee ballot voting process at qualified retirement homes and retirement care facilities in the City of Appleton, and a declaration that Defendant has violated the law by refusing to appoint Plaintiffs and other Republican Party special voting deputies.

### **PARTIES**

21. The Plaintiff, Crystal Recker (“Recker”), is an adult individual and citizen of the State of Wisconsin, who resides at 635 Ridgeview Circle #227, Grand Chute, Wisconsin 54911.

22. Recker is a qualified elector and a resident of Outagamie County, but does not reside in the City of Appleton.

23. Recker’s normal polling place for voting purposes is located in the Town of Grand Chute.

24. Recker is not a candidate in the upcoming August or November 2024 elections.

25. Recker is not, and has never been, employed by any qualified retirement home or residential care facility in the City of Appleton.

26. No member of Recker’s immediate family is, or has ever been, employed by any qualified retirement home or residential care facility in the City of Appleton.

27. Recker is qualified to act and serve as a special voting deputy, has read the statutes governing absentee voting, understands the proper absentee voting procedure, understands the penalties for noncompliance with the procedure under § 12.13, and understands that special voting

deputies are obligated to fully and fairly implement the absentee voting law and seek to have the intent of voters ascertained.

28. Recker also understands that any error in conducting voting at residential care facilities or qualified retirement homes may result in invalidation of an elector's vote under § 7.51(2)(e) and realizes that absentee voting is a privilege and not a constitutional right.

29. Recker is also able and ready to serve as a special voting deputy for all of the upcoming elections through 2024-2025.

30. The Plaintiff, Nancy White ("White"), is an adult individual and citizen of the State of Wisconsin, who resides at W9107 School Road, Hortonville, Wisconsin 54944. White and Recker are collectively referred to as "Plaintiffs."

31. White is a qualified elector and a resident of Outagamie County, but does not reside in the City of Appleton.

32. White's normal polling place for voting purposes is located in the Village of Dale.

33. White is not a candidate in the upcoming August or November 2024 elections.

34. White is not, and has never been, employed by any qualified retirement home or residential care facility in the City of Appleton.

35. No member of White's immediate family is, or has ever been, employed by any qualified retirement home or residential care facility in the City of Appleton.

36. White is qualified to act and serve as a special voting deputy, has read the statutes governing absentee voting, understands the proper absentee voting procedure, understands the penalties for noncompliance with the procedure under § 12.13, and understands that special voting deputies are obligated to fully and fairly implement the absentee voting law and seek to have the intent of voters ascertained.



37. White also understands that any error in conducting voting at residential care facilities or qualified retirement homes may result in invalidation of an elector's vote under § 7.51(2)(e) and realizes that absentee voting is a privilege and not a constitutional right.

38. White is also able and ready to serve as a special voting deputy for all of the upcoming elections through 2024-2025.

39. The Defendant, the City Clerk for the City of Appleton ("Defendant"), Wisconsin, its office, employees, and representatives, is located at 100 North Appleton Street, Appleton, Wisconsin 54911.

40. The Defendant is responsible for, among other things, the administration of elections in the City of Appleton, including scheduling special voting deputies in relation to absentee ballot voting in residential care facilities and qualified retirement homes.

#### **JURISDICTION AND VENUE**

41. Jurisdiction is appropriate in the State of Wisconsin as the parties reside within the State of Wisconsin and the conduct challenged herein was carried out in the State of Wisconsin.

42. Venue is appropriate in Outagamie County pursuant to Wis. Stat. 801.50(2)(a) and (c).

#### **BACKGROUND FACTS**

43. Wisconsin allows absentee ballot voting for residents in qualified retirement homes and residential care facilities prior to election day, which is conducted by special voting deputies in such homes and facilities pursuant to Wis. Stat. § 6.875.

44. The first day for special voting deputies to conduct absentee voting for residents of qualified retirement homes and residential care facilities in Wisconsin for the upcoming August 13<sup>th</sup> Partisan Primary is July 22, 2024, and the last day for special voting deputies to conduct

absentee voting for residents of qualified retirement homes and residential care facilities for the upcoming Partisan Primary is August 12, 2024. Wis. Stat. § 6.875(6).

45. Similarly, for the November 5<sup>th</sup> General Election, the first day for special voting deputies to conduct absentee voting for residents of qualified retirement homes and residential care facilities in Wisconsin is October 14, 2024, and the last day for special voting deputies to conduct absentee voting for residents of qualified retirement homes and residential care facilities is November 4, 2024. Wis. Stat. § 6.875(6).

46. Plaintiffs are affiliated with the Republican Party and were previously nominated by the Outagamie County Republican Party, prior to November 30, 2023, to serve as election officials, more specifically identified as special voting deputies or “SVDs,” in the City of Appleton. Attached as **Exhibit A** is a copy of the submission by the Republican Party to the City of Appleton of its nominees, which includes Plaintiffs, and which has been redacted to exclude non-party phone numbers and e-mail addresses.

47. In addition to Plaintiffs, the Republican Party also specifically nominated 14 other individuals to serve as special voting deputies in the City of Appleton prior to November 30, 2023. See **Exhibit A**, with the names of Republican Party special voting deputy nominees highlighted.

48. On December 6, 2023, and with the Defendant in attendance, the City of Appleton Common Council considered the nominations submitted by the Republican Party as part of Item No. 23-1421. See a recording of that December 6, 2023 Common Council meeting at: [https://cityofappleton.granicus.com/player/clip/4344?view\\_id=3&meta\\_id=348664&redirect=true](https://cityofappleton.granicus.com/player/clip/4344?view_id=3&meta_id=348664&redirect=true) (see 2:47 – 4:45 of the video recording related to the discussion and passage of).

49. On December 6, 2023, Plaintiffs were approved and appointed to serve as election officials in the City of Appleton. Attached as **Exhibit B** is a copy of the published meeting minutes

from the December 6, 2023 meeting of the City of Appleton Common Council, and as **Exhibit C** is a copy of those nominees who were appointed or approved of by the City of Appleton Common Council, including Plaintiffs, and record of passage.

50. On or about July 12, 2024, a representative of Defendant provided notice of the locations, dates, and times for absentee voting at qualified residential homes and residential care facilities in the City of Appleton related to the August 13<sup>th</sup> Partisan Primary, as well as identifying by name the special voting deputies who were scheduled. Attached as **Exhibit D** is a copy of the July 12, 2024 e-mail from Amy Molitor, an employee of Defendant, and as **Exhibit E** the schedule attached to that e-mail providing for the locations, dates, and times for absentee voting at qualified residential homes and residential care facilities in the City of Appleton related to the August 13<sup>th</sup> Partisan Primary and the corresponding special voting deputies (the “Schedule”).

51. The Schedule provides for special voting deputies to conduct absentee ballot voting at 7 different qualified retirement homes or residential facilities in the City of Appleton from July 23, 2024 through August 7, 2024.

52. Neither Plaintiffs nor any other Republican Party nominated special voting deputy is identified in the Schedule.

53. Despite being qualified, nominated, and appointed, Defendant refused to schedule Plaintiffs to serve as a special voting deputies, during the time for absentee voting at qualified residential homes and residential care facilities, in the City of Appleton for the August 13<sup>th</sup> Partisan Primary.

54. Similarly, Defendant refused to schedule or allow any of the individuals previously nominated by the Republican Party, and later appointed by the City of Appleton Common Council, to serve as special voting deputies related to the August 13<sup>th</sup> Partisan Primary.

55. Upon information and belief, Defendant knowingly and deliberately rejected any Republican Party special voting deputies and, rather, only scheduled individuals to act as special voting deputies who were not affiliated with the Republican Party, which is contrary to law.

56. As set forth in § 7.30 titled “Appointment of Election Officials,” Wisconsin law is clear that “those persons submitted by the chairperson” of the Republican and Democratic political parties “may act as election officials,” which includes special voting deputies. Wis. Stat. §§ 7.30(4)(b)2.a, and 5.02(4e).

57. Furthermore, for so long as any nominees from either the Republican or Democratic political parties are available, “appointments may be made only from the lists of nominees submitted” by those political parties. Wis. Stat. § 7.30(4)(c).

58. Likewise, the Wisconsin Elections Commission (the “Commission”) has repeatedly instructed municipal clerks that special voting deputies nominated by the Democratic and Republican Parties must be given priority before any unaffiliated individuals are selected as special voting deputies.

59. For example, the Commission’s “Election Administration Manual” provides as follows in relation to special voting deputies:

*Selection and Appointment*

1. Nominations for special voting deputy positions may be submitted by the two dominant political parties at the same time as election inspector nominations are submitted. If no nominations are submitted, **then** the municipal clerk may appoint qualified electors of the municipality of his or her choosing, without regard to party affiliation.

2. The two deputies designated to conduct absentee voting at each facility should be affiliated with different political parties whenever possible.

Wis. Elec. Comm’n, *Election Administration Manual*, pp. 125-126, Feb. 2024, located at:

<https://elections.wi.gov/sites/default/files/documents/EA%20Manual->

[February%202024\\_format%20update.pdf](#) (last visited on July 16, 2024)(emphasis added). A copy, in pertinent part, is also attached as **Exhibit F**.

60. Likewise, the Commission’s “Election Day Manual” provides the following instruction to clerks:

Nominations for special voting deputy positions may be submitted by the two dominant political parties at the same time as election inspector nominations are submitted. **If no nominations are submitted, then the municipal clerk may appoint qualified electors of the county without regard to party affiliation.** At least two SVDs must be appointed, if any.

Wis. Elec. Comm’n, Election Day Manual, pp. 11-12, Feb. 2024, located at:

<https://elections.wi.gov/sites/default/files/documents/ED%20Manual-February%202024.pdf> (last visited on July 18, 2024). A copy, in pertinent part, is also attached as **Exhibit G**. *See also* Wis.

Elec. Comm’n, *Manual on Absentee Voting in Residential Care Facilities and Retirement Homes*, p. 5, Jan. 2024, located at:

<https://elections.wi.gov/sites/default/files/documents/Absentee%20Voting%20in%20Residential%20Care%20Facilities%20and%20Retirement%20Homes%20%282024-01%29.pdf> (last visited on July 16, 2024) (As long as there are submissions from a political party, “SVDs must be selected from the lists.”)).

61. Accordingly, Defendant is required to allow Plaintiffs and other Republican Party nominees, who were subsequently approved of or appointed, to serve as special voting deputies before any unaffiliated individual is scheduled or allowed to serve as a special voting deputy.

62. Additionally, Defendant is prohibited from rejecting or otherwise not scheduling Plaintiffs and other Republican party nominees, who were subsequently approved of or appointed, simply because they were nominated by the Republican Party.

63. Defendant has no authority to unilaterally reject, disregard, or ignore properly nominated and appointed special voting deputies by the two dominant or recognized political parties, such as Plaintiffs.

64. Upon information and belief, unaffiliated individuals received preferential treatment and/or Defendant improperly discriminated against Plaintiffs and other Republican Party nominees simply due to their political party affiliation in relation to serving as special voting deputies for the August 13<sup>th</sup> Partisan Primary.

65. The Plaintiffs are qualified to serve, and therefore have a right to serve, as special voting deputies in the City of Appleton and ensure that the election is being administered in accordance with the laws of the State of Wisconsin, and Plaintiffs have been harmed as a result of Defendant's unlawful actions.

66. If Defendant is allowed to continue to prohibit Plaintiffs from serving as special voting deputies in the City of Appleton, and in a manner contrary to law, it will only cast doubt on the administration of our elections and cause a lack of voter confidence in our electoral process.

#### **COUNT I: INJUNCTIVE RELIEF**

67. Plaintiffs incorporate by reference the previously alleged paragraphs as if fully set forth herein.

68. Defendant has violated, and continues to violate, Wis. Stat. § 6.875 and § 7.30 by rejecting or otherwise failing to allow Plaintiffs, and others previously nominated by the Republican Party to serve as special voting deputies and appointed, from serving and acting as special voting deputies in the City of Appleton for the August 13<sup>th</sup> Partisan Primary.

69. Upon information and belief, Defendant and employees of its office will continue to operate absentee ballot voting at qualified residential homes and residential care facilities in the

City of Appleton without scheduling or otherwise allowing Plaintiffs, and others previously nominated by the Republican Party to serve as special voting deputies and appointed, from serving and acting as special voting deputies in the City of Appleton for the August 13th Partisan Primary and the November 5<sup>th</sup> General Election, which is contrary to law.

70. Plaintiffs, and others previously nominated by the Republican Party to serve as special voting deputies and appointed, will suffer irreparable harm from Defendant's refusal to allow them to serve and act as special voting deputies in the City of Appleton for the August 13<sup>th</sup> Partisan Primary and the November 5<sup>th</sup> General Election in violation of Wis. Stat. § 6.875 and § 7.30.

71. As Plaintiffs have no other adequate remedy at law, injunctive relief is appropriate.

#### **COUNT II: DECLARATORY RELIEF**

72. Plaintiffs incorporate by reference the previously alleged paragraphs as if fully set forth herein.

73. The interests of Plaintiffs and Defendant are adverse.

74. The controversy is ripe for a judicial determination as to whether Defendant's interpretation and application of Wis. Stat. § 6.875 and § 7.30 is in accordance with the law.

75. Plaintiffs are entitled to a declaration that Defendant violated Wis. Stat. § 6.875 and § 7.30 by rejecting or otherwise failing to allow Plaintiffs, and others previously nominated by the Republican Party to serve as special voting deputies and appointed, from serving and acting as special voting deputies in the City of Appleton for the August 13<sup>th</sup> Partisan Primary before allowing individuals not affiliated with either the Republican or Democratic parties.

76. Such judicial determination is necessary to terminate the controversy between the parties, and to clarify Wisconsin law in anticipation of future elections.

**COUNT III: WRIT OF MANDAMUS**

77. Plaintiffs incorporate by reference the previously alleged paragraphs as if fully set forth herein.

78. Plaintiffs have a clear legal right to serve as a special voting deputy in the City of Appleton.

79. Defendant has a clear and unequivocal legal obligation to schedule or otherwise take whatever steps necessary to allow Plaintiffs to perform duties of a special voting deputy at qualified retirement homes and residential care facilities in the City of Appleton for the August 13<sup>th</sup> Partisan Primary and the November 5<sup>th</sup> General Election.

80. Plaintiffs will suffer irreparable harm if Defendant and its office do not comply with its duties as prescribed by Wis. Stat. § 6.875 and § 7.30.

81. A writ of mandamus is required to compel Defendant to adhere to its duties and administer the upcoming election in accordance with Wisconsin law and, in particular, order Defendant to schedule or otherwise take whatever steps necessary to allow Plaintiffs, and others previously nominated by the Republican Party and appointed to serve as special voting deputies, to perform duties of a special voting deputy at qualified retirement homes and residential care facilities in the City of Appleton for the August 13<sup>th</sup> Partisan Primary and the November 5<sup>th</sup> General Election.

**RELIEF REQUESTED**

The Plaintiffs demand Judgment against the Defendant as follows:

1. An immediate restraining order entered against Defendant and prohibiting Defendant from violating Wis. Stat. §6.875 and § 7.30, and prohibiting Defendant from precluding or restricting Plaintiffs, and others previously nominated by the Republican Party and appointed,



from acting as special voting deputies at qualified retirement homes and residential care facilities in the City of Appleton for the August 13<sup>th</sup> Partisan Primary.

2. A temporary and permanent injunction prohibiting Defendant from violating Wis. Stat. § 6.875 and § 7.30, and prohibiting Defendant from precluding or restricting Plaintiffs, and others previously nominated by the Republican Party and appointed, from acting as special voting deputies at qualified retirement homes and residential care facilities in the City of Appleton for the August 13<sup>th</sup> Partisan Primary and November 5<sup>th</sup> General Election.

3. A declaration that Defendant violated Wis. Stat. § 6.875 and § 7.30 by rejecting or otherwise failing to allow Plaintiffs, and others previously nominated by the Republican Party to serve as special voting deputies and appointed, from serving and acting as special voting deputies in the City of Appleton for the August 13<sup>th</sup> Partisan Primary before allowing individuals unaffiliated with either the Republican Party or Democratic Party from serving as special voting deputies.

4. An order directing Defendant to schedule or otherwise take whatever steps necessary to allow Plaintiffs, and others previously nominated by the Republican Party and appointed, to perform duties of a special voting deputy at qualified retirement homes and residential care facilities in the City of Appleton for the August 13<sup>th</sup> Partisan Primary and the November 5<sup>th</sup> General Election, and post a copy of the Court's order and a notice in the entrance way to Defendant's office and on the Defendant's website.

5. All statutory costs and disbursements incurred in pursuing this action.

6. Judgment for such other and further relief the Court may deem just and equitable.

Dated this 19<sup>th</sup> day of July, 2024.

THE LAW FIRM OF CONWAY, OLEJNICZAK & JERRY, S.C.  
Attorneys for the Plaintiffs.

By: Electronically signed by Kurt A. Goehre  
Attorney Kurt A. Goehre, State Bar No. 1068003

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E-mail: [kag@lcojlaw.com](mailto:kag@lcojlaw.com)

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Outagamie County Republican Party Election Inspector Nominees Municipality -Appleton, WI									
Name	Address		Phone Number	Email	Please Consider For:				
Susan Baehman			Appleton						
Richard Baehnman			Appleton						
Warren Bartels			Appleton						
Laura Bell			Appleton						
Michele Bohnert			Appleton						
Mitchell Bourin			Appleton						
Kathleen Burgert			Appleton		SVD				
Barry Campbell			Appleton						
Sue Campbell			Appleton						
Christine Cooke			Grand Chute						
Nick Dalessandro			Appleton						
Dennis Davey			Appleton						
Caroline Erickson			Appleton		Requires Wheelchair/ SVD				
Gary Ertl			Hortonville						
Tana Frost			Appleton						
Maudie Gasmen			Appleton						
Donna Gehl			Appleton		SVD				
David Gilboa			Appleton						
Julie Herman			Appleton						
Michael Janke			Appleton		Chief Inspector, SVD				
Barb Kempen			Appleton						
Dave Kempen			Appleton		SVD				
Gricelda Kichefske			Appleton		SVD				
Andrea Klitze			Grand Chute						
Kyle Klitze			Grand Chute		Chief Inspector				
Jeremy Kox			Appleton						
Megan Kox			Appleton						
Robert Kramer			Greenville		Chief/SVD				
Todd Krenger			Appleton						
Carl Kroes			Appleton						
Greg Krummel			Appleton		Chief/SVD				
James Kurland			Appleton		Chief				
Jesse Letendre			Appleton						
Mary Mancel			Appleton						
Kathy Mischka			Appleton		Chief/SVD				
Jennifer Ninivaggi			Appleton		SVD				
Dan Parker			Hortonville						
Patrick Randerson			Appleton		SVD				
Tina Ray			Appleton		Chief/SVD				
Crystal Recker	635 Ridgeview Circle #227		Grand Chute		SVD				
Amy Rolain			Appleton						
Noreen Rose			Appleton		SVD				
Michael Sajbel			Appleton						
John Schumacher			Appleton						
Lori Simon			Appleton						





# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes - Final Common Council

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Wednesday, December 6, 2023

7:00 PM

Council Chambers

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A. CALL TO ORDER

*The meeting was called to order by Mayor Woodford at 7:00 p.m.*

B. INVOCATION

*The Invocation was offered by Alderperson Jones.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

**Present:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Chad Doran and Mayor Jake Woodford

**Excused:** 2 - Alderperson Israel Del Toro and Alderperson Kristin Alfheim

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[23-1420](#)

Common Council Meeting Minutes of November 15, 2023

**Attachments:** [CC Minutes 11-15-23.pdf](#)

**Alderperson Hartzheim moved, seconded by Alderperson Fenton, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 2 - Alderperson Israel Del Toro and Alderperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

## G. BUSINESS PRESENTED BY THE MAYOR

23-1421

## Appointment of Election Inspectors for the 2024-2025 Election Cycle

**Attachments:** [Election Inspector Nomination Listing 2024-2025.pdf](#)

**Aldersperson Fenton moved, seconded by Aldersperson Croatt, that the appointments be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 12 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Nate Wolff, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 2 - Aldersperson Israel Del Toro and Aldersperson Kristin Alfheim

**Abstained:** 2 - Aldersperson Sheri Hartzheim and Mayor Jake Woodford

## H. PUBLIC PARTICIPATION

*There was no one signed up to speak during public participation.*

## I. PUBLIC HEARINGS

## J. SPECIAL RESOLUTIONS

## K. ESTABLISH ORDER OF THE DAY

23-1396

Approve the roadway design parameters: **Perkins Street**, from Prospect Avenue to the RR Tracks (1,480 ft), be reconstructed with concrete pavement and curb and gutter. The details of the proposed Perkins Street reconstruction project are as follows:

- New concrete pavement constructed to a width of 31' from back of curb to back of curb, which is 9' narrower than the existing street (40') within this portion of the project.
- New 5' concrete sidewalk, where none currently exists, within the project limits.
- Curb extensions (narrowing of the pavement) at Charles St to serve as traffic calming.
- Existing on-street parking would be restricted along the east side of Perkins St, within the project limits.

**Alderson Croatt moved, seconded by Alderson Fenton, that the roadway design parameters be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Joss Thyssen, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

**Excused:** 2 - Alderson Israel Del Toro and Alderson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

23-1403

Request to approve the 2024 Special Assessment Policy as presented, and Amethyst Drive Concrete Project (Blue Topaz to Aquamarine) be subject to the 2023 Special Assessment Policy.

**Attachments:** [2024 Assessment Policy - DRAFT 11-14-23.pdf](#)  
[Memo - DPW 2024 Special Assessment Policy.pdf](#)

**Alderson Hartzheim moved, seconded by Alderson Croatt, that the Policy be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Joss Thyssen, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

**Excused:** 2 - Alderson Israel Del Toro and Alderson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

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## L. COMMITTEE REPORTS

### Balance of the action items on the agenda.

**Aldersperson Hartzheim moved, Aldersperson Fenton seconded, to approve the balance of the agenda. The motion carried by the following vote:**

**Aye:** 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 2 - Aldersperson Israel Del Toro and Aldersperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

### 23-1397

Approve the roadway design parameters: **Morrison Street**, from Glendale Avenue to Pershing Street (1,480 ft), be reconstructed with asphalt pavement and concrete curb and gutter. The details of the proposed Morrison Street reconstruction project are as follows:

- New asphalt pavement and concrete curb and gutter constructed to a width of 27' from back of curb to back of curb, which is 6' narrower than the existing street (33') within this portion of the project.
- Curb extensions (narrowing of the pavement) constructed at Marquette St to serve as traffic calming.
- Traffic calming circle constructed at the intersection with Lindbergh Street.
- Existing on-street parking would be restricted along the west side of Morrison Street, within the project limits.

**This Report Action Item was approved.**



23-1398

Approve request from The Boldt Company for an extension to an existing street occupancy permit for the Fox Commons City Center Plaza construction site perimeter fencing and staging on Oneida Street south of Washington Street (from E. Washington Street to N. Appleton Street) for a period ending on February 29, 2024.

**Attachments:** [The Boldt Company City Center Street Occupancy Permit Extension Request.pdf](#)

This Report Action Item was approved.

**2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE****3. MINUTES OF THE CITY PLAN COMMISSION****4. MINUTES OF THE PARKS AND RECREATION COMMITTEE****5. MINUTES OF THE FINANCE COMMITTEE**23-1437

Request to approve Resolution #2023-06 to Accept Interest-free Loan from WI Department of Revenue (DOR) and Decrease the 2023 Tax Levy

**Attachments:** [Resolution 2023-06.pdf](#)  
[C. Appleton Sec. 70.57\(4\)\(d\) Loan Explanation - V2.pdf](#)  
[2023 Tax Rate Analysis.pdf](#)

This Report Action Item was approved.

**6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE****7. MINUTES OF THE UTILITIES COMMITTEE****8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE****9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION****10. MINUTES OF THE BOARD OF HEALTH****M. CONSOLIDATED ACTION ITEMS**

## N. ITEMS HELD

## O. ORDINANCES

## P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

## Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

[23-1476](#)

Resolution #15-R-23 Parking Facility &amp; Management Study

**Attachments:** [#15-R-23 Parking Facility & Management Study.pdf](#)

## R. OTHER COUNCIL BUSINESS

## S. CLOSED SESSION

[23-1422](#)

The Common Council will go into closed session according to State Statute §19.85(1)(e) for the purposes of deliberating or negotiating the purchasing of public properties and the investing of public funds, regarding the U.S. Venture development project and then reconvene into open session.

**Alderson Hartzheim moved, seconded by Alderson Schultz, that the Common Council convene into Closed Session at 7:15 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Joss Thyssen, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

**Excused:** 2 - Alderson Israel Del Toro and Alderson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

## T. ADJOURN

*Alderson Schultz moved, seconded by Alderson Croatt to reconvene into open session at 8:15 p.m. Roll Call. Motion Carried 13/0.*

**Alderson Hartzheim moved, seconded by Alderson Wolff, that the meeting be adjourned at 8:16 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 2 - Alderperson Israel Del Toro and Alderperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk

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## Election Inspector Appointments for 2024-2025

The following individuals are nominated to serve as Election Inspectors in and for the City of Appleton for the 2024-2025 Election Cycle:

### Democratic Election Inspectors

Biesik	Heather
Biringer	Gene
Clementi	Donna
Coakley	Christiana
Gerwe	Michael
Giese	Fredric
Glidden	Maja
Holtman	Gretchen Marie
Kane	Emma
Lewis	Cassidy
Mattingly	Gabe
McCulloch	Laurel
McKee	Charles
Mullaney	Tim
Riester	Jeffrey
Werner	Pauline
Wolslegel	Christian

### Republican Election Inspectors

Affeldt	Ken
Bachman	Susan
Bachman	Richard
Bartels	Warren
Bell	Laura
Bohnert	Michele
Bourin	Mitchell
Brouillard	Linda
<b>Burgert</b>	<b>Kathleen</b>
Campbell	Barry
Campbell	Susan
Clark	Christine
Cooke	Christine
Dalessandro	Nick
Davey	Dennis
<b>Erickson</b>	<b>Caroline</b>
Ertl	Gary
Frost	Tana
Gasmen	Maudie
<b>Gehl</b>	<b>Donna</b>
Gilboa	David
Herman	Julie
<b>Janke</b>	<b>Michael</b>
Kempen	Barbara
<b>Kempen</b>	<b>David</b>
<b>Kichefske</b>	<b>Gricelda</b>
Klitzke	Kyle
Klitzke	Andrea
Kox	Jeremy
Kox	Megan
<b>Kramer</b>	<b>Robert</b>
Krenger	Todd
Kroes	Carl
<b>Krummel</b>	<b>Greg</b>
Kurland	James
Letendre	Jesse
Lintner	James
Lintner	Lynne
Mancl	Mary
<b>Mischka</b>	<b>Kathy</b>
<b>Ninivaggi</b>	<b>Jennifer</b>
Parker	Daniel
<b>Randerson</b>	<b>Patrick</b>
<b>Ray</b>	<b>Tina</b>
<b>Recker</b>	<b>Crystal</b>
Rolain	Amy
<b>Rose</b>	<b>Noreen</b>
Sajbel	Michael
Schumacher	John
Simon	Lori

**Republican Election Inspectors (continued)**

Spice	Jethro
Treichel	Donna
Treichel	Joan
Truyman	Deborah
Truyman	Richard
Ulness	Pam
Van Boxtel	Gerald
Welch	Alex
White	Nancy
Wilke	David

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**Unaffiliated Election Inspectors**

Abraham	Mary	Gentrup	Carmelyn
Alsabah	Patricia	Gerlach	Mary
Amich	Steve	Gibbon	Jayne
Arndt	Erin	Gile	Barbara
Balliet	Andrew	Gill	Mary
Baron	Scott	Gralewicz	Renee
Bartel	Elaine	Graves	Jane
Bauman	Andrea	Gretzinger	Daniel
Baumann	Shelley	Gross	Teresa
Bjornerud	Marcia	Guest	Madeline
Boardman	Julian	Hantel	Gretchen
Bonnell	Carol	Hartzheim	Sheri
Bremer	Anne	Hash	Linda
Brooks	Patricia	Hayden	David
Brown	Charles	Heinrich	Jayne
Brunner	Andrea	Heiting	Mary
Brux	Nancy	Holdorf	Pamela
Budde	Matthew	Huntinton	Sally
Casey	Margaret	Immekus	Janice
Casey	Patrick	Jackson	Audrey
Caveny	Thomas	Jahnke	Margaret
Ciske	Pamela	Jandl	Richard
Cline	Brenda	Jansen	Martin
Coakley	James	Jepson	Debra
Cooney	Paul	Juneau	Lawrence
Corry	Frances	Kachur	Daniel
Cramer	Elizabeth	Kamm	Sherrie
Daly	Eileen	Kaufman	Karl
Delie	Kim	Kay	Amy
DeRuyter	Katie	Keller	John
DeVries	Kathleen	Kellner	Rebecca
Dobrinska	Megan	Kenevan	Jeannine
Dorn	Karen	King	Steven
Dreher	Deborah	Klawikowski	Eugene
Dreier	Jann	Klein	Mary
Driessen	Lynn	Klein-Marsh	Carolyn
Duerkop	Sharon	Kolstad	Kevin
Emery	Anissa	Koschnik	Mary
Evans	Mark	Krueger	Nancy
Ewing	Kathryn	Kurath	Jane
Fairchild	Mary	Kurth	Sandra
Faltynski	Jean	Lee	Thomas
Fargen	Frances	Loomans	LuAnn
Farina	Marcel	Loosen	Kevin
Farrell	Anna	Mahnke	Ruth
Femal	Amanda	Mahnke	William
Fero	Ann	Mares	Mary
Flom	Richard	Mattingly	Dana
Floodstrand	Cynthia	McGrath	Maureen
Freitag	Karen	Merritt	Amy
Frey	William	Merry	Barbara
Frye	Frances	Milan	Richard
Funk	Jesse	Miller	Sharon
Gadzik	Michael	Moyle	Anthony
Gain	Ann	Muinde	Laura
		Murphy	Esther

**Unaffiliated Election Inspectors (continued)**

Nichols	Stephen	Vandermolen	Lynne
Oates	John	Vogt	Jerry
Orth	Kathleen	Wacker	Mary
Peikert	Kay	Waller	George
Peot	Sharon	Wallis	Sharon
Peterson	Timothy	Washatka	Dawn
Peterson	Pamela	Watson	Ellen
Peterson	Thomas	West	Maija
Phillip	Gay	Wiegand	Debra
Phillips	Medith	Wilz	Nap
Pietz	Leon	Wirth	Cindy
Pingel	William	Wirth	Marlene
Pohl	John	Wise	Nancy
Putnam	Amy	Wise	Robert
Putzer	Diane	Wisniewski	Teresa
Ray	Rebecca	Witzeling	Zoe
Reed	Marlyce	Wolslegel	Milissa
Reilly	John	Wood	Dawn
Remter	Betty	Wright	David
Ritzke	Sandy	Wuerger	Stephen
Roarty	Timothy	Yukel	Tami
Ross	Jennifer	Zwieg	Linda
Rotzel	Victoria		
Salentine-Juneau	Sarah		
Salm	Phillip		
Saunders	Julie		
Sawall	Julie		
Schauland	Jeanne		
Scheffler	Mark		
Schroeder	Caroline		
Schuette	Clarence		
Schultz	James		
Shapiro	Carol		
Sheffler	Linda		
Siebers	Bruce		
Siebers	Susan		
Siracusa	Stephen		
Sjostrom	Tyler		
Skorr	Amanda		
Smit	Mary		
Speering	Linda		
Squier	Julia		
Staedt	Paula		
Strauss	Joseph		
Talamanco	Virginia		
Thiel	John		
Thompson	John		
Towner	Susan		
Tubbs	Michele		
Uberoi	Arti		
Van Boxtel	Dennis		
Van Boxtel	Kathleen		
Van Hout	Pamela		
Van Linn	Patti		
VanderHeiden	Paul		



# CITY OF APPLETON

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- Reports

File #: 23-1421 Version: 1  
 Type: Report Action Item  
 File created: 12/1/2023  
 On agenda: 12/6/2023  
 Title: Appointment of Election Inspectors for the 2024-2025 Election Cycle  
 Attachments: 1. [Election Inspector Nomination Listing 2024-2025.pdf](#)

- History (1)
- Text

Date	Ver.	Action By
12/6/2023	1	Common Council

- Details

File #: 231421 Version: 1  
 Type: Report Action Item  
 Title: Appointment of Election Inspectors for the 2024-2025 Election Cycle  
 Mover: [Denise Fenton](#) Seconder: [Christopher Croatt](#)  
 Result: Pass  
 Agenda note:  
 Minutes note:  
 Action: approved  
 Action text: Alderperson Fenton moved, seconded by Alderperson Croatt, that the appointments be approved. Roll Call. Motion carried by the following vote:

- Votes (12:0)
- 16 records
- Group
- Export

Person Name	Vote
<a href="#">William Siebers</a>	Aye
<a href="#">Vered Neltzer</a>	Aye
<a href="#">Brad Firkus</a>	Aye
<a href="#">Israel Del Toro</a>	Excused
<a href="#">Katie Van Zeeland</a>	Aye
<a href="#">Denise Fenton</a>	Aye
<a href="#">Patrick Hayden</a>	Aye
<a href="#">Joss Thyssen</a>	Aye
<a href="#">Alex Schultz</a>	Aye

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**Kurt A. Goehre**

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**Subject:** FW: Request for list of SVD's for August Primary  
**Attachments:** SVD Schedule.pdf

----- Forwarded Message -----

**From:** Amy E. Molitor <[amy.molitor@appleton.org](mailto:amy.molitor@appleton.org)>  
**To:** [m\\_janke2@aol.com](mailto:m_janke2@aol.com) <[m\\_janke2@aol.com](mailto:m_janke2@aol.com)>  
**Cc:** Pam VanHandel <[pam.fcm@gmail.com](mailto:pam.fcm@gmail.com)>  
**Sent:** Friday, July 12, 2024 at 10:32:35 AM CDT  
**Subject:** RE: Request for list of SVD's for August Primary

Good Morning Michael,

Attached is the SVD worker schedule you requested for the August election.

This has the dates and times of the visits on it, but those can also be found on our website at this link:  
<https://www.appleton.org/government/city-clerk/elections/news-announcements>

Amy

---

**From:** [m\\_janke2@aol.com](mailto:m_janke2@aol.com) <[m\\_janke2@aol.com](mailto:m_janke2@aol.com)>  
**Sent:** Thursday, July 11, 2024 8:17 PM  
**To:** Amy E. Molitor <[Amy.Molitor@Appleton.org](mailto:Amy.Molitor@Appleton.org)>  
**Cc:** Michael Janke <[m\\_janke2@aol.com](mailto:m_janke2@aol.com)>; Pam VanHandel <[pam.fcm@gmail.com](mailto:pam.fcm@gmail.com)>  
**Subject:** Request for list of SVD's for August Primary

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Amy, Good evening. I am the Outagamie County Republican Party Election Integrity Chairman. I usually deal with Kristi King, but I believe she has left her position. I am writing this mail to get a listing of the Special Voting Deputies (SVD) who will employed for the August election.

I went to the city web site but could not find a schedule of the dates that voting will be conducted for the assisted living facilities in Appleton. Can you direct me to this information?

I look forward to your response.

Thank you again,

Michael Janke MBA

Outagamie County Supervisor 25th District

Election Integrity Officer

Republican Party of Outagamie County

(920) 470-0908

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### SVD: Care Partners

Location: Care Partners, 5101 N French Road, Appleton, WI 54913

### 2024 Partisan Primary Election, Primary

Date: Tuesday, July 23, 2024

Position / Worker Name	Party	Hours
SVD Pamela Peterson	NA	10am - 11am
SVD Kathleen Van Boxel	NA	10am - 11am

### 2024 Partisan Primary Election, Primary

Date: Tuesday, July 30, 2024

Position / Worker Name	Party	Hours
SVD Pamela Peterson	NA	10am - 11am
SVD Kathleen Van Boxel	NA	10am - 11am

### SVD: Eagle Point

Location: Eagle Point, 955 E John St, Appleton, WI 54911

### 2024 Partisan Primary Election, Primary

Date: Wednesday, July 31, 2024

Position / Worker Name	Party	Hours
SVD Ann Fero	NA	10:30am - 12:30pm
SVD Pamela Peterson	NA	10:30am - 12:00pm
SVD Sarah Salentine-Juneau	NA	10:30am - 12:30pm
SVD Kathleen Van Boxel	NA	10:30am - 12:30pm
SVD Debra Wiegand	NA	10:30am - 12:30pm

### 2024 Partisan Primary Election, Primary

Date: Wednesday, August 7, 2024

Position / Worker Name	Party	Hours
SVD Anne Bremer	NA	10:30am - 12:30pm
SVD Patricia Brooks	NA	10:30am - 12:30pm
SVD Pamela Peterson	NA	10:30am - 12:30pm

SVD Sarah Salentine-Juneau NA 10:30am - 12:30pm

SVD Kathleen Van Boxtel NA 10:30am - 12:30pm

### **SVD: Edenbrook of Appleton**

**Location:** Edenbrook of Appleton, 2915 N Meade St, Appleton, WI 54911

#### **2024 Partisan Primary Election, Primary**

**Date:** Monday, July 29, 2024

**Position / Worker Name**

**Party Hours**

SVD Ann Fero NA 10am - 11:30am

SVD Debra Wiegand NA 10am - 11:30am

#### **2024 Partisan Primary Election, Primary**

**Date:** Monday, August 5, 2024

**Position / Worker Name**

**Party Hours**

SVD Patricia Brooks NA 10am - 11:30am

SVD Debra Wiegand NA 10am - 11:30am

### **SVD: Heritage Woods**

**Location:** Heritage Woods, 2600 S Heritage Woods Dr, Appleton, WI 54915

#### **2024 Partisan Primary Election, Primary**

**Date:** Monday, July 22, 2024

**Position / Worker Name**

**Party Hours**

SVD Ann Fero NA 10am - 12pm

SVD Pamela Peterson NA 10am - 12pm

SVD Sarah Salentine-Juneau NA 10am - 12pm

SVD Kathleen Van Boxtel NA 10am - 12pm

SVD Debra Wiegand NA 10am - 12pm

**2024 Partisan Primary Election, Primary****Date:** Monday, July 29, 2024

<b>Position / Worker Name</b>	<b>Party</b>	<b>Hours</b>
SVD Anne Bremer	NA	1pm - 3pm
SVD Ann Fero	NA	1pm - 3pm
SVD Pamela Peterson	NA	1pm - 3pm
SVD Sarah Salentine-Juneau	NA	1pm - 3pm
SVD Kathleen Van Boxtel	NA	1pm - 3pm
SVD Debra Wiegand	NA	1pm - 3pm

**SVD: Primrose****Location:** Primrose, 5715 N Meade St, Appleton, WI 54913**2024 Partisan Primary Election, Primary****Date:** Wednesday, July 24, 2024

<b>Position / Worker Name</b>	<b>Party</b>	<b>Hours</b>
SVD Ann Fero	NA	10am - 12pm
SVD Pamela Peterson	NA	10am - 12pm
SVD Sarah Salentine-Juneau	NA	10am - 12pm
SVD Kathleen Van Boxtel	NA	10am - 12pm

**2024 Partisan Primary Election, Primary****Date:** Monday, August 5, 2024

<b>Position / Worker Name</b>	<b>Party</b>	<b>Hours</b>
SVD Patricia Brooks	NA	2pm - 4pm
SVD Pamela Peterson	NA	2pm - 4pm
SVD Sarah Salentine-Juneau	NA	2pm - 4pm
SVD Kathleen Van Boxtel	NA	2pm - 4pm

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### SVD: Rennes Health Center

**Location:** Rennes Health Center, 325 E Florida Ave, Appleton, WI 54911

#### 2024 Partisan Primary Election, Primary

**Date:** Tuesday, July 30, 2024

Position / Worker Name	Party	Hours
SVD Anne Bremer	NA	2pm - 3pm
SVD Debra Wiegand	NA	2pm - 3pm

### SVD: The Renaissance

**Location:** The Renaissance, 301 E Florida Ave, Appleton, WI 54915

#### 2024 Partisan Primary Election, Primary

**Date:** Wednesday, July 31, 2024

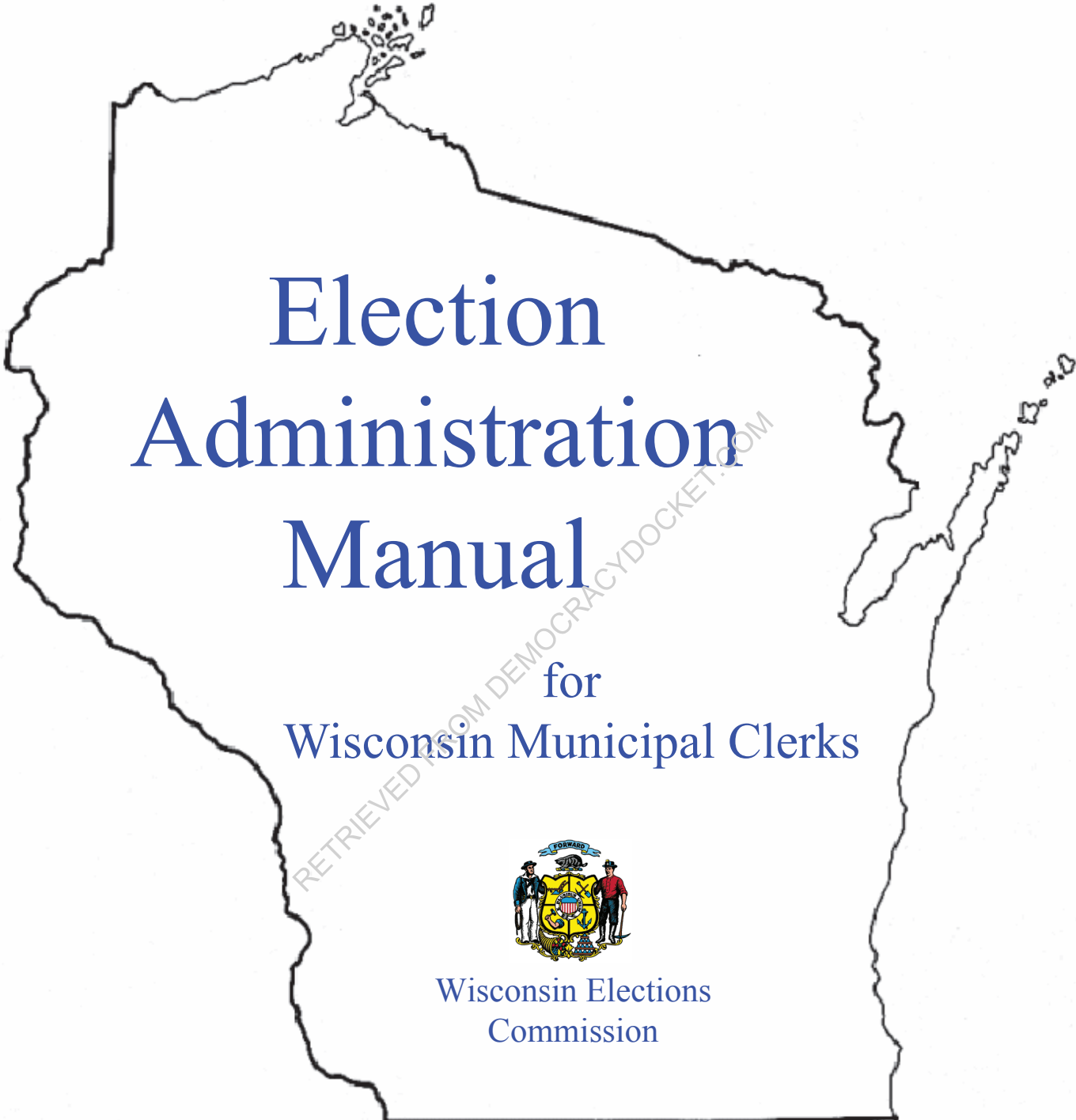
Position / Worker Name	Party	Hours
SVD Anne Bremer	NA	1pm - 3pm
SVD Ann Fero	NA	1pm - 3pm
SVD Kathleen Van Boxtel	NA	1pm - 3pm
SVD Debra Wiegand	NA	1pm - 3pm

#### 2024 Partisan Primary Election, Primary

**Date:** Thursday, August 1, 2024

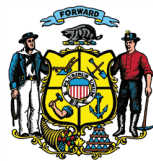
Position / Worker Name	Party	Hours
SVD Anne Bremer	NA	10am - 12pm
SVD Pamela Peterson	NA	10am - 12pm
SVD Kathleen Van Boxtel	NA	10am - 12pm
SVD Debra Wiegand	NA	10am - 12pm

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# Election Administration Manual

for  
Wisconsin Municipal Clerks



Wisconsin Elections  
Commission

February 2024

**EXHIBIT F**

EROs are appointed to a two-year term, which runs from January 1 of an even-numbered year through December 31 of the subsequent odd-numbered year. The ERO is required to take the same training as election inspectors. If an ERO will be filling in for an election inspector (lunch, breaks, etc.), he or she must also be appointed as an election inspector.

### *Duties*

If appointed, EROs carry out the registration duties at the polling place on Election Day, in the clerk's office during in-person absentee voting and in residential care facilities during open registration. At particularly high-turnout elections, EROs ease the election inspectors' workload. Wis. Stat. § 6.28(1)(a).

### *Training Requirement*

EROs are required to receive training from the municipal clerk within two years of any election at which they serve and take an oath. It is the responsibility of the municipal clerk to see that EROs are provided with adequate training for the performance of their duties.

Wis. Stat. § 7.315 (4).

### Special Voting Deputies

Special Voting Deputies (SVDs) conduct absentee voting at certain care facilities. SVDs are one of the methods by which absentee voting may be conducted in qualified care facilities and retirement homes. Wis. Stat. § 6.875.

A person who is appointed an SVD must:

1. Be a qualified elector of the county
2. Must attend training
3. May not currently be employed by the facility
4. May not have been employed by the facility within two years of the appointment



5. May not be an immediate family member of anyone currently employed by the facility or employed by the facility within two years of the appointment

### *Selection and Appointment*

1. Nominations for special voting deputy positions may be submitted by the two dominant political parties at the same time as election inspector nominations are submitted. If no nominations are submitted, then the municipal clerk may appoint qualified electors of the municipality of his or her choosing, without regard to party affiliation.
2. The two deputies designated to conduct absentee voting at each facility should be affiliated with different political parties whenever possible.
3. SVDs are appointed by the municipal clerk for one election cycle.
4. At the discretion of the municipal clerk multiple pairs of SVDs may be assigned to conduct absentee voting at a care facility due to the size of the facility and/or large numbers of registered voters.


### *SVD Training*

Special Voting Deputies are required to attend training every two years, and must have attended training within two years of any election at which they serve. The Wisconsin Elections Commission has developed a manual for clerks to use to train Special Voting Deputies. The *Absentee Voting in Residential Care Facilities and Retirement Homes* manual is available on the agency website. Wis. Stat. § 7.315 (1)(a).

### Greeters and Tabulators

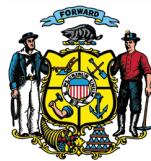
#### *Greeters*

Each municipality may appoint one additional inspector regardless of party affiliation to act as a greeter and substitute for other officials as necessary on Election Day. Greeters may not participate in the canvass after the polls close. Wis. Stat. § 7.30(1)(b).



# Election Day Manual

for  
Wisconsin Election Officials



Wisconsin Elections  
Commission

February 2024

**EXHIBIT G**

The results of the self-evaluation will not affect the chief inspector's appointment or qualifications to serve. Municipal clerks may develop their own evaluation tools.

## Election Registration Officials (EROs)

### *Appointment and Qualifications*

Municipal Clerks may appoint Election Registration Officials to conduct voter registration at the polling place, at residential care facilities during the open registration period, and in the clerk's office during in-person absentee voting. An ERO must be a qualified elector of the county for the polling place, residential care facility or clerk's office at which they serve. However, a non-resident clerk or deputy clerk may serve as an ERO in case of a vacancy. EROs are appointed to a two-year term. ERO terms run from January 1 of an even-numbered year through December 31 of the subsequent odd-numbered year. The ERO is required to take the same training as election inspectors. If an ERO will be filling in for an election inspector (lunch, breaks, etc.), he or she must also be appointed as an election inspector.

### *Duties*

EROs carry out the registration duties on Election Day. At particularly high-turnout elections, EROs ease the election inspectors' workload. Wis. Stat. § 6.28(1)(a).

### *Training Requirement*

EROs are required to receive training from the municipal clerk within two years of any election at which they serve and take an oath. It is the responsibility of the municipal clerk to see that EROs are provided with adequate training for the performance of their duties. Wis. Stat. § 7.315(4).

## Special Voting Deputies (SVDs)

### *Appointment and Qualifications*

Special Voting Deputies (SVDs) are appointed by the municipal clerk to carry out absentee voting at certain care facilities located in the municipality. Nominations for special voting deputy positions may be submitted by the two dominant political parties at the same time as election inspector nominations are submitted. If no nominations are

submitted, then the municipal clerk may appoint qualified electors of the county without regard to party affiliation. At least two SVDs must be appointed, if any.

SVDs are appointed by the clerk for one election term (January 1<sup>st</sup> of an even-numbered year to December 31<sup>st</sup> of an odd-numbered year).

SVDs must be qualified electors of the county and may not currently be employed by the facility or have been employed by the facility within two years of the appointment. SVDs may not be an immediate family member of anyone currently employed by the facility or employed by the facility within two years of the appointment.

Wis. Stat. § 6.875.

### *Duties*

SVDs conduct absentee voting at certain care facilities and qualified retirement homes. SVDs may register voters during open registration if they have also been appointed and trained as Election Registration Officials.

### *Training Requirement*

SVDs are required to attend training every two years and must have attended training within two years of any election at which they serve. Wis. Stat. § 7.315 (1)(a).

### *Related Materials*

The *Absentee Voting in Residential Care Facilities and Retirement Homes* manual outlines procedures and requirements for Special Voting Deputies. This manual is available on the agency website.

## Greeters and Tabulators

### *Greeters*

Each municipality may appoint one additional election inspector without regard to party affiliation to act as a greeter and substitute for other officials as necessary on Election Day. Greeters should acknowledge voters and assist them in opening the doors if needed. Additionally, greeters should serve as a resource for answering questions about the polling place and where an elector needs to go to register to vote or receive a ballot. Greeters may not participate in the canvass after the polls close. Unless acting as a substitute for an election inspector, greeters may not participate in any official election