



**CIVIC AFFAIRS, CEMETERY, TRAFFIC & LIGHTS COMMITTEE MEETING  
MONDAY, JANUARY 18, 2021**

A meeting of the Civic Affairs, Cemetery, Traffic & Lights Committee will be held **Monday, January 18, 2021 at 5:00 pm in the Common Council Chambers**, at Marinette City Hall, 1905 Hall Avenue, Marinette, WI. **Note: A quorum of the Common Council may be present.**

1. Call the meeting to order.
2. Roll Call.
3. Approve minutes of December 21, 2020 regular meeting. (see attached)
4. Discussion and possible action on possible procedural changes to reduce in person wait times for upcoming February and April elections.
5. Discussion and possible action on procedure for processing absentee ballots for upcoming February and April elections. (see attached)
6. Discussion to identify items for future agenda.
7. Adjourn.

Jason Flatt, Chairperson  
Civic Affairs, Cemetery, Traffic & Lights Committee

Cc: Mayor, Steve Genisot (w/encl); Chief of Police, John Mabry (w/encl); City Clerk, Lana Bero (w/encl); Director of Public Works, Brian Miller (w/encl); City Attorney, Robert Gagan (w/encl); Public Works Superintendent; Pat Carlson (w/encl); Common Council Members; Department Heads; EagleHerald (w/encl); Peshtigo Times (w/encl); Bay Cities Radio (w/encl); City Hall Bulletin Board.

Requests from individuals with disabilities who need special accommodations to participate in this meeting or hearing should be made to the City Clerk's Office at 1-715-732-5140 with as much advance notice prior to the meeting as possible.

## MARINETTE CIVIC AFFAIRS, CEMETERY, TRAFFIC & LIGHTS COMMITTEE MEETING MINUTES FROM 12/21/20

1. Alderperson Jason Flatt, Committee Chairperson, **called** the Civic Affairs, Cemetery, Traffic and Lights Committee regular meeting **to order** at 04:15 PM in the Marinette Council Chambers, 1905 Hall Ave, Marinette WI.
2. **Upon a call of the roll**, the following Committee members attendance was recorded as follows:  
**MEMBERS PRESENT:** Alderpersons Flatt, Hitt, Kowalski (@4:22PM), Oitzinger (via Go to meeting) & Klegin.  
**ABSENT:** None  
**OTHERS PRESENT:** Mayor Genisot, Alderperson Polzin, Keller, Anderson & Skorik, Director of Public Works Miller, Building Inspector Demlow & Attorney Gagan (via go to meeting).
3. **Approving Civic Affairs, Cemetery, Traffic & Lights Committee prior month meeting minutes.**  
Alderpersons Oitzinger moved/Klegin seconded and all concurred, to approve, as presented, the Civic Affairs, Cemetery, Traffic & Lights Committee regular meeting minutes from 11/16/20.
4. **Discussion and possible recommendation to the Common Council regarding parking restrictions on Ludington Street.**  
Included in today's packet was a proposed ordinance and map of the location to prohibit parking at all times on both sides of Ludington from Stanton to Ely Streets. Alderperson Hitt moved/ Oitzinger seconded and all concurred to recommend the **Common Council approve** Ordinance # 2458- Amending MMC 10.0111 Schedule C pertaining to Ludington Street.
5. **Discussion regarding future agenda items.**
  - **Alderperson Flatt asked if any items are requested to contact him.**
6. **Adjournment** – Alderpersons Hitt moved/Kowalski seconded and all concurred to adjourn at 4:24PM.

Lana Bero, City Clerk

*(Next regular Civic Affairs, Cemetery, Traffic & Lights Committee meeting is **Monday 1/18/21 @ 05:00** in the Common Council Chambers).*

CC: Committee members, Common Council members, Mayor, City Attorney, Public Works Director, Public Works Superintendent, Police Chief & Clerks file

# Overview of Absentee Voting Rules

## In-Person Absentee Voting in Clerk's Office

### Definition

Any eligible elector may request to vote an absentee ballot in person at the office of the municipal clerk.

### Application Requirements

- Voter registration may occur in-person at the office of the municipal clerk up until 5:00 p.m. on the Friday preceding the election.
- In-person absentee voting begins on the 3<sup>rd</sup> Monday before Election Day and ends on the Friday preceding the election. No in-person absentee ballots may be issued on the weekends or legal holidays.
- In-person absentee voting can only be conducted between 8:00 a.m. and 7:00 p.m. during this time.
- If the voter only wishes to vote absentee at a single election, the combination application/certification certificate envelope will suffice as the absentee application.
- If the voter wishes to receive ballots for future elections, they must fill out the standard absentee ballot request.
- Ballots requested in-person may NOT be removed from the clerk's office by the voter.

### Proof of Identification

- All in-person absentee voters must show proof of identification.
  - The clerk must initial or mark "ID Provided" on the certificate envelope to indicate that identification was shown.
- Having provided identification with prior absentee applications does not exempt the voter from providing identification if voting in-person at the clerk's office.

# Overview of Absentee Voting Rules

## Regular Absentee Voters – By Mail

### Definition

Any otherwise qualified elector who for any reason is unable or unwilling to appear at the polling place.

### Application Requirements

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday before the election.

### Proof of Identification

- If application received by mail/fax/email, proof of identification must be received with the application in order for elector to receive a ballot.
- Proof of identification must be provided only once with the application (unless the voter re-registers with a new name or address).
- If voter resides in a care facility not served by SVDs, please see Electors at Eligible Facilities Not Served by Special Voting Deputies

### Duration of Request

- A specific election, OR
- Up to one calendar year
  - If a ballot is not returned, stop sending ballots.
  - Send notice within 5 days.
  - Voter can reactivate request by contacting the clerk.

### Deadline for Return of Ballot

Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election

### Special Procedures

- Requests received before absentee ballots are available should be filled as soon as possible, but no later than the 47<sup>th</sup> day before a federal election or 21 days before any other election.
- Requests received after absentee ballots are available must be filled within 24 hours.
  - This includes weekends/holidays.

## Overview of Absentee Voting Rules

### Indefinitely Confined Electors

<b>Definition</b>	Voters indefinitely confined in their home or other facility due to age, physical illness or infirmity, or are disabled for an indefinite period. The elector must have requested an absentee ballot and indicated they qualify as indefinitely confined.
<b>Application Requirements</b>	<ul style="list-style-type: none"><li>• Voter registrations that are <u>postmarked</u> after the 20<sup>th</sup> day before the election cannot be accepted.</li><li>• Absentee applications must be <u>received</u> by mail by 5:00 p.m. on the Friday prior to the election.</li><li>• Voter must indicate on the absentee application or request that they are indefinitely confined.</li></ul>
<b>Proof of Identification</b>	<ul style="list-style-type: none"><li>• Proof of identification is not required with the application.<ul style="list-style-type: none"><li>○ By signing the certificate envelope, the witness is certifying that they have verified the name and address of the voter. This satisfies the ID requirement for indefinitely confined electors.</li></ul></li></ul>
<b>Duration of Requests</b>	<ul style="list-style-type: none"><li>• Receive ballots automatically for as long as they return them.</li><li>• If a ballot is not returned, send 30-day notice<ul style="list-style-type: none"><li>○ Send 30-day notice after general elections only</li><li>○ If voter responds to notice, keep on indefinitely confined list</li><li>○ If voter does not respond to notice, cancel absentee application (remove from indefinitely confined list)</li></ul></li></ul>
<b>Deadline for Ballot Return</b>	Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election.

## Overview of Absentee Voting Rules

### Military Voters

**Definition**

Members of a uniformed service (at home or away), members of the merchant marine, civilian employees of the United States serving outside the U.S., peace corps volunteers, and their spouses or voting-age dependents.

**Application Requirements**

- No voter registration form is required.
- Must have resided in municipality immediately before entering the military.
- Absentee application must be received no later than 5:00 p.m. on the Friday preceding the election. However, for any federal election, military electors who are away from their residence due to active duty have until 5:00 p.m. on Election Day.
- The Federal Post Card Application (FPCA) is a common alternative form that is used by military electors. It counts as both a voter registration and absentee ballot application.

**Proof of Identification**

Exempt

**Duration of Request**

- For a specific election or up to a calendar year.
  - Receive ballots for all offices

**Deadline for Ballot Return**

Postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election.

## Overview of Absentee Voting Rules

### Military Voters, Continued

#### Federal Write-In Absentee Ballot (FWAB)

- Available at military bases, embassies, and online at FVAP.gov. (This is not a ballot sent by the clerk.)
- The FWAB's Affirmation/Declaration serves as a military voter's absentee request.

#### Multiple Ballots - Priority

- Count whatever ballot you have received by Election Day
- If more than one ballot received by Election Day, both ballots are sent to the polling place for processing. Only the official ballot is counted and the FWAB is rejected.
- At federal elections, if a ballot comes in after Election Day, but before the deadline, and you have already counted a ballot on Election Day, do not count the late-arriving ballot.

#### Special Procedures

- Requests are valid for up to 28 days after the date of discharge from military service.
- See the SVRS manual for further details on the administration and tracking of overseas ballots.

# Overview of Absentee Voting Rules

## Transmitting Ballots Via Fax/Email

### Definition

Only military and permanent overseas electors may request their ballot be sent via fax or email. The clerk must honor the requested method of transmission.

### Application Requirements

- Military electors
  - Are not required to register.
  - Absentee applications must be received by 5:00 p.m. on the Friday before the election, or 5:00 p.m. on Election Day if the military elector is away from their residence due to active duty during a federal election.
- Permanent overseas electors
  - Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
  - Voter registrations may not be faxed/mailed.
  - Absentee applications must be received by 5:00 p.m. on Thursday.

### Proof of Identification

Exempt

### Special Notes

- All types of voters may submit a request for an absentee ballot by fax/email
- Only military and permanent overseas electors may receive a ballot by fax/email.
- An original application with “wet” signature must be received.
  - If you are using the combination application/certification certificate envelopes, the signature on the envelope suffices as an original application with “wet” signature.
- Transmit the initialed ballot and face of the certificate envelope along with instructions for voting and returning the ballot.
- The voted ballot cannot be returned by fax/email.
- On Election Day (if using optical scan systems), remake the ballot so it can be processed through the voting equipment.
  - See “Election Day Manual” or the GAB-104 for specific instructions on remaking ballot.