

AGENDA
COMMON COUNCIL MEETING
TUESDAY, OCTOBER 8, 2019 7:00 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE

1. Call to order/Roll Call
2. General Public Comments. Registration card required (located at podium in Council Chamber).

CONSENT AGENDA: The Consent Agenda contains items which staff considers to be routine and have already been discussed and recommended by a committee, board or commission at a previous meeting. Staff recommends that Council act on all of these items on a single roll call vote. If any member of Council wishes to have any item removed from the Consent Agenda and discussed, the Council member may request that item be removed from the Consent Agenda prior to the adoption.

3. Waive the reading of ordinances and resolutions. RECOMMENDATION: Waive the reading of all ordinances and resolutions adopted at this meeting.
4. Written reports from the City Clerk, Treasurer, and Building Inspector.
RECOMMENDATION: Receive and place on file the written reports from the City Clerk, Treasurer, and Building Inspector.
5. Minutes from the September 10, 2019 Common Council Meeting.
RECOMMENDATION: Approve the minutes from the September 10, 2019 Common Council meeting.
6. Raze or Repair Order 151 N. Wisconsin Street. RECOMMENDATION: Accept the Committee of the Whole recommendation to send a letter to the property owner at 151 N. Wisconsin Street stating that if siding is not finished within 30 days citations will be issued.
7. Assessment Contract Renewal Bids. RECOMMENDATION: Accept the Committee of the Whole recommendation to award the 2020-2022 assessment contract to Action Appraisers & Consultants Inc. with Option E except with years 1 & 2 being maintenance years and year three will remain open for a full revaluation with the revaluation funding set aside as a committed fund balance.
8. Senior Center/Care Wisconsin First, Inc. Agreement. RECOMMENDATION: Accept the Committee of the Whole recommendation to approve the updated Agreement for Services Between Care Wisconsin First, Inc. and Berlin Senior Center effective September 1, 2019.

9. Conditional Use Permit 327 SW Franklin Street-Current Property Owner Jane Walker. RECOMMENDATION: Accept the Plan Commission recommendation that since the one year fencing Conditional Use Permit for 327 SW Franklin Street has expired, the property is to be brought back into compliance with the City zoning Code.
10. Bills List. RECOMMENDATION: Approve the list of bills for payment.

END OF CONSENT AGENDA

11. Raze or Repair Order 130 W. Berlin Street. RECOMMENDATION: Listen to update and action as appropriate.
12. Resignation from Library Board. RECOMMENDATION: Accept the resignation of Mike Breza from the Library Board effective immediately.
13. Appointment to Library Board. RECOMMENDATION: Accept the Mayoral appointment of Michelle Draves to the Library Board for term expiring May 1, 2020.
14. School Board Week Proclamation. RECOMMENDATION: Reading and accepting of Mayoral Proclamation proclaiming October 6-12, 2019 as Wisconsin School Board Week.
15. Election Security Subgrant. RECOMMENDATION: 1) Waive committee discussion on this item. 2) Authorize staff to apply for the Election Security Subgrant and sign the Memorandum of Understanding Between the Wisconsin Elections Commission and the City of Berlin.
16. License Applications- Bartender Licenses for Kathleen L. Nechkash, Cassi Marie Jones, Tyler James Rondou (approved by the PD). RECOMMENDATION: Grant or deny the licenses.
17. Amusement Device License. RECOMMENDATION: Approve Amusement device license application for Frank Boeck, Agent for Boeck's Rentals, LLC, dba Driftwood located at 209 Broadway.
18. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting.)
19. New Business (To be used to request items of new business be put on a future agenda)
20. Public Appearances.
21. Motion to convene into closed session pursuant to Sec 19.85(1)(e), of the WI Statutes, to deliberate or negotiate the purchase of public property, investment of public funds or

conduct other specified public business, whenever competitive or bargaining reasons require a closed session. *(1) EMS Agreements with ThedaCare and with Municipalities (2) Potential Developers Agreement for Subdivision Development on north end of River Drive); (3) Discussion on negotiations for Paramedic Intercept Services Agreement*

22. Reconvene into open session and take appropriate action as a result of closed session discussion.

23. Adjourn.

Note: *In adherence to the City of Berlin Public Meeting Participation Policy, public participation will be allowed under each agenda item at the discretion of the presiding officer, with the exception of the Consent Agenda. Attendees must register their intention to participate on either a general comments section or a specific agenda item prior to the meeting by filling out a Registration Card, which can be obtained from the Internet, City Clerk's office or in the City Hall Council Chambers at the podium. Registration Cards should be turned in prior to the meeting to either the presiding officer or City Clerk.*

HONORABLE MAYOR AND COMMON COUNCIL OF THE CITY OF BERLIN, WISCONSIN:

9/30/2019

RESPECTFULLY SUBMITTED,

Adam M. Thorne

September 30, 2019									
Month-End Balance to Bank Statement									
	General City	Capital Project Bonding	EMS Account	Utility	Tax	ERF	Closed 12/19/18 SEWER B&I		
City's Beginning Balance	1,080,363.66	-	41,863.50	650,881.27	511.90	98,719.66	-		
Deposits	135,592.59	-	40,378.90	231,072.41	-	12.58	-		
Deposit in Transit									
Payroll	(132,057.08)			(12,877.79)			0.00		
AP Payables	(280,158.17)			(34,158.43)			0.00		
Other Payments	(151,797.81)	0.00	(35.00)	(14,847.80)	0.00		0.00		
TOTAL PAYMENTS	(564,014.05)	0.00	(35.00)	(378,285.02)	0.00		0.00		
Outstanding Checks:									
MiscBank Error									
Voided Check									
Payroll	2,545.36						0.00		
AP	112,333.09			251,152.18	292.18		0.00		
TOTAL OUTSTANDING CHECKS	114,878.45	-		251,152.18	292.18				
Balance	786,810.66	-	82,207.40	754,820.84	804.06	98,732.24	-		
Ending Bank Balance	786,810.66	-	82,207.40	754,820.84	804.06	98,732.24	-		
WI PS ACH									
WI DOT - STATE AID									
WIS DOT CONN AIDS									
WI DOT - TAXI GRANT									
EMS ACCOUNT TRANSFER									
Pool Concessions	246.80								
Pool Aquatic									
Monthly City Deposits	142,078.33			193,697.22					
Green Lake County Set									
Med B NGS HCCLAIM pmts	12,987.22								
Customer ACH pmts			40,378.90	23,320.22					
Point & Pay				9,999.76					
SSI HCCLAIM pmts	154.64								
36 TREAS 310 MISC PAY									
Tir Between Accounts	4.00			3,969.86		12.58	0.00		
Accrued Checking Acct. Interest	121.50			85.35					
Payments:	155,592.59	-	40,378.90	231,072.41	-	12.58	-		
Federal Payroll Tax Payments (IRS)	52,968.76								
WI Payroll Tax Payments	9,929.76								
WI tax:									
Great West/Wells Fargo	3,360.00								
Quarterly Sales Tax									
WRF loan pmts 31-58-10004-600									
WRF Loan Int 31-58-29000-390									
Center St Loan payment									
Service Charge-stop payment				10.00					
Direct Deposit Service Fee (ACH)	10.00		35.00	4.00					
Retainer	5,047.28								
Network Health Premium	28,325.02								
Returned checks				142.16					
WRS Employee Trust Fund	27,952.33								
Fund Tir									
Credit Card Payment-Elan US Bank	8,083.78			790.44					
EMC INSURANCE CO INSURANCE									
Miscellaneous									
Positive Pay	30.00								
Health Savings Acct	15,301.84			750.00					
Alliant Credit Card Payment	789.04			13151.20					
US Cellular									
Flector - Condon	151,797.81	-	35.00	14,847.80	-	-	-		

CITY OF BERLIN BUILDING REPORT September 2019

TYPE OF PERMIT	MONTH			YEAR TO DATE			LAST YEAR TO DATE		
	No.	Estimated Value	Permit Cost	No.	Estimated Value	Permit Cost	No.	Estimated Value	Permit Cost
Single Family Residence	0			1	\$203,000.00	\$1,022.40	2	515000	2298.6
Multi-Family Residence				0	\$0.00	\$0.00	1	360590	1776
Residential Garage				1	\$61,000.00	\$412.00	0	0	0
Residential Garage Alteration				0	\$0.00	\$0.00	0	0	0
Residential Alteration	12	\$60,650.00	\$640.00	47	\$399,261.72	\$3,619.79	46	744086	3697.8
Commercial				0	\$0.00	\$0.00	0	0	0
Commercial Alteration	2	\$1,107,327.00	\$6,719.42	7	\$1,351,327.00	\$8,490.41	0	0	0
Industrial				0	\$0.00	\$0.00	0	0	0
Industrial Alteration				0	\$0.00	\$0.00	0	0	0
Signs				3	\$422.00	\$329.50	3	12000	284
Miscellaneous	1	\$0.00	\$50.00	17	\$37,220.00	\$850.00	25	30425	1408.48
Demolition	0		\$0.00	1	\$0.00	\$75.00	2	0	250
Hospital				0	\$0.00	\$0.00	0	0	0
Church				0	\$0.00	\$0.00	0	0	0
School				0	\$0.00	\$0.00	0	0	0
Driveways	1	\$9,350.00	\$10.00	14	\$97,287.00	\$420.00	6	0	300
Trailer Homes				0	\$0.00	\$0.00	0	0	0
Total Building Permits	16	\$1,177,327.00	\$7,419.42	91	\$2,149,517.72	\$15,219.10	85	\$1,662,101.00	\$10,014.88
Commercial Plan Approval				0	\$0.00	\$0.00	0	0	0
Plumbing Permits	3	\$5,000.00	\$175.00	14	\$80,991.00	\$910.00	19	71618	758.34
Electrical Permits	3	\$57,200.00	\$458.90	27	\$166,800.00	\$2,278.90	22	157500	1382
Heating Permits	3	\$11,044.00	\$150.00	16	\$158,799.00	\$1,381.43	48	306526	3160.52
Total Permit Fees	25	\$1,250,571.00	\$8,203.32	148	\$2,556,107.72	\$19,789.43	174	\$2,197,745.00	\$15,315.74

CUP for 6' fence in front yard setback

September 9th, 2019

TO: Mayor and Common Council

FROM: Lindsey Kemnitz

SUBJECT: CUP for 6' fence in front yard setback

Last year the Plan Commission recommended granting a conditional use permit for a six foot fence in the front yard at 327 SW Franklin Street for a year. The reason the CUP was granted was due to the adjacent property being blighted. The adjacent property has been fixed up so the Plan Commission recommended having the CUP to expire and the fence to be removed or brought into compliance with the City zoning code.

Recommendation: Accept the Plan Commission recommendation that since the one year fencing Conditional Use Permit for 327 SW Franklin Street has expired, the property is to be brought back into compliance with the City zoning Code.

*Check Summary Register©

SEPTEMBER 30 2019

Name	Check Date	Check Amt	
11100 Cash in Bank m FNB			
Paid Chk# 063462 BMO HARRIS BANK	9/6/2019	\$240.00	2019 - PAYROLL 18 - EMPLOYEE H
Paid Chk# 063463 CITIZENS FIRST CREDIT UNION	9/6/2019	\$211.50	2019 - PAYROLL 18 - EMPLOYEE H
Paid Chk# 063464 COMMUNITY FIRST CREDIT UNI	9/6/2019	\$265.00	2019 - PAYROLL 18 - EMPLOYEE H
Paid Chk# 063465 FARMERS & MERCHANTS BANK	9/6/2019	\$428.07	2019 - PAYROLL 18 - EMPLOYEE H
Paid Chk# 063466 FORTIFI BANK	9/6/2019	\$635.00	2019 - PAYROLL 18 - EMPLOYEE H
Paid Chk# 063467 HORICON BANK	9/6/2019	\$100.00	2019 - PAYROLL 18 - EMPLOYEE H
Paid Chk# 063468 NORTH SHORE BANK, FSB	9/6/2019	\$225.00	2019 - PAYROLL 18 - EMPLOYEE D
Paid Chk# 063469 VERVE	9/6/2019	\$25.00	2019 - PAYROLL 18 - EMPLOYEE H
Paid Chk# 063470 WI SCTF	9/6/2019	\$1,104.00	PAYROLL 18 SUPPORT OBLIGATION
Paid Chk# 063471 BMO HARRIS BANK	9/9/2019	\$156.25	2019 - SEPTEMBER - EMPLOYER H.
Paid Chk# 063472 CITIZENS FIRST CREDIT UNION	9/9/2019	\$125.00	2019 - SEPTEMBER - EMPLOYER H.
Paid Chk# 063473 COMMUNITY FIRST CREDIT UNI	9/9/2019	\$437.50	2019 - SEPTEMBER - EMPLOYER H.
Paid Chk# 063474 FARMERS & MERCHANTS BANK	9/9/2019	\$875.00	2019 - SEPTEMBER - EMPLOYER H.
Paid Chk# 063475 FORTIFI BANK	9/9/2019	\$625.00	2019 - SEPTEMBER - EMPLOYER H.
Paid Chk# 063476 VERVE	9/9/2019	\$62.50	2019 - SEPTEMBER - EMPLOYER H.
Paid Chk# 063477 APPLETON FINANCE DEPARTM	9/10/2019	\$471.25	2019 - SEPTEMBER - WEIGHTS AND
Paid Chk# 063478 APPOLLO, LINDA	9/10/2019	\$100.00	REFUND ON SHELTER HOUSE RENTAL
Paid Chk# 063479 BANYON DATA SYSTEMS INC	9/10/2019	\$795.00	2019 - FUND/PAYROLL SUPPORT
Paid Chk# 063480 BERLIN HISTORICAL SOCIETY	9/10/2019	\$2,000.00	2019 - PERSERVATION AND INTERP
Paid Chk# 063481 CAREW CONCRETE & SUPP CO,	9/10/2019	\$651.00	REISSUE CHECK FOR HURON ST
Paid Chk# 063482 CHARTER COMMUNICATION	9/10/2019	\$59.99	2019 - SEPTEMBER - INTERNET SE
Paid Chk# 063483 CHIROPLUS COMPLEMENTARY	9/10/2019	\$626.50	2019 - SUMMER RECREATION PROGR
Paid Chk# 063484 COMPLETE OFFICE OF WI	9/10/2019	\$123.37	OFFICE SUPPLIES FOR SENIOR CEN
Paid Chk# 063485 DECKER, GORDON	9/10/2019	\$8,184.00	RESIDENTIAL HOUSING INCENTIVE
Paid Chk# 063486 DEMASTER, CHRIS	9/10/2019	\$448.80	2019 - SUMMER PARK/REC PROGRAM
Paid Chk# 063487 DIAMOND DISCS INTERNATION	9/10/2019	\$784.29	20'X .142 X 1 MULTI PURPOSE BL
Paid Chk# 063488 ED'S TRACTOR REPAIR, LLC	9/10/2019	\$38.00	930 H LOADER PARTS
Paid Chk# 063489 FAULKNER, NICKI	9/10/2019	\$100.00	REFUND OF DEPOSIT ON SHELTER H
Paid Chk# 063490 FINISHLINE STUDIOS	9/10/2019	\$35.00	2019 - SEPTEMBER - WEB HOSTING
Paid Chk# 063491 GRAEF	9/10/2019	\$1,800.00	PROJECT 2019-2038.00 WATERSLID
Paid Chk# 063492 GREEN LAKE COUNTY CLERK	9/10/2019	\$968.25	DOG LICENSES 04/01/19-09/03/20
Paid Chk# 063493 KUNKEL ENGINEERING GROUP	9/10/2019	\$15,798.23	WI SPICE ZONING
Paid Chk# 063494 LANDMARK SERVICES COOPER	9/10/2019	\$5,396.36	2019 - AUGUST - FIELDMASTER FU
Paid Chk# 063495 LEIGH, ELAINE	9/10/2019	\$100.00	REFUND DEPOSIT FOR SHELTER HOU
Paid Chk# 063496 Meisel, Sabrina	9/10/2019	\$0.00	REFUND OF DEPOSIT FOR SHELTER
Paid Chk# 063497 MITTELSTAEDT, ALEX	9/10/2019	\$100.00	DEPOSIT OF REFUND ON SHELTER H
Paid Chk# 063498 MORELAND, DAMIAN	9/10/2019	\$134.90	REIMBURSEMENT FOR ORDER FROM B
Paid Chk# 063499 NEUMAN, KAREN	9/10/2019	\$957.32	RETIREE MEDICAL EXPENSES
Paid Chk# 063500 OSHKOSH OFFICE SYSTEMS	9/10/2019	\$60.57	2019 - COPIES FOR 6111
Paid Chk# 063501 PACKERLAND PORTABLES	9/10/2019	\$200.00	2 UNITS AT RIVERSIDE PARK
Paid Chk# 063502 PETERS, DEBRA	9/10/2019	\$8.67	HAULING MATERIALS TO PARK AND
Paid Chk# 063503 PLANTZ, DENNIS W	9/10/2019	\$475.13	2019 - AUGUST - RETIREE REIMBU
Paid Chk# 063504 RUNNING INC. TRANSIT SERVIC	9/10/2019	\$11,414.77	2019 - AUGUST - SHARED RIDE TA
Paid Chk# 063505 SECURIAN FINANCIAL GROUP	9/10/2019	\$741.98	2019 - OCTOBER - EMPLOYER PAID
Paid Chk# 063506 SECURITY ADMINISTRATI SERVI	9/10/2019	\$444.49	REIMBURSEMENT FOR INCORRECT BI
Paid Chk# 063507 STATE BANK OF CHILTON	9/10/2019	\$17,000.00	2019 - TID#02E DEVELOPER REIMB
Paid Chk# 063508 THE CVIKOTA COMPANY INC	9/10/2019	\$2,319.60	2019 - AUGUST - COLLECTIONS
Paid Chk# 063509 UW - GREEN BAY	9/10/2019	\$189.00	PRESIDENTIAL ELECTION ACADEMY
Paid Chk# 063510 VALLEY AQUATIC SOLUTIONS, L	9/10/2019	\$2,847.99	POOL CHEMICALS
Paid Chk# 063511 VALLEY POPCORN COMPANY, I	9/10/2019	\$331.91	CONSESSIONS FOR BERLIN AQUATIC
Paid Chk# 063512 VANDRE, MARK	9/10/2019	\$52.80	PARK AND REC SUMMER PROGRAM
Paid Chk# 063513 VIVIAL	9/10/2019	\$46.35	2019 - SEPTEMBER - CENTURYLINK
Paid Chk# 063514 ADVANTAGE POLICE SUPPLY IN	9/11/2019	\$772.74	SURVIVAL ARMOR
Paid Chk# 063515 BELLA BY DESIGN	9/11/2019	\$8.00	POLICE NAMETAG
Paid Chk# 063516 BERLIN POLICE PETTY CASH	9/11/2019	\$2.93	BOLTS FOR SPEED SIGN
Paid Chk# 063517 CORPORATE NTRWK SOLUTION	9/11/2019	\$120.00	BTI-SEALED LEAD ACID BATTER KI
Paid Chk# 063518 GALLS	9/11/2019	\$61.80	UNIFORM ACCESSORIES FOR A. SCH

General City Payables

*Check Summary Register©

SEPTEMBER 30 2019

	Name	Check Date	Check Amt	
Paid Chk#	063519	GREEN LAKE COUNTY TREASU	9/11/2019	\$2,375.16 SPILLMAN 2019 ANNUAL MAINTENAN
Paid Chk#	063520	INTOXIMETERS, INC.	9/11/2019	\$110.00 MOUTHPIECE BPD
Paid Chk#	063521	LA CROSSE COUNTY SHERIFFS	9/11/2019	\$800.00 5 CASES .40 AMMUNITION
Paid Chk#	063522	SONDALLE FORD LINCOLN MER	9/11/2019	\$115.65 2019 FORD EXPLORER 300 MILE MA
Paid Chk#	063523	THE UNIFORM SHOPPE	9/11/2019	\$119.85 M. BENNETT UNIFORM
Paid Chk#	063524	BAKER & TAYLOR	9/13/2019	\$1,976.41 17 UNITS FOR BPL CUSTOMERS
Paid Chk#	063525	BERLIN OIL PRODUCTS	9/13/2019	\$44.00 22 BERLIN JOURNAL NEWSPAPERS F
Paid Chk#	063526	LISA OBRIST	9/13/2019	\$727.50 2019 - AUGUST - LIBRARY CLEANI
Paid Chk#	063527	OSHKOSH OFFICE SYSTEMS	9/13/2019	\$61.02 2019 - AUGUST COPIES ON 7293
Paid Chk#	063528	SUPERIOR CHEMICAL CORP	9/13/2019	\$84.71 TOWELS AND DISINFECTANT FOR BP
Paid Chk#	063529	UNIQUE MANAGEMENT SERVIC	9/13/2019	\$35.80 08-28 PLACEMENTS AT BPL
Paid Chk#	063530	WINNEFOX COOPERATIVE TEC	9/13/2019	\$539.84 DEMCO SUPPLIES FOR CHILDREN'S
Paid Chk#	063531	WINNEFOX LIBRARY SYSTEM	9/13/2019	\$455.32 MOTION PICTURE LICENSING
Paid Chk#	063532	ADVANCED DISPOSAL SERVICE	9/16/2019	\$24,486.40 2019 - AUGUST - RESIDENTIAL TR
Paid Chk#	063533	BAYCOM INC	9/16/2019	\$138.00 BATTERY AND CHARGER FOR BFD
Paid Chk#	063534	CENTURYLINK	9/16/2019	\$68.89 2019 - AUGUST- LONG DISTANCE P
Paid Chk#	063535	CHARTER COMMUNICATION	9/16/2019	\$135.75 2019 - SEPTEMBER - TV/INTERNET
Paid Chk#	063536	CHIER LAW OFFICE LLC	9/16/2019	\$286.20 2019 - SEPTEMBER - PHOTO/SCANS
Paid Chk#	063537	GREAT LAKES COCA COLA DIST	9/16/2019	\$177.02 REFUND FOR RETURN OF SODA FROM
Paid Chk#	063538	EMC INSURANCE COMPANIES	9/16/2019	\$19,284.72 2019 - AUGUST - GENERAL LIABIL
Paid Chk#	063539	ITU ABSORBTECH, INC.	9/16/2019	\$88.32 2019 - AUGUST - UNIFORM SERVIC
Paid Chk#	063540	MARTENSON & EISELE, INC	9/16/2019	\$1,850.00 WETLAND FIELD WORK & MAPPING,
Paid Chk#	063541	MGD INDUSTRIAL CORP	9/16/2019	\$529.82 NUTS/BOLTS/SCREWS FOR BERLIN
Paid Chk#	063542	THEDACARE AT WORK	9/16/2019	\$36.00 PRE EMPLOYMENT DRUG SCREEN - C
Paid Chk#	063543	VALLEY POPCORN COMPANY, I	9/16/2019	\$486.49 CONCESSIONS FOR BERLIN AQUATIC
Paid Chk#	063544	WAUSHARA ARGUS	9/16/2019	\$60.90 POOL ADVERT IN WAUSHARA FAIR S
Paid Chk#	063545	Voided	9/16/2019	\$0.00 Check AddUnused
Paid Chk#	063546	Voided	9/18/2019	\$0.00 Check AddUnused
Paid Chk#	063547	BMO HARRIS BANK	9/18/2019	\$240.00 2019 - PAYROLL 19 - EMPLOYEE H
Paid Chk#	063548	CITIZENS FIRST CREDIT UNION	9/18/2019	\$211.50 2019 - PAYROLL 19 - EMPLOYEE H
Paid Chk#	063549	COMMUNITY FIRST CREDIT UNI	9/18/2019	\$265.00 2019 - PAYROLL 19 - EMPLOYEE H
Paid Chk#	063550	FARMERS & MERCHANTS BANK	9/18/2019	\$428.07 2019 - PAYROLL 19 - EMPLOYEE H
Paid Chk#	063551	FORTIFI BANK	9/18/2019	\$635.00 2019 - PAYROLL 19 - EMPLOYEE H
Paid Chk#	063552	HORICON BANK	9/18/2019	\$100.00 2019 - PAYROLL 19 - EMPLOYEE H
Paid Chk#	063553	NORTH SHORE BANK, FSB	9/18/2019	\$225.00 2019 - PAYROLL 19 - EMPLOYEE D
Paid Chk#	063554	VERVE	9/18/2019	\$25.00 2019 - PAYROLL 19 - EMPLOYEE H
Paid Chk#	063555	WI COUNCIL 32 PER CAP TAX T	9/18/2019	\$407.20 2019 - SEPTEMBER - POLICE UNIO
Paid Chk#	063556	WI SCTF	9/18/2019	\$1,104.00 2019 - PAYROLL 19 - SUPPORT OB
Paid Chk#	063557	BERLIN AREA SCHOOL DISTRIC	9/18/2019	\$200.00 BASD USE OF FACILITY FOR REGRE
Paid Chk#	063558	BOYS & GIRLS CLUB OF BERLIN	9/18/2019	\$235.00 CANCEL BALL FIELD RESERVATION
Paid Chk#	063559	CONCENTRA MED COMPLIANCE	9/18/2019	\$60.00 HILGART DOT OCC HEALTH SCREEN
Paid Chk#	063560	CORPORATE NTRWK SOLUTION	9/18/2019	\$450.00 BUSINESS PC FOR SENIOR CENTER
Paid Chk#	063561	DTN, LLC	9/18/2019	\$486.40 2019 - SEPTEMBER - RADAR CONTR
Paid Chk#	063562	FARRELL EQUIPMENT & SUPPL	9/18/2019	\$99.84 RADIANS HI VIZ PARKA
Paid Chk#	063563	FIVE ALARM FIRE & SFTY EQ, LL	9/18/2019	\$5,148.82 BATTERIES AND SUPPLIES FOR FIR
Paid Chk#	063564	SCHRADER, JOHN	9/18/2019	\$835.31 REIMBURSE MEDICAL FROM RETIREE
Paid Chk#	063565	vonBRIESEN & ROPER, s.c.	9/18/2019	\$2,227.50 POLICE NEGOTIATIONS THROUGH 08
Paid Chk#	063566	WISCONSIN TUBING, INC	9/18/2019	\$504.00 YELLOW SAFETY FENCE PIPE AT SO
Paid Chk#	063567	BERLIN WATER & SEWER UTILI	9/24/2019	\$23,051.71 2019 - AUGUST - WATER & SEWER
Paid Chk#	063568	CenturyLink	9/24/2019	\$3,759.44 2019 - AUGUST - PHONE SERVICE
Paid Chk#	063569	COMPLETE OFFICE OF WI	9/24/2019	\$39.56 INK CARTRIDGE FOR PRINTER - MA
Paid Chk#	063570	CUTTER, KATHERINE	9/24/2019	\$100.00 REFUND PARK SHELTER RENTAL DEP
Paid Chk#	063571	DECKER, HAL	9/24/2019	\$200.00 SALE OF 2 BURIAL PLOTS BACK TO
Paid Chk#	063572	EMERGENCY MEDICAL PRODUC	9/24/2019	\$1,880.36 MEDICAL SUPPLIES
Paid Chk#	063573	GREEN LAKE COUNTY	9/24/2019	\$60.00 2019 - AUGUST - SENIOR VAN USE
Paid Chk#	063574	HOME DECORATING	9/24/2019	\$88.00 REPAIR STORM WINDOW FOR SENIOR
Paid Chk#	063575	INTERSTATE BATTERY	9/24/2019	\$239.90 BATTERIES FOR DPW
Paid Chk#	063576	JFTCO, INC	9/24/2019	\$90.55 PARTS FOR DPW

***Check Summary Register©**

SEPTEMBER 30 2019

	Name	Check Date	Check Amt	
Paid Chk# 063577	KUNKEL ENGINEERING GROUP	9/24/2019	\$0.00	DPW PORTION OF N. CAPRON ST PR
Paid Chk# 063578	OLIVERA, LUIS	9/24/2019	\$100.00	REFUND ON SHELTER HOUSE RENTAL
Paid Chk# 063579	PHELPS, PAULA	9/24/2019	\$200.00	REFUND ON DEPOSIT FOR SHELTER
Paid Chk# 063580	PIEROTTI, HELENA	9/24/2019	\$0.00	REFUND OF DEPOSIT FOR SENIOR C
Paid Chk# 063581	SUN LIFE FINANCIAL	9/24/2019	\$181.89	2019 - OCTOBER - EMPLOYER LIFE
Paid Chk# 063582	THEDACARE AT WORK	9/24/2019	\$36.00	PRE-EMPLOYMENT DRUG SCREEN AMA
Paid Chk# 063583	TREDER, H & SONS INC	9/24/2019	\$295.00	PATCH ROOF AT FIRE DEPARTMENT
Paid Chk# 063584	DON E. PARKER EXCAVATING, I	9/25/2019	\$93,442.02	DPW PORTION OF N. CAPRON ST. P
Paid Chk# 063585	PIEROTTI, HELENA	9/25/2019	\$50.00	REFUND OF DEPOSIT FOR SENIOR C
Paid Chk# 063586	BAYCOM INC	9/26/2019	\$110.50	PARTS FOR BFD
Paid Chk# 063587	CHRISTENSEN, DOUGLAS A	9/26/2019	\$795.35	2019 - OCTOBER - HEALTH INSURA
Paid Chk# 063588	TLC SIGN	9/26/2019	\$3,035.00	BERLIN FIRE DEPARTMENT SIGN
Paid Chk# 063589	W.S. DARLEY & CO	9/26/2019	\$1,156.67	BERLIN FIRE DEPT. SUPPLIES
	Total Checks		\$280,159.17	

*Check Summary Register©

SEPTEMBER 30 2019

Name	Check Date	Check Amt	
11161 UTILITY CASH - FNB			
Paid Chk# 014839 U S POST OFFICE - POSTMASTE	9/5/2019	\$530.81	SEPTEMBER 2019 BILLS
Paid Chk# 014840 BERLIN CITY TREASURER	9/6/2019	\$1,019.92	AUG 2019 UTILITY GAS & DIESEL
Paid Chk# 014841 CCP INDUSTRIES INC.	9/6/2019	\$293.39	TOWELS, NITRILE POWDER FREE EX
Paid Chk# 014842 FERGUSON WATER WORKS #14	9/6/2019	\$225.12	4X1 CC SS DBL BLT SDL 4.40-4.8
Paid Chk# 014843 KUNKEL ENGINEERING GROUP	9/6/2019	\$4,562.50	CAPRON ST & RIVER DR IMPROVEME
Paid Chk# 014844 MARTELLE WATER TREATMENT	9/6/2019	\$4,421.51	LIQUID ALUMINUM SULFATE
Paid Chk# 014845 NORTHERN LAKE SERVICE, INC	9/6/2019	\$140.00	HALOACETIC ACIDS BY EPA 552.3.
Paid Chk# 014846 WALTCO INC	9/6/2019	\$581.91	PICK UP SAMPLES FOR BADGER LAB
Paid Chk# 014847 WILLIAM/REID LTD LLC	9/6/2019	\$22,772.00	CHEMSCAN MINI OP ANALYZER W/ V
Paid Chk# 014848 ADVANCED DISPOSAL SERVICE	9/13/2019	\$227.53	TRASH/RECYCLING AUG 2019
Paid Chk# 014849 BADGER LABORATORIES INC	9/13/2019	\$44.80	TOTAL COLIFORM BACTERIA
Paid Chk# 014850 BANYON DATA SYSTEMS INC	9/13/2019	\$795.00	FUND SUPPORT/ PAYROLL SUPPORT
Paid Chk# 014851 BERLIN JOURNAL NEWSPAPER	9/13/2019	\$40.64	UPS TO BADGER LABS
Paid Chk# 014852 ENVIROTECH EQUIPMENT CO L	9/13/2019	\$9,269.49	AUTO WIND GUIDE & PINCH ROLLER
Paid Chk# 014853 FCX PERFORMANCE	9/13/2019	\$192.75	1/2IN BRASS 2-WAY, NORM CLOSED
Paid Chk# 014854 KUNKEL ENGINEERING GROUP	9/13/2019	\$257.50	MISCELLANEOUS ENGINEERING
Paid Chk# 014855 LANDMARK SERVICES COOPER	9/13/2019	\$293.26	DIESEL TRUCK #9483
Paid Chk# 014856 OMNI GLASS & PAINT, INC	9/13/2019	\$17,515.00	ALUMINUM STOREFRONT, GLAZING A
Paid Chk# 014857 VILLAGE OF ASHWAUBENON	9/13/2019	\$40.00	NORTHEAST WATER PROFESSIONALS
Paid Chk# 014858 WI STATE LABORATORY OF HY	9/13/2019	\$26.00	FLUORIDE
Paid Chk# 014859 BADGER LABORATORIES INC	9/20/2019	\$1,350.80	BOD, SUSPENDED SOLIDS, TOTAL P
Paid Chk# 014860 BERLIN CITY TREASURER	9/20/2019	\$21,691.31	SEPT 2019 PAYROLL
Paid Chk# 014861 BERLIN JOURNAL NEWSPAPER	9/20/2019	\$14.60	UPS TO BADGER LABS
Paid Chk# 014862 CenturyLink	9/20/2019	\$50.90	SEPT 2019 BILLING
Paid Chk# 014863 CERTIFIED SCALE	9/20/2019	\$115.00	ANNUAL CALIBRATION OF ALL SCAL
Paid Chk# 014864 DON E. PARKER EXCAVATING, I	9/20/2019	\$249,464.48	2019 STREET & UTILTIY PROJECT
Paid Chk# 014865 JON LUNDT ELECTRIC, INC	9/20/2019	\$1,059.56	BLOWER BLD/PHOSPHORUS MONITOR
Paid Chk# 014866 MID-AMERICAN RESEARCH CHE	9/20/2019	\$123.05	PRO-GUARD PLUS
Paid Chk# 014867 PACKER CITY INT'L TRUCKS, IN	9/20/2019	\$421.71	TANK SURGE DEARERATION
Paid Chk# 014868 SPEEDY CLEAN DRAIN & SEWE	9/20/2019	\$2,385.00	TELEWISE MULTIPLE AREAS THROUG
Paid Chk# 014869 BERLIN CITY TREASURER	9/27/2019	\$627.28	AUG 2019 CENTURY LINK BILLING
Paid Chk# 014870 CINTAS CORPORATION	9/27/2019	\$193.73	SEPT 2019 MAT CLEANING @ WWTP
Paid Chk# 014871 HACH COMPANY	9/27/2019	\$460.78	FLUORIDE, DPD CHLORINE, PHOSPH
Paid Chk# 014872 INTERSTATE BATTERY	9/27/2019	\$88.80	ADRY0070,ADRY0085,ADRY0196, SP
Paid Chk# 014873 OVERHEAD DOORS PLUS	9/27/2019	\$63.30	REPAIR OPENER LIMIT SWITCH AT
Paid Chk# 014874 WISCONSIN RURAL WATER ASS	9/27/2019	\$200.00	CROSS CONNECTION CLASS JOE MAR
Total Checks		\$341,559.43	

Utilities payable

CITY OF BERLIN

PAYROLL FOR SEPTEMBER - 2019

NET PAYROLL

PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY
9/6/2019	18	General City	62,866.16	
9/6/2019	18	Utility		10,602.47
9/4/2019	18.01	Strahan	359.50	
9/5/2019	18.02	Zabel uniform	\$191.78	
9/13/2019	18.03	Police OT	6,144.45	
9/13/2019	18.04	Peters Uniform	181.69	
9/20/2019	19	General City	62,313.50	
9/20/2019	19	Utility		10,938.48
9/13/2019	18.01	Weiss missed hrs		336.84
		TOTAL MONTHLY PAYROLL	\$132,057.08	\$21,877.79



CITY OF BERLIN PROCLAMATION

DESIGNATE OCTOBER 6-12, 2019

AS

WISCONSIN SCHOOL BOARD WEEK

WHEREAS, the City of Berlin Common Council recognizes the importance of public education in our community; and

WHEREAS, the City of Berlin Common Council appreciates the vital role played by the local school board, which establishes policies to ensure an efficient, effective school system; and

WHEREAS, school board members serve as a voice that enables our community to preserve local management and control of our public schools; and

WHEREAS, school board members are charged with representing our local education interests to state and federal governments and ensuring compliance with state and federal law; and

WHEREAS, school board members selflessly devote their knowledge, time and talents as advocates for our schoolchildren and community's future; and

WHEREAS, local school board members are strong advocates for public education and responsible for communicating the needs of the school district to the public and the public's expectations to the district;

NOW THEREFORE BE IT PROCLAIMED, that I Richard Schramer, Mayor of the City of Berlin, and the City of Berlin Common Council, recognize and salute the members of the Berlin Area School Board by proclaiming October 6-12, 2019, as Wisconsin School Board Week.

PASSED BY THE COMMON COUNCIL THIS 8th DAY OF OCTOBER 2019.

Richard D. Schramer, Mayor

Attest: _____
Jodie K. Olson, City Clerk

DATE: October 9, 2019

TO: Common Council

FROM: Susan Thom and Midge Seaman

RE: **Amusement Device License**

BACKGROUND: Frank Boeck, Agent for Boeck's Rentals, LLC, dba Driftwood, located at 209 Broadway, has submitted an application for 2019-2020 Amusement Device License. All requirements have been met.

APPLICATION FOR AMUSEMENT DEVICE LICENSE
For License Year Ending June 30, 2020

State of Wisconsin
County of Green Lake
City of Berlin

TO: Jodie Olson, City Clerk
Berlin, WI 54923

I, the undersigned hereby apply for a license to maintain or permit maintenance of amusement or music device(s) on my premises. As a condition of the granting of such license, I agree that during the period of such license, the Chief of Police, police officers, or any other duly authorized officials of the City may at all reasonable hours enter into and upon the licensed premises for the purpose of inspecting the premises to ascertain if all City Ordinances and State Laws are being obeyed, and shall also consent to the removal from the premises, without warrant, of all things and articles there and in violation of City Ordinances or State Laws and to the introduction and receipt of such things and articles in any prosecution or proceedings for violation of City Ordinances or State Laws.

NAME OF OWNER OR MANAGER OF BUSINESS: Frank Boeck

ADDRESS OF PREMISES TO BE LICENSED: 209 Broadway St Berlin Wi. 54923

RESIDENCE OF OWNER OR MANAGER: W2110 Puchyan Rd. Berlin Wi. 54923

DESCRIPTION OF DEVICES:

1. video machine
2. video machine
3. video machine
4. video machine
5. video machine
6. Juke Box
7. Dart game
8. _____
9. _____
10. _____

DATE OF APPLICATION: 10-6-19

RECEIPT NUMBER: _____

LICENSE FEE: \$10.00 PER DEVICE

Frank Boeck

SIGNATURE OF APPLICANT

Jodie Olson

From: Paul & Kay Roethel <pkroe@centurytel.net>
Sent: Thursday, September 26, 2019 10:03 AM
To: Jodie Olson
Subject: Fwd: Mike Breza- Library Board

Sent from my iPad

Begin forwarded message:

From: Michael Breza <brezamike@gmail.com>
Date: September 25, 2019 at 7:58:02 PM CDT
To: schramer@centurytel.net, "Paul & Kay Roethel" <pkroe@centurytel.net>
Subject: Mike Breza- Library Board

Dear Mayor Schramer and Kay Roethel:

I am writing to you both to inform you that I am resigning as a Library Trustee effective immediately. I did enjoy my time as a trustee but now find that I need to devote more of my time to other activities.

Sincerely,
Mike Breza
brezamike@gmail.com

CITY OF BERLIN
BOARD, COMMITTEE, COMMISSION & COMMON COUNCIL
APPLICATION FORM

Name: Michelle Draves
Address: 303 E. Liberty Street, Berlin
Phone: Day (920) 361-2442 Evening (920) 361-0452

City residency is required for appointment to a City board, committee or commission, with the BID being the exception. Other eligibility requirements may also exist.

Area of Interest:

<input type="checkbox"/> Board of Review	<input type="checkbox"/> Oakwood Cemetery Board
<input type="checkbox"/> Business Improvement District (BID)	<input type="checkbox"/> Parks & Recreation Commission
<input type="checkbox"/> Committee On Aging	<input type="checkbox"/> Plan Commission
<input type="checkbox"/> Common Council, Ward # <u> </u>	<input type="checkbox"/> Police & Fire Commission
<input type="checkbox"/> Community Development Authority	<input type="checkbox"/> Sewer & Water Commission
<input type="checkbox"/> Housing Advisory	<input type="checkbox"/> Zoning Board of Appeals
<input checked="" type="checkbox"/> Library Board	<input type="checkbox"/> Other <u> </u>

Applicant Questions (attach additional sheets if necessary)

1. Do you have any issues with attending meetings at the specified times? (See Meeting Schedule)

no

2. Please indicate why you are interested in serving on any of the above Board, Committee or

Commission: I am a reading specialist at Clay Lamberton and am passionate about books and libraries. We are huge library supporters! My husband and I were officers of Friends of the Library for many years, our four children grew up with library story times, and we visit the library at least once a week. I truly believe public libraries are the cornerstone of democratic communities. As a member of the Clay Lamberton Literacy Committee I have worked closely with BPL's youth librarians to cross-promote and coordinate programs for students and their families. I would be honored to serve on the library board and to be a part of growing our gem of a library into the future.

DATE: October 4, 2019

TO: Common Council

FROM: Jodie Olson

RE: Election Security Subgrant

BACKGROUND: You may have heard on the news that the grant for election security that is available via the Wisconsin Election Commission to ensure municipal computer compliance for elections. By January 28, 2020 WisVote access will require the use of up-to-date computers to ensure elections remain safe in Wisconsin. We will need to do upgrades or replace many city computers in January due to the support ending for Windows 7, so this grant will help offset those costs for the Clerk's Office. In order to apply, the attached MOU needs to be to the Wisconsin Election Commission by Nov 15, 2019.

RECOMMENDATION: 1) Waive committee discussion on this item. 2) Authorize staff to apply for the Election Security Subgrant and sign the Memorandum of Understanding Between the Wisconsin Elections Commission and the City of Berlin.



Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

DATE: September 27, 2019

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Meagan Wolfe
Administrator

SUBJECT: Election Security Subgrant Program Announcement

1. SUMMARY. Election security requires that our individual computers, office networks, and the statewide voter registration system are all protected. Devices with outdated anti-virus software or unsupported operating systems put voter information and critical election administration tasks at risk. To help communities improve their computer hardware, software, and support, any Wisconsin County, City, Village, or Town may apply for a grant of up to \$1,200.00 to achieve baseline security in their jurisdiction. These funds are a subgrant from federal election security money provided under the Help America Vote Act.

2. BACKGROUND. Election officials use their computer workstations to access vital elections records in WisVote, correspond with voters, print reports containing voter data, generate letters, print labels, send absentee ballots by email, receive voter registration forms that contain personally identifiable information and perform many other tasks that are critical to running elections. Because each of these workstations may access WisVote, the strength or weakness of any one workstation could affect the security of the entire state's elections infrastructure and the public's confidence in the integrity of Wisconsin elections. To ensure Wisconsin remains safe, WisVote access will require the use of an up-to-date computer system beginning no later than January 28, 2020.

Local election officials who do not use WisVote contract with a county or neighboring municipality to complete their statutory duties in the WisVote system, such as entering voter registration records, issuing absentee ballots, or printing poll books. For those clerks, their election business and transactions are conducted through email and locally stored files. An up-to-date, managed device is the only way to ensure those jurisdictions can electronically store and transmit voter information securely. Apart from potential impacts from working in WisVote, the use of secure devices not only protects individual work stations, but

Wisconsin Elections Commissioners
Dean Knudson, chair | Marge Bostelman | Julie M. Glancey | Ann S. Jacobs | Mark L. Thomsen

Administrator
Meagan Wolfe

also elevates the state's overall security posture and has a multiplying effect due to the frequency of electronic communications which pass among local election officials and between those offices and the WEC.

3. WHAT CAN FUNDS BE USED FOR? Subject to grant conditions, jurisdictions must use the funds for the following expenses:

- 1) computer hardware and/or software to meet minimum security recommendations
- 2) professional IT support
- 3) travel and staff costs associated with Election Security training

Please see the chart on page four of this document for further information. Jurisdictions accepting grant funds must also agree to complete an Elections Security Contingency Plan (sample provided).

4. WHAT IF I NEED SOMETHING ELSE? The Commission may decide to approve funds for other election security needs. A separate clerk communication will be published explaining how jurisdictions that have met baseline security standards can ask for assistance to fund other election security needs, if additional funds remain available.

5. HOW DO JURISDICTIONS APPLY? The clerk of each jurisdiction must submit a signed Memorandum of Understanding (MOU) to the WEC no later than November 15, 2019. The MOU is available on the WEC website. Simply complete the MOU and return a signed copy to the WEC. Electronic versions of the MOU that contain a signature are acceptable and may be emailed to elections@wi.gov. The flowchart on page three depicts the grant process from start to finish.

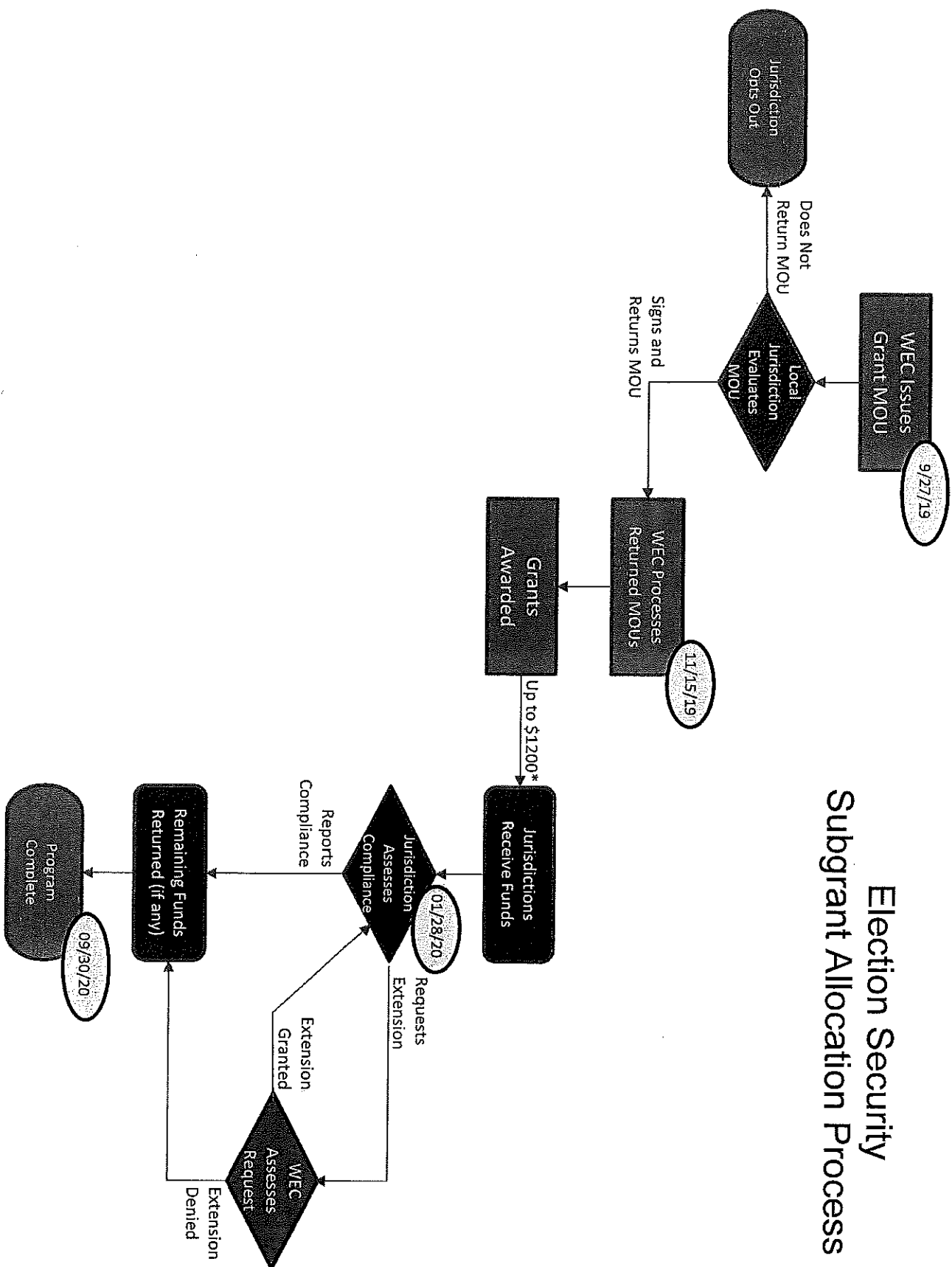
6. WILL THE WISCONSIN ELECTIONS COMMISSION HELP? Absolutely! The WEC has detailed guides that suggest solutions and provide instructions how to meet all requirements. These guides come with the application materials.

7. WHERE CAN I LEARN MORE? Call the WEC Help Desk at 608-261-2028 or e-mail elections@wi.gov.

Enclosures:

- Memorandum of Understanding
- Appendix A: Grant Compliance Form
- Appendix B: Grant Compliance Standards
- Appendix C: How-to Guides

Election Security Subgrant Allocation Process



Requirement	Benchmark (Sample)	Confirmed Prices	Grant Allocation
Compliant Computer Hardware and Software	<p>New Computer w/</p> <ul style="list-style-type: none"> • 14" monitor (or larger) • Intel Core i3 CPU (or better) • 1TB HDD or smaller SSD • 4 GB DDR4 RAM (or more) • Integrated Graphics & WiFi • Windows 10 64 bit (Home or Pro) • MS Office 365 (Standard or Business) 	\$447.74 - \$605.09	\$600.00
Compliant OS (in lieu of new hardware)	Windows 10 Pro	\$105.00 - \$199.00	\$200.00
IT Support	<p>Managed support (proactive IT service) including:</p> <ul style="list-style-type: none"> • Patch management for the OS, MS Office, and anti-virus software • Privileged access controls • Customer support (Mon-Fri minimum) • Available web filtering services • Available offsite backup management and restoration services • Available on-site support for additional fees 	\$155.40 - \$251.40 per device per year	\$500.00
Election Security Exercise Attendance	Mileage, meals, lodging and other costs of attendance	Varies	\$100.00



Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

Election Security Subgrant Compliance Form

Appendix A

Jurisdiction: _____

Official Representative: _____

Phone: _____

E-Mail: _____

The jurisdiction listed above certifies that as of _____ it meets the criteria indicated below with our initials. (date)

BASELINE REQUIREMENTS. Please initial next to all applicable lines.

- _____ 1. We perform all election related activities on a jurisdiction-owned computer that meets the Baseline Hardware and Software Standards for Election Officials (Grant Appendix C). If WEC Election Security Subgrant Funds were used to purchase a compliant device the purchase order is attached as part of this submission. If WEC Election Security Subgrant Funds were used to contribute towards upgrading a device to attain compliance, a brief description or receipt is attached as part of this submission.
- _____ 2. We possess either a professional information technology staff member, have access to an IT contractor, or have access to a managed service provider that ensures we receive timely security updates and patches to our operating system and software (Grant Appendix C). If WEC Election Security Subgrant Funds were used to contribute towards or procure IT support or managed IT services, a copy of the contract or service agreement is attached.
- _____ 3. We have completed WEC election security training requirements including participation in an election security tabletop exercise, roundtable, or other in-person election security training and all staff members performing elections work have completed the WEC Learning Center cybersecurity awareness training modules. (Grant Appendix C). The in-person security training was completed on or about _____ at _____.
(date) (location)

Wisconsin Elections Commissioners

Dean Knudson, chair | Marge Bostelman | Julie M. Glancey | Ann S. Jacobs | Mark L. Thomsen

Administrator
Meagan Wolfe

_____ 4. We possess a contingency plan for election security. A copy of the contingency plan was previously provided to the Commission or is included with this form as part of this submission.

CURRENT STATUS. Please choose ONE of the following statements that describes the status of the jurisdiction's compliance with the terms of the election security subgrant provided by the Commission:

_____ We have completed all requirements listed above and have applied all election security subgrant funds towards meeting those requirements or other authorized election security needs.

OR

_____ We have not completed all requirements listed above but request an extension to complete all tasks no later than _____.

OR

_____ We intend to return remaining election security funds to the WEC. Remaining funds total:

CERTIFICATION.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

Signature of Authorized Official

Date:



Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

ELECTION SECURITY SUBGRANT PROGRAM

MEMORANDUM OF UNDERSTANDING BETWEEN

THE WISCONSIN ELECTIONS COMMISSION

AND

(NAME OF JURISDICTION)

I. PARTIES

The parties to this Memorandum of Understanding (hereinafter referred to as “MOU” or “agreement”) are the Wisconsin Elections Commission (hereinafter referred to as the “WEC” or the “Commission”) and the (County) of _____ / (City) (Village) (Town) of _____ in _____ County, Wisconsin. The Commission is the state agency providing an election security subgrant to the county, city, village, or township. The County, City, Village or Town identified above is the entity receiving a local election security subgrant from the Commission and is referred to herein as the “receiving jurisdiction.” By signing and dating this agreement, the participating County, City, Village, or Town agrees to the terms of this agreement with the Commission.

II. PURPOSE

The purpose of this MOU is to set forth the requirements that counties, cities, villages and towns must meet in order to be eligible to receive an election security subgrant from the Commission and the requirements for the use of the funds. The subgrant program is funded by an election security grant the Commission received from the federal government.

The purpose of the local election security subgrant is to help improve overall election security statewide by providing counties, cities, villages, and towns across the State of Wisconsin with federal election security funds to implement baseline security measures based on specific needs of the jurisdiction.

Wisconsin Elections Commissioners

Dean Knudson, chair | Marge Bostelmann | Julie M. Glancey | Ann S. Jacobs | Mark L. Thomsen

Administrator
Meagan Wolfe

III. SUBGRANT PROGRAM REQUIREMENTS

A. Introduction

The Commission's Election Security Subgrant Program ("subgrant") is intended to fund jurisdictions with the greatest election security needs, meaning jurisdictions that need funds to meet certain baseline security measures as defined below and in the relevant Appendices.

B. Establish and Maintain Baseline Security Requirements

No subgrant funds shall be provided to the receiving jurisdiction unless it certifies that the funds received will be used so that all baseline security measures described below will be met by the program deadline. A description of each of the requirements, and options for how to comply with each of the requirements is listed below, and in some instances in an attached Appendix.

The Baseline Security Requirements are as follows:

1) Possess Computer Hardware and Software That Meets or Exceeds Baseline Security Standards

The computer hardware and software used by the receiving jurisdiction for election business shall comply with the baseline security standards set by the Commission (see Appendix B).

The receiving jurisdiction has two options to achieve compliance with this baseline requirement:

Option 1: Purchase a Compliant Hardware Device. If a jurisdiction does not have compliant hardware or software, \$600 of the subgrant funds may be used to purchase a compliant hardware device from authorized providers on the state contract or to locate and purchase compliant hardware and software on their own from other vendors not on the state contract. (See Appendix C for information how to purchase compliant hardware and software.)

Option 2: Update Operating System to Windows 10. If a jurisdiction is currently using the Windows 7 operating system on a jurisdiction-owned computer used to conduct election related business, and the computer and software are otherwise compliant, \$200 of subgrant funds may be requested to upgrade the operating system. Note that this option requires ongoing IT support to ensure systems stay current (see Appendices C-6 and C-3 for information about operating system updates and obtaining IT support).

2) Possess Information Technology (IT) Support Capable of Maintaining Minimum Security Standards

The receiving jurisdiction shall certify that it is able to maintain the computer hardware and software in accordance with the security policy set by the Commission, which means it must have competent in-house or contracted IT support.

A jurisdiction may request \$500 of subgrant funds to achieve compliance with this baseline requirement in one of the following ways:

Option 1: Contract with a Managed Service Provider. A jurisdiction may use its subgrant funds to contract with a managed IT support provider to maintain minimum standards. After entering into a managed service provider agreement, the local election jurisdiction will certify that it has compliant IT support and provide documentation detailing its support with its Election Security Grant Compliance Form. (See Appendix C-3 on choosing an IT support provider).

Option 2: Possess in-house, shared, or contracted IT staff that maintains minimum standards. The local election jurisdiction will certify that it has compliant IT support and provide the documentation detailing its support on its Election Security Grant Compliance Form. The documentation or description submitted should clearly outline the support provided and term of the service provided.

3) Complete WEC Election Security Training Requirements (In-Person and On-Demand)

In-Person. The receiving jurisdiction shall certify that an individual from the jurisdiction (usually the clerk) has previously attended an Election Security Tabletop Exercise (TTX), Roundtable Exercise, other in-person WEC-sponsored security training OR shall certify that an individual from the jurisdiction will attend one of those events prior to the applicable deadline. The jurisdiction may request \$100 of subgrant funds to offset costs of travel and staff time for attending one future in-person training event.

Online. The receiving jurisdiction shall also certify that each employee of the jurisdiction that performs elections work has either completed or will complete six online-based cyber security training modules (Securing WisVote Series) developed by the Commission. The online cyber security training modules are currently accessed through the Commission's Learning Center (online) and are free to complete.

4) Draft and Submit an Elections Security Contingency Plan

The receiving jurisdiction shall certify that it has a contingency plan currently in place OR it will create a contingency plan to address election security emergencies in the jurisdiction. The jurisdiction shall submit a copy of the contingency plan to the Commission by the subgrant program deadline. Sample contingency plans can be obtained from the Commission to assist in complying with this baseline security requirement.

IV. SECURITY NEEDS SELF-ASSESSMENT AND CERTIFICATION

This section of the agreement will be used to assess the election security needs of the receiving jurisdiction and will allow the jurisdiction to certify that it will meet the baseline security requirements outlined in Section III., B. of the agreement.

A. Baseline Security Requirements (Maximum of \$1,200 Available)

Instructions: The receiving jurisdiction shall complete the information requested below.

1. The computer used in the receiving jurisdiction for election-related business is owned by the jurisdiction and meets or exceeds the Baseline Hardware and Software Standards for Election Officials as described in Appendix B.

Yes _____

No _____ (If No, please check one option below to request grant funds.)

_____ I need a new computer: \$600 available

_____ I only need to upgrade my operating system: \$200 available

2. The receiving jurisdiction has competent in-house or contracted Information Technology (IT) support capable of maintaining minimum security standards as described in Appendix C-3.

Yes _____

No _____ (If No, please check below to request grant funds.)

_____ I need IT support: \$500 available

3. **A. WEC Election Security Training (In-Person).** An individual in the receiving jurisdiction has participated in an election security tabletop exercise, roundtable exercise, or other WEC sponsored election security training event.

Yes _____

No _____ (If No, please check below to request grant funds.)

_____ I need to attend training: \$100 available for future training

B. WEC Election Security Training (On-Demand). All individuals in the receiving jurisdiction that perform election-related work have completed the Commission's Securing WisVote Cyber Security Training modules on the WEC Learning Center website (regardless of whether the jurisdiction accesses WisVote).

Yes ____

No ____ (If No, please report to the Commission when complete.)
(Subgrant Amount Available: None)

4. The receiving jurisdiction has a contingency plan related to election security emergencies.

Yes ____ (Please provide the Commission with a copy of the plan)

No ____ (If No, please provide to the Commission when complete.)
(Subgrant Amount Available: None)

CERTIFICATION OF BASELINE SECURITY REQUIREMENTS

I certify, under penalty of law, that the statements and information contained in this section of the MOU are true, accurate, and complete. I further certify, that for any statement above for which a "No" response was provided, the receiving jurisdiction will use the subgrant funds provided to purchase the item described, attend the required training described and to submit a contingency plan to the Commission, to the best of its ability, by the applicable deadlines.

Signature of Authorized Jurisdiction Official:

Date:

V. FUNDING

- A. Commission staff will award subgrants based on the receiving jurisdiction's self-assessment of needs and certification that subgrant funds will be expended in accordance with the terms of this agreement. Jurisdictions assessed to need funds to satisfy baseline security standards shall be provided a subgrant of up to \$1,200.
- B. Subgrant funding decisions based on a jurisdiction's need, including the amount allocated, is within the sole discretion of the Commission staff administering the subgrant program.
- C. Check processing. To assist the Commission staff with the processing and distribution of subgrant checks, please complete the information below:

County/Municipal Clerk Name: _____

Jurisdiction Name on Check: _____

Jurisdiction Mailing Address: _____

Jurisdiction Contact Phone Number: _____

Jurisdiction Contact E-mail Address: _____

Subgrant funds may be received through electronic transfer to a jurisdiction's shared revenues account (if available) or a physical check may be sent to a jurisdiction's shared revenues location. For questions related to the processing of subgrant checks, please contact the Commission's financial team. WEC Help Desk: (608) 261-2028 elections@wi.gov

VI. SUBGRANT PROGRAM DEADLINES

To help increase overall election security across the State, the election subgrant program has established the following deadlines that must be adhered to by a receiving jurisdiction:

September 27, 2019: Grant program announced and MOU available for review by county and municipal clerks and governing bodies.

November 15, 2019: Deadline for jurisdictions to return the executed MOU to the WEC which includes the self-assessment of security needs and certification that the jurisdiction will expend subgrant funds to meet the terms of the subgrant program.

WEC begins issuing subgrant checks to receiving jurisdictions.

January 28, 2020: Deadline for receiving jurisdictions to comply with the terms of the subgrant and to submit a completed "Subgrant Compliance Form" to the WEC. Deadline to request extension of time to comply with terms of the subgrant.

January 31, 2020: WEC Reviews Subgrant Compliance Forms and conducts necessary follow-up if needed.

September 30, 2020: Deadline to submit a final "Subgrant Compliance Form" to the WEC if an extension of time was granted. All unexpended subgrant funds as of September 30, 2020 must be returned to the WEC.

VII. COMPLIANCE MONITORING, CERTIFICATION, DOCUMENTATION AND AUDIT

A. Subgrant Compliance Form.

The receiving jurisdiction shall report its efforts to comply with the terms of the subgrant by completing a "Subgrant Compliance Form" provided by the Commission. See Appendix A. The jurisdiction is required to sign and complete the form and submit it to the Commission by January 28, 2020. If an extension of time has been granted by the Commission staff, the jurisdiction shall submit the form as soon as compliance with all the terms of the subgrant have been met, but in no case later than September 30, 2020.

B. Certification.

The receiving jurisdiction shall certify (by completing a "Subgrant Compliance Form") that information provided is true and correct; it has complied with all terms of the subgrant; the election security subgrant funds were used to meet baseline security requirements; all required documentation as requested on the Grant Compliance Form has been submitted; any falsification of information related to the subgrant could subject the jurisdiction official to civil or criminal penalties.

C. Documentation.

The receiving jurisdiction shall maintain all documentation of purchases made using subgrant funds provided by the Commission for a minimum of three years from the date of the expenditure. A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. Such original purchasing documentation and inventory lists shall be retained by the receiving jurisdiction until the WEC authorizes destruction of said records. Submission of copies of some purchasing documentation may be required (See Appendix A).

D. Audit.

All subgrant funds received by a receiving jurisdiction are subject to audit by the Commission and/or the federal government to ensure funds have been spent appropriately and in accordance with all applicable state and federal laws. Pursuant to Wis. Stat. § 5.05(11), if the federal government objects to the use of any funds provided to a county or municipality under the subgrant, the county or municipality shall repay the amount of the subgrant to the Commission.

VIII. SIGNATURES

By signing and dating this agreement the receiving jurisdiction and the Commission agree to the terms of this MOU and certify that the information provided in this MOU are true and correct.

Receiving Jurisdiction

Signature _____
(Authorized Representative of Jurisdiction)

Date: _____

Printed Name _____
(Authorized Representative of Jurisdiction)

Wisconsin Elections Commission

Signature _____
(Authorized Representative of WEC)

Date: _____

Printed Name _____
(Authorized Representative of WEC)

Please submit the completed form to:

Wisconsin Elections Commission
212 East Washington Avenue, Third Floor
P.O. Box 7984
Madison, WI 53707
elections@wi.gov

Fax: 608-267-0500



Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

Election Security Subgrant Proposal Appendix B Subgrant Compliance Standards

I. Background

- A. Securing state information systems is critical. Wisconsin residents rely on the state, counties, and municipalities to deliver services reliably and safely. Cyber-attacks are a continuous threat to the delivery of those services. The state needs your help to protect state systems and residents' information.
- B. Cyber threats commonly focus on the weakest link within systems, primarily the people using those systems. This document provides basic guidelines to reduce risks and ensure fundamental cybersecurity standards. If you need help understanding these requirements, please call the WEC Help Desk.

C. Terms Defined.

Compliant Device: a device that meets minimum security standards outlined in II.A. below.

Managed Device: a device that is receiving managed service.

Managed Service: ongoing IT support meeting the requirements outlined in section II.B. below.

Managed Service Provider: a company offering managed service to customers; usually for a monthly fee.

II. Basic Guidelines for Appropriate Access to and Use of State Systems

A. Compliant Computer Hardware and Software that Meets the WisVote Policy Requirements.

Jurisdictions must use grant funds to meet this requirement before spending funds on any other need. The ES grant will allocate \$600 for the purchase of one device by the jurisdiction. If you need help understanding these requirements, please call the WEC Help Desk. Compliant hardware and software must meet the following standards:

- i) Computers using a currently supported operating system (OS).
 - a. Windows 10 or Windows 8.1
 - b. MacOS 10.14 Mojave (or newer)
 - c. Consult with an IT professional or call the Elections Help Desk if you run another operating system (Linux, Chrome OS, etc.).

Wisconsin Elections Commissioners
Dean Knudson, chair | Marge Bostelman | Julie M. Glancey | Ann S. Jacobs | Mark L. Thomsen

Administrator
Meagan Wolfe

- d. See Appendix C for information on how to check your Operating System.
- ii) Computers with current:
 - a. Patches / Firmware (no later than 30 days of release by vendor). Ensuring your operating system is up-to-date will generally take care of this requirement. For smaller jurisdictions automatic updates will fulfill this requirement so long as they are not delayed or disabled.
 - b. Antivirus software.
 - c. Anti-spam and anti-spyware software.
 - d. Web filtering software to protect against malicious websites.
 - e. Merely possessing anti-malware software is not enough. You must download updates regularly to ensure your system is protected from the latest threats.
- iii) Computers owned or controlled by the jurisdiction. While the WEC respects and permits remote work and work-from-home arrangements, jurisdictions must have at least one device that is under the jurisdiction's legal control to meet this baseline standard. This allows a jurisdiction to remain compliant in the event of staff turnover.

The WEC will install endpoint verification testing in WisVote to verify compliance upon login. Devices not in compliance by January 28, 2020 will be denied access to WisVote.

How to Achieve Compliance:

- i) Purchase a Compliant Hardware Device. If a jurisdiction does not have compliant hardware or software/operating system it must use the ES Subgrant funds to achieve compliance. Local Election Jurisdictions may use their funds to purchase a compliant hardware device from vendors on the state contract or from any other vendor or local retail store they choose. More information regarding the purchase of compliant devices is included in Appendix C.
- ii) Update Your Operating System to Windows 10. One option is to update the operating system on the computer currently used to access WisVote. For example, if the jurisdiction is currently using the Windows 7 operating system, and the computer and software are otherwise compliant, \$200 of subgrant funds may be requested to upgrade the operating system. More information regarding updates to operating systems is included in Appendix C. Note that this option requires ongoing IT support to ensure systems stay current.

B. IT Support Capable of Maintaining Minimum Standards

Jurisdictions must certify that they are able to maintain their hardware and software in accordance with the policies above through 2022. This means that each jurisdiction must either possess professional, full-time IT staff, or obtain managed support through a managed support provider. The IT support must agree to maintain current patches, firmware, anti-virus software, and web filtering software. IT support must also notify the WEC of any cybersecurity incidents involving the jurisdiction's clerk or election systems, and

agree to receive Cyber Alerts from the Information Sharing and Analysis Center. More information on these requirements is provided in Appendix C. The ES grant will allocate \$500 towards managed support costs that meet baseline standards. Jurisdictions must certify compliance by completing the WEC Security Subgrant Compliance Form, however the WEC will monitor the patch level of devices used to access WisVote. If a device is not in compliance with patching requirements, the WEC will follow up with the municipality to help achieve compliance. While the jurisdiction is awaiting a patch, the user may be denied access to WisVote until the patch is complete. If you need help understanding these requirements, please call the WEC Help Desk.

How to Achieve Compliance:

- i) Obtain a Managed Service Provider. A jurisdiction may also use their ES grant funds to contract with a managed IT support provider to maintain minimum standards. The local election jurisdiction will then need to certify that it has compliant IT support and provide the documentation detailing their support with their Election Security Subgrant Compliance Form. More information about choosing a support provider is included in Appendix C.
- ii) Possess in-house, shared, or contracted IT staff that provides all the services listed in Appendix C. The local election jurisdiction will then need to certify that it has compliant IT support and provide the documentation detailing their support with their Election Security Subgrant Compliance Form.

C. Complete WEC Election Security Training Requirements

(1) Participate in an Election Security Exercise

To comply with the terms of the ES Subgrant program, a representative from each local election jurisdiction must participate in an Elections Security TTX, Elections Administration TTX, Cyber Security Workshop, or Elections Security Roundtable before August 1, 2020. Jurisdictions may apply up to \$100 of ES Subgrant funds to cover travel expenses and staff time associated with this requirement. The jurisdiction must certify their attendance at an event on the WEC Security Subgrant Compliance Form. Subgrant funds may be used for travel expenses and staff time associated with election security training. Attendance at a past training event will meet the requirements of this subgrant, however the \$100 is only available for new attendance.

(2) Completion of WisVote Cyber Security Training

Upon acceptance of the ES Subgrant, the local election jurisdiction agrees to abide by the WisVote access policy. Regardless of whether the jurisdiction is a WisVote user or not, each full-time employee performing elections work must complete six free on-line training modules. If the jurisdiction is not currently using WisVote, it can request access to the WEC learning center and complete the required training by following the instructions in Appendix C. Completion of the training requires approximately 1.5 hours. Past completion of the training will meet the requirements of this subgrant.

D. Completion of a Contingency Plan

The WEC recommends every municipality maintain a contingency plan in the event of an election security crisis, and the completion of a plan is a requirement for the subgrant program. To assist with this process, information about preparing a sample contingency plan can be found in Appendix C.



Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

Election Security Subgrant Appendix C How-to Guides

Table of Contents

TOPIC	PAGE
How to Purchase Compliant Hardware and Software	C-2
How to Obtain Information Technology Support	C-3
How to Receive Cyber Alerts	C-4
List of Providers (Check the WEC Website for the Latest List)	C-5
How to Check Your Windows Operating System	C-6
How to Upgrade an Operating System	C-7
Completing Security Training	C-9
Obtaining a Sample Contingency Plan	C-10

Wisconsin Elections Commissioners
Dean Knudson, chair | Marge Bostelman | Julie M. Glancey | Ann S. Jacobs | Mark L. Thomsen

Administrator
Meagan Wolfe

Election Security Subgrant

How to Purchase Compliant Hardware and Software

I. Background. If a jurisdiction decides to purchase a new computer, this document is designed to help decision makers with what to buy and where to buy it.

II. Where to Buy. Jurisdictions may purchase hardware from any vendor or retail store they choose. This includes vendors with discounts available through state contracts or independent retailers. Some available state vendors are listed on page C-5.

III. What to Buy. The incredible variety of choices available in the computer market can make the process of choosing a system difficult. We recommend that any system meet the baseline standards listed below. While more powerful systems are available, the minimum criteria below will allow clerks to perform routine election work with ease and stay within the grant budget. Jurisdictions are free to spend more than \$600 on a computer but will have to pay any costs in excess of \$600.

Minimum Recommended Configuration:

1. Form Factor: Computers now come as tablets, laptops, desktops, and all-in-one machines. Any form factor will work; however, clerks may find tablets and some laptops too small for comfortable work.
2. Operating System: Windows 10
3. Processor or CPU: 1 gigahertz (GHz) or faster processor. Processors from Intel or AMD are most common. Good choices include Pentium, Core i3, Core i5, Athlon or Ryzen.
4. RAM (memory): 2 gigabytes (GB) or more.
5. Hard Disk Space (storage): 128 gigabytes (GB) or greater.
6. Graphics Card: Integrated graphics supporting DirectX 9 or later.
7. Screen Size: 14 inches or larger (a matter of personal preference).
8. Ports: Consider the number of USB ports for any printers, devices, or scanners you will connect to your device.
9. All-New: Devices must not be refurbished to qualify for the grant.

Election Security Subgrant Proposal

How to Obtain IT Support

I. Background

- A. Securing state information systems is critical. Wisconsin residents rely on the state, counties, and municipalities to deliver services reliably and safely. Cyber attacks are a continuous threat to the delivery of those services. The state needs your help to protect state systems and residents' information.
- B. Cyber threats commonly focus on the weakest link within systems, primarily the people using those systems. Because cyber threats are constantly evolving, it is important to ensure that all hardware and software is updated regularly. For jurisdictions without their own IT staff, adopting managed IT services is an efficient way to stay up-to-date on technology, have access to skills, and address issues related to cost, quality of service and risk. The proactive managed services model is superior to the reactive "call-when-something-breaks" model. Once you have a problem, the damage is already done.

C. Definitions.

- 1. Compliant Device: a device that meets baseline standards outlined in Appendix C.
- 2. Managed Device: a device that is receiving managed service.
- 3. Managed Service: ongoing IT support meeting the requirements outlined in section B. below.
- 4. Managed Service Provider: a company offering managed service to customers; usually for a monthly fee.

II. Managed Service Providers. Jurisdictions may choose any managed service provider able to meet the requirements listed below in Section III. Some available service providers are listed on page C-5.

III. Selecting a Managed Service Provider.

A. Required Functions

- 1. Software Support and Maintenance. A provider must ensure the jurisdiction maintains current:
 - a. Patches / Firmware (no later than 30 days of release by vendor).
 - b. Antivirus software.
 - c. Anti-spam/spyware software.
 - d. Web filtering software to protect against malicious websites
 - e. Operating Systems.
- 2. Communication. A Managed Service Provider must agree to send and receive timely communications as described below:

- a. Notifying the WEC. Immediately notify the WEC in the event of any actual or suspected cyber security breaches affecting the clerk's office or election systems. Contact the Wisconsin Elections Commission Help Desk at elections@wi.gov or secureelections@wi.gov. Or call 1-608-261-2028.
- b. **Receiving Cyber Alerts from the EI-ISAC.** The Election Infrastructure Information Sharing and Analysis Center (EI-ISAC) provides elections-related threat intelligence, incident response and remediation, threat and vulnerability monitoring, and tools for implementing security best practices. These resources are free.
 - i. Clerks and government IT agencies can sign up for Cyber Alerts at this address:
<https://learn.cisecurity.org/ei-isac-registration>
 - ii. Private IT companies can sign up for Cyber Alerts at this address:
<https://learn.cisecurity.org/ms-isac-subscription>

B. Recommended Functions

1. Daily Data Backup and Recovery. Establishing a back-up rotation scheme and recovery testing for the jurisdiction.
2. Authentication. The ability to manage digital certificates and set-up multifactor authentication.
3. Network Monitoring and Security. Implementing best practices to prevent and monitor unauthorized access, misuse, modification, or denial of a computer network and network-accessible resources. Retention of log in records is also recommended.

Election Security Subgrant Proposal

List of Providers





1. Please check the WEC website to ensure you have the latest version of this list.
2. This list does not constitute or imply an endorsement by the WEC or the State of Wisconsin of any product, process, or service, by any of the providers listed below. Each provider sets its own prices and is free to change prices or offerings at any time. Jurisdictions may wish to investigate options through other vendors or local retail stores. In addition to the list below, the State has established many contracts with providers of hardware and software. You can find those contracts on vendornet.wi.gov.

Company Name, Address, and Contact Information (other area locations in parenthesis)	Provides Managed Services	Sells Computers & Software
Heartland Business Systems 1700 Stephen Street Little Chute, WI 54140 (Madison, Pewaukee, Eau Claire) Michael Gauthier, mjg@hbs.net Phone: 920-747-7179	YES	YES
KerberRose Technology 115 E. Fifth Street Shawano, WI 54166 (Green Bay, Appleton, Clintonville, Stevens Point, Antigo, Sister Bay, Rhinelander, Oshkosh, and Wausau) Lucas Koenig, support@kerberrose.com Phone: 715.524.5699	YES	YES
Vanguard Computers, Inc. 13100 West Lisbon Road Brookfield, WI 53703 Jon Roehrig, sales@vanguardinc.com Phone: (262)-317-1900	NO	YES
SHI International Corp 290 Davidson Avenue Somerset, NJ 08873 (Chicago, Minneapolis) Corey Foltzer, corey_foltzer@shi.com Phone: (800)527-6389	NO	YES
Paragon Development Systems, Inc. 13400 Bishops Lane, Suite 190 Brookfield, WI (Madison, Oconomowoc, and Bloomington) Dana Berner, TeamGovEdu@pdsit.net Phone: (608)-246-2651	NO	YES

Election Security Subgrant Proposal

How to Check Your Windows Operating System

1. **PURPOSE.** After **January 14, 2020**, Microsoft will no longer provide free security updates and support for the Windows 7 operating system. If you continue using Windows 7 without paid security updates and support, it is a serious risk. Microsoft says, “If you continue to use Windows 7 after support has ended, your PC will still work, but it may become more vulnerable to security risks and viruses.”
2. **HOW TO TELL?** Most Windows 7 users will start to see a pop-up window warning you that support is ending. If you don’t know what version of Windows you are using, an easy way to check is to look at your Start button. The default location for the start button is in the lower left-hand corner of the screen. Look at the chart below and compare it to the start button on your computer.

If your Start button looks like this:	Your operating system is:	Your status is:
	Windows 95, 98, or ME	Bad. Your system is unsupported.
	Windows XP	Bad. Your system is unsupported.
	Windows Vista or 7	Caution. Your system is or may soon be unsupported
	Windows 8.1 or Windows 10	Good. Your system is still supported.

3. **WHAT SHOULD I DO?** If you have a supported system you don’t need to do anything. If your computer is still running Windows 7, or any older version of Windows, you must act soon. There are several options available:
 - A. **Purchase a New Computer.** Recommended. Purchasing a new computer ensures you will have a capable Windows 10 system that will last many years. Good computers can be found for as low as \$300.
 - B. **Upgrade the Old Computer to Windows 10.** Recommended with reservations. Windows 10 retails for approximately \$130 but discounts are common. Installation is simple but takes time. Older computers may have difficulty running Windows 10.
 - C. **Pay for Extended Support.** Not Recommended. Microsoft offers extended Windows 7 support to businesses for a fee. The cost starts at \$25 per device but doubles each year. In the long run, it is far cheaper – and easier – to instead upgrade your computer.
4. **HELP.** Please contact the Help Desk if you have any questions. Call 608-261-2028 or e-mail elections@wi.gov. We recommend everyone investigate this now so there’s plenty of time before the **January 14, 2020** deadline.

Election Security Subgrant Proposal

How to Upgrade an Operating System

I. Background. Upgrading an Operating System (OS) is a task best left to advanced users or IT professionals. The inexperienced user could at best face a lengthy and frustrating process and at worst end up with an inoperable computer. Consider your skill level carefully before deciding to do it yourself.

II. The Upgrade Process. Most clerks use a version of Microsoft Windows so this memo addresses only Windows upgrades. Those using any other OS should consult with a subject matter expert.

A. Choosing an OS. Windows 10 will soon be the only Windows based operating system still in mainstream support. As a result, Windows 10 is the only OS recommended for new installations. Microsoft requires the following minimum system requirements:

1. Processor: 1 gigahertz (GHz) or faster processor
2. RAM: 2 gigabytes (GB)
3. Hard Disk Space: 32 GB or greater
4. Graphics Card: DirectX 9 or later
5. Screen Resolution: 800 x 600
6. Internet Connection: required for updates

If your computer does not meet all of these requirements you will not be able to install Windows 10. If your computer only barely meets these requirements, the performance of Windows 10 will likely not meet expectations.

B. Preparing for Upgrade. Preparing for a new upgrade requires several steps.

1. Research your software compatibility. Some of your older software might not work on Windows 10. For commercial software, you may need to pay for a replacement or upgrade. For line of business software, work with the organization that provides the software to ensure compatibility.
2. Obtain the new OS. Windows 10 is available for purchase in stores or you can download it from Microsoft. Windows 10 retails for approximately \$130 but there are many discount programs available. As of August 2019, it is still possible to upgrade for free if you still have your Windows 7 or Windows 8.1 product key. Windows has three primary levels available: Home, Pro and Enterprise. It is likely best to continue with the level you currently have.
3. Backup your Computer. When you are installing a new operating system, there is a risk you will lose all of your files on the computer unless you back them up. Always make sure that any important files are copied to a backup location before starting the installation process. Use an external hard drive or burn the data to DVDs.

C. Making the Upgrade. Making the upgrade is a time-consuming process that takes patience. You will be required to first install a Setup program and then type in a long product key. The set-up program may reformat your hard drive, so don't skip the backup step above.

D. After the Upgrade. Upon completion you will have to enter log in credentials and may be required to re-install software. You can also expect to spend some time downloading the latest updates to the OS you just installed. Finally, you may need to download and install new drivers for various devices.

II. Conclusions. Upgrading to a new OS can be a challenging experience even for advanced users. If you are not comfortable with the instructions above, we recommend obtaining the services of an IT professional. Any computer technician, including technicians at businesses that sell computers, should be able to complete the upgrade.

Election Security Subgrant Proposal

Completing Security Training

I. Attend In-Person Election Security Training

To complete this portion of the required security training, the clerk, or authorized designee, must attend an in-person election security training event. Past attendance qualifies for this requirement.

Qualifying activities include any the following:

- 1) an elections tabletop training exercise (TTX) hosted or approved by the WEC
- 2) an elections security roundtable hosted or approved by the WEC
- 3) an elections security presentation or briefing by the WEC
- 4) a regional cyber security workshop hosted by Wisconsin Emergency Management

Other in-person training events on election security or cyber security may qualify – contact the WEC to see if an activity qualifies.

\$100 of grant funds may be applied to any expenses incurred attending training. Funds are not retroactively available for past attendance. Authorized expenses include, but are not limited to, mileage, meals, lodging, staff time, or attendance fees.

II. Complete Electronic Learning Modules

To complete this portion of the required security training, the clerk, or authorized designee, will send an email to the Elections Help Desk (elections@wi.gov) stating that the **Securing WisVote** series was completed (this training may have already been completed in compliance with the WisVote Access Policy. If so, please send the email indicating the date when the training series was previously completed).

Securing WisVote is a series of electronic learning modules located under the **Election Security Awareness** tile on The Learning Center (TLC) website (<https://electiontraining.wi.gov/>).

To access this resource in TLC (for clerks who do not already have access), please complete the following process:

- 1) Email a completed and signed copy of the Request to Add Authorized Users in TLC form, located on TLC home page, to the Elections Help Desk (elections@wi.gov). When completing the form, indicate “Not Applicable” under the Requested WisVote Access Level field (unless the user also requires access to WisVote, then identify the appropriate access level).
- 2) Upon receipt of the completed Request to Add Authorized Users in TLC form, the Elections Help Desk will create and issue a login and password for the user to obtain access to TLC website to allow for the new user to access this training.

Election Security Subgrant Proposal

Sample Contingency Plan

To complete the contingency plan requirement, the clerk, or authorized designee, will email a copy of the contingency plan to the Elections Help Desk (elections@wi.gov).

If the county or municipality does not currently have a contingency/emergency response plan, or there is a desire to update the current plan, Wisconsin Elections Commission (WEC) staff created a sample template that may be accessed under the Additional Resources Section of the **Elections Security TTX (Version 1.0)** tile on The Learning Center (TLC) website (<https://electiontraining.wi.gov/>).

This document is a template and is available in a Word format so that you may create a customized plan that reflects your situation and resources. There are scenarios and suggested responses and you are encouraged to edit and tailor the document to meet the needs of your county/municipality.

To access this resource in TLC (for clerks who do not already have access), please complete the following process:

- 1) Email a completed and signed copy of the Request to Add Authorized Users in The Learning Center (TLC) form to the Elections Help Desk (elections@wi.gov). When completing the form, indicate “Not Applicable” under the Requested WisVote Access Level field (unless the user also requires access to WisVote, then identify the appropriate access level).
- 2) Upon receipt of the completed Request to Add Authorized Users in TLC form, the Elections Help Desk will create and issue a login and password for the user to obtain access to TLC website to allow for the new user to access this resource.