

**MINUTES**  
**MONDAY, APRIL 7, 2025 - 9:00 A.M.**  
**OCONTO COUNTY BOARD OF CANVASSERS**  
**LEC CONFERENCE ROOM #1389**  
**301 WASHINGTON STREET, OCONTO WI 54153**  
[www.co.oconto.wi.us](http://www.co.oconto.wi.us)

BOARD OF CANVASSERS PRESENT: Nancy Brye, Ron Leja, Kathy Goldschmidt, Deputy County Clerk

OTHERS PRESENT: None.

**1. Call to Order**

Kathy Goldschmidt, Deputy County Clerk, called the meeting to order at 9:00 a.m. Goldschmidt was appointed as a member of the Board of Canvassers per Wis. Stat. § 7.60(2) and designated as the official minute taker. No nominations to the Board of Canvassers were received from any political party. All Oconto County's board of canvassers are unaffiliated.

**2. Election Recap**

Goldschmidt stated election day went well and gave a brief recap of the day's events.

**3. Review and Inspect Documents from each Reporting Unit necessary to complete the April 1, 2025, Spring Election.**

Documents were reviewed and inspected.

**4. May Recess for Lunch** – No lunch was taken.

**5. List of Irregularities – Irregularities with page numbers from the Election Day Manual and State Statutes are documented at the end of the minutes for your reference.**

*The following irregularities, while not affecting the outcome of the election, fall outside the procedures and guidelines outlined in the Election Day Manual.*

- Town of Abrams – Only two signatures on the zero results tape and Total for all Ballots tape, no signatures on the write-in tape. On the EL-104 Inspector's Statement the tamper-evident seal number used to seal the blue ballot bag was not documented, number of absentee voters, total number of ballots cast, poll worker signatures not on the correct lines, and end times for poll worker shift not listed.
- Town of Bagley – Used Certificate Envelope (EL-103) was sealed in the blue ballot bag.
- Town of Brazeau – Four of the five pollworkers signed the zero tape, Total for all Ballots tape and write-in tape and EL-104 Inspector's Statement (all workers should sign). Zero tape was not attached to the Total for all Ballots tape. County Clerk Note: MBOC did use the required odd number of pollworkers, but seeing the 4 lines on the tapes caused confusion for number of signatures required.
- Town of Breed – Morning poll workers signed the EL-104 Inspector's Statement, but second shift did not sign or list work times. Zero tape was run on March 31, 2025, with municipal clerk initialing pre-election section on inspector's statement.
- Town of Chase – Four of five poll workers signed the election night tapes.
- Town of Doty – Tamper evident used seals were returned, but not put in the chain of custody envelope. Four poll workers signed the zero and results tape, tamper-evident seal number used to seal the blue ballot bag was not recorded on the EL-104 Inspector's Statement, and recorded the Total Number of Voters Printed on the Poll List instead of the Last Voter Number on the Poll List Certification. The page number of the last voter was incorrect and not circled in red. County Clerk Note: MBOC did use the required odd number of pollworkers, but seeing the 4 lines on the tapes caused confusion for number of signatures required.
- Town of How – Tamper evident used seals were put in the media chain of custody plastic bag vs envelope. There were three pollworkers and a Chief Inspector working each shift which created an even number of workers.
- Town of Lakewood – Tamper-evident seal number used to seal the blue ballot bag and post-election initials of chief inspector not documented on the EL-104 Inspector's Statement. Two Chief Inspectors worked the whole day, creating an even number of workers. Need to identify assisted voters on the EL-104 Inspector's Statement.
- Town of Lena – Zero tape was not attached to the results tape. EL-104 Inspector's Statement did not identify voter number for spoiled ballot.
- Town of Little River – Did not complete the Voter Statistics section of EL-104 Inspector's Statement.
- Town of Little Suamico – Only two signatures on ICE #2 zero tape.
- Town of Maple Valley – Chief Inspector did not initial post-election section on EL-104 Inspector's Statement.

- Town of Morgan – Chief Inspector did not initial post-election section on EL-104 Inspector's Statement or sign the EL-107 poll list certification.
  - Town of Mountain – Zero tape was ran on March 31, 2025, and curbside voters not documented properly on the EL-104 Inspector's Statement.
  - Town of Oconto Falls – Not all poll workers on the second shift signed the EL-104 Inspector's Statement and end time of one chief inspector was not documented.
  - Town of Pensaukee – Used Certificate Envelope (EL-103) was sealed in the ballot bag. EL-104 Inspector's Statement did not contain Chief Inspector initial in post-election section and times were not documented for all poll workers and one Chief Inspector. Four signatures on all tapes. County Clerk Note: MBOC did use the required odd number of pollworkers, but seeing the 4 lines on the tapes caused confusion for number of signatures required.
  - Town of Riverview – Used Certificate Envelope (EL-103) only had two signatures, 110 envelope was not filled out, last voter number was not circled in red, and one poll worker did not document end time on EL-104 Inspector's Statement. ICE tabulator was not adjusted for the time change.
  - Town of Spruce – Last voter number was circled in black, four signatures on the zero tape, no signatures on write-in tape, did not sign bottom of 110 envelope. End times for all poll workers and chief inspector, box serial # and ICX-(DRE) lines not documented on EL-104 Inspector's Statement. County Clerk Note: MBOC did use the required odd number of pollworkers, but seeing the 4 lines on the tapes caused confusion for number of signatures required.
  - Town of Stiles – Zero tape not attached to the Total for all Ballots tape, Used Certificate Envelope (EL-103) was sealed in the ballot bag and no end time documented for one poll worker on the EL-104 Inspector's Statement.
  - Town of Townsend – Zero tape was taped to the Total for all Ballots tape.
  - City of Gillett – Four signatures on all tapes, ICE tabulator was not adjusted for the time change, not all second shift poll workers signed the EL-104 Inspector's Statement.
  - City of Oconto – No red "A" next to the absentee voters in the poll book.
  - City of Oconto Falls – Didn't sign the 110 Envelope.
6. **Verification of tamper-evident serial numbers from the voting equipment have been recorded on random selection of 10 Reporting Unit's EL-104 Inspectors Statements, and have been initialed by the Chief Election Inspector.**
- The Oconto County Board of Canvass reviewed and verified tamper-evident serial numbers were documented and initialed by the Chief Election Inspectors on all randomly selected reporting units: Towns of Abrams, Doty, Lena, Little Suamico, Morgan, Mountain, Oconto Falls, Pensaukee, Riverview, and Stiles.
7. **Adjournment**
- Meeting was adjourned at 11:45 a.m.

#### **Election Day Manual (EDM) References:**

**Reconciling Poll Lists (Page 144):** (c) The last voter number on both lists should be circled in red. Nowhere else in the EDM is the color red mentioned. As such, the only place red ink should be used is in these two instances: "A" for Absentee voter and to circle the last voter number in each poll book.

#### **Zero Tape (page 23-24)**

##### **5. Election Day Zero-Count Requirement**

- Before any ballots on Election Day are cast on the electronic voting equipment, the election officials shall witness a test of the tabulation component by engaging the printing mechanism and securing a printed result showing a zero count for every candidate and referendum.
- The zero-count printout should not be separated from the remainder of the roll. Leave the printout attached to the roll. Wis. Stat. §5.84(2)

#### **Reconciling Poll Lists (page 145 EDM)**

- After the poll lists are compared and reconciled, they are signed by the chief inspector and the election inspectors who maintained the lists.

#### **Signatures Inspectors Statement (page 146 EDM)**

All election inspectors sign the completed certificate on the original Inspectors' Statement (EL-104).

- If there are multiple shifts, each shift should sign and indicate the hours they worked at the polling place.
- If the standard inspectors' statement does not have sufficient space for the number of inspectors working at the polling place, the election inspectors may sign on an additional page that is then attached to the EL-104 as an addendum.

If more than one chief inspector served at the polling place, they should each sign the certification.

**Signatures Tally Sheets (page 147 EDM)**

d. Review the certification.

- i. Is the information correct?
- ii. Did everyone who helped count the ballots sign the certification?
- iii. Were all the questions answered?

**Signatures on following forms (page 149 EDM)**

**3. The Ballot Container Certificate (EL-101)** must be signed by the chief inspector and at least one other election inspector. If election inspectors are appointed from lists submitted by the political parties, the Ballot Container Certificate (EL-101) should contain one signature from the inspector of each party, up to three total signatures (unaffiliated, Democratic, Republican).

**4. Rejected absentee ballot envelopes should be placed in the brown carrier envelope (EL-102).**

The certificate on the carrier envelope must be signed by the chief inspector and two other election inspectors, one from each party (unless appointed without regard to party affiliation).

**5. All used absentee certificate envelopes (EL-122)** should be placed in the white carrier envelope (EL-103). The certificate on the carrier envelope must be signed by the chief inspector and two other election inspectors, one from each party (unless appointed without regard to party affiliation).

**6. Provisional ballot certificate envelopes (EL-123)** should be placed inside the provisional ballot carrier envelope (EL-108). The certificate on the carrier envelope must be signed by the chief inspector and two other election inspectors, one from each party (unless appointed without regard to party affiliation).

- a. The provisional ballot carrier envelope (EL-108) is placed in a separate ballot bag or container. The ballot bag or container should be sealed with a tamper-evident seal, the Ballot Container Certificate completed, and the bag or container labeled "Provisional Ballots." 150
- b. The Provisional Ballot Reporting Form (EL-123r) should not be sealed in the ballot container.

**Routing Materials (Page 150 & 151)**

All materials are delivered to the municipal clerk. Materials should be separated into the following categories:

**Municipal Clerk**

8. Absentee Ballot Log (EL-124).

**County Clerk**

The municipal clerk supervises the delivery of the following to the county clerk no later than 4:00 p.m. on the day following the election:

3. The white carrier envelope (EL-103) containing used certificate envelopes from absentee voters.

**Wisconsin State Statutes**

7.52 (4)(i) All absentee certificate envelopes that have been opened shall be returned by the board of absentee ballot canvassers to the municipal clerk in a securely sealed carrier envelope that is clearly marked "used absentee certificate envelopes." The envelopes shall be signed by each member of the board of absentee ballot canvassers. Except when the ballots are used in a municipal or school district election only, the municipal clerk shall transmit the used envelopes to the county clerk.