

# CLERK'S OFFICE MEMO

To: **Government Affairs Committee**

From: **Steven A. Braatz, Jr., City Clerk**  
**Zachary Kessler, Deputy City Clerk**

Date: **May 30, 2023**

Subject: **Discussion regarding polling site locations for 2024 elections**

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## A. Background/Rationale

Due to various factors, some changes need to or may need to occur with the location of polling sites throughout the City.

### *Current Polling Sites*

- Annunciation Greek Orthodox Church Cultural Center – Wards 22, 23, 24A, 24B (all of D8)
- City Hall Lower Civic Center – Wards 1, 2A, 2B, 3 (all of D1)
- Hart Park Muellner Building – Wards 4A, 4B, 5, 6A, 6B (all of D2)
- McKinley Elementary – Wards 16, 17, 18 (all of D6)
- Mt. Zion Lutheran Church - Fellowship Hall – Wards 19, 20A, 20B, 21A, 21B (all of D7)
- Underwood Elementary – Wards 7, 8, 9A, 9B (all of D3)
- Wauwatosa Library - Firefly Room – Wards 13, 14, 15 (all of D5)
- Wilson Elementary – 10, 11, 12A, 12B (all of D4)

### *2024-2025 Elections*

#### **2024**

- Spring Primary - Tuesday, February 20 (if needed) – *Potentially small election*
- Presidential Preference Primary and Spring Election - Tuesday, April 2 – *Large election*
- Partisan Primary - Tuesday, August 13 – *Large election*
- Presidential General - Tuesday, November 5 – *Large election*

#### **2025**

- Spring Primary - Tuesday, February 18 (if needed) – *Potentially small election*
- Spring Election - Tuesday, April 1 – *Potentially mid-sized election*

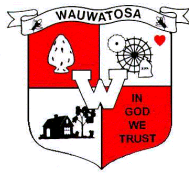
## B. Key Issues for Consideration

### *Hart Park Muellner Building*

The Muellner Building will be undergoing renovations throughout all of 2024, rendering it unusable for elections. Therefore, we must relocate Wards 4A, 4B, 5, 6A, and 6B.

### *Elementary Schools*

The agreement with the Wauwatosa School District to hold elections at the McKinley, Underwood,



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and Wilson Elementary schools expired after the April 2023 election. The agreement permitted our use of their community rooms on days when school was in session, and the gyms when they were not in session, for elections. We used the gyms for both the August 2022 primary and the November 2022 general elections. As a result of miscommunication with school facilities personnel, we used the gyms for the February 2023 primary. However, this resulted in confusion and displeasure from the school principals. We used the community rooms for the February 2022 primary, April 2022 spring election, and April 2023 spring election.

While we appreciate the use of these facilities, it has become evident that the community rooms do not provide enough space to handle the three wards we currently have assigned to each elementary school. Spring elections can yield significant turnout (as we saw during the April 2023 spring election), which necessitates a larger space. However, the gyms do provide sufficient space for conducting elections of any size. It is worth noting that the School District made accommodations in closing school for the November 2022 election, which was greatly appreciated.

## *Other Issues*

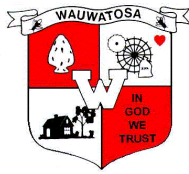
- **Library Firefly Room:** As displayed in the November 2022 election, this site is not large enough to handle the three wards it is currently assigned. We could potentially relocate one ward to ease the burden on voters, staff, and equipment.
- **Polling site capacity and availability:** There are few sites within Wauwatosa that offer adequate space, availability, parking, and handicap accessibility.
- **Need for emergency backup locations:** The City now has election contingency plans (ECP) for each current polling site. The ECPs call for emergency backup locations in the event a current polling place becomes unusable. If they do not serve as a new polling site, some of the following suggestions could serve as emergency backup locations.

## *Potential polling sites*

The Clerk's Office has identified and contacted several possible locations:

- St. Camillus (10101 W Wisconsin Ave)
- Wauwatosa Woman's Club (1626 N Wauwatosa Ave)
- Hoyt Park (1800 Swan Blvd)
  - \$400 usage fee per election
- Our Redeemer Lutheran Church (10025 W North Ave)
- St. Jude the Apostle Parish (734 Glenview Ave)
- Catholic Charities Milwaukee Area Office (2021 N 60<sup>th</sup> St)
- Trinity Episcopal Church (1717 Church St)
- Christ King Catholic Parish (2604 N Swan Blvd)
- Wisconsin Lutheran College (8800 W Blue Mound Road)
- Wauwatosa Public Works Building (11100 W Walnut Road)
- Milwaukee County Parks Office (9480 W Watertown Plank Road)
- UWM Innovation Center (1225 Discovery Pkwy)
- Wauwatosa School District Facilities

Attached to this memo is a map illustrating the locations of current polling sites (yellow) and the potential polling sites (pink).



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## *Deadline and Notification of Voters*

The statutory deadline for the Common Council to establish polling sites before the February 2024 spring primary is January 21, 2024. This means our internal deadline is the January 16, 2024 Common Council meeting. It is unknown if a spring primary will be needed at this time.

As we have done in the past, we intend to notify all affected households with postcards and social media posts. Affected voters will also have the ability to see their new polling site information via the MyVote.wi.gov website.

## **C. Fiscal Impact**

The expansion of polling sites will require additional equipment, supplies, and personnel. It will also require postage for mailing notification postcards to all affected households. As such, we need to determine the number of additional polling sites that will be used in 2024 and 2025 elections, as well as which wards will be assigned to which polling site, to generate an accurate fiscal estimate.

## **D. Requested Actions**

No action required at this time. We are looking for feedback and will return to the Committee at a future meeting.

## **E. Attachments**

- 2024-25 Potential Polling Sites Map