

STATE OF WISCONSIN
TOWN OF BOULDER JUNCTION
VILAS COUNTY

**RESOLUTION 2011-R-10
MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF VILAS AND THE TOWN OF BOULDER JUNCTION
RE: STATEWIDE VOTER REGISTRATION SYSTEM**

WHEREAS, The State of Wisconsin intends to maintain the official centralized database of voter registration, commonly referred to as the Statewide Voter Registration System, or SVRS; and

WHEREAS, Vilas County provides SVRS technology functions for the towns lying within the County of Vilas; and

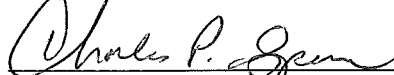
WHEREAS, the State of Wisconsin requires that local municipalities relying on another municipality or county enter into a Memorandum of Understanding with their respective provider to authorize election maintenance service; and

WHEREAS, it is in the best interest of the Town of Boulder Junction to continue to have Vilas County as their maintenance provider.

NOW, THEREFORE, BE IT RESOLVED that the Town of Boulder Junction Town Board in session this 22nd day of November, 2011 hereby approves the Memorandum of Understanding between the County of Vilas and the Town of Boulder Junction for the Statewide Voter Registration System, which is attached hereto and incorporated into this Resolution by reference.

BE IT FURTHER RESOLVED that this agreement is valid from the date signed through December 31, 2013, unless terminated as provided in said agreement.


Adopted this 22nd day of November, 2011.




Charles P. Spencer, Chairman



Dennis Reuss, Supervisor



Dennis McGann, Supervisor



Lois J. Smith, Clerk/ Treasurer

**THE MEMORANDUM OF UNDERSTANDING
BETWEEN
THE COUNTY OF VILAS
AND THE TOWN of BOULDER JUNCTION**

FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between the Town of Boulder Junction (hereafter referred to as the "local unit of government") and the County of Vilas (hereafter referred to as the "provider unit of government").

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The local unit of government understands that the State intends to maintain the official centralized database of voter registration information.
2. The local unit of government understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The local unit of government understands the technology, technology maintenance, staffing, and training costs that are required to accept the responsibility of entering and maintaining the data within the SVRS. The tentative costs have been outlined in Addendum A and agreed upon by both parties.
4. Based on the above, the local unit of government herein declares its intention to utilize technology and resources of the provider unit of government, County of Vilas and to share the costs that are associated with entering and maintaining data within the SVRS application. It is the understanding of the local unit of government, that the provider unit of government, County of Vilas accepts the technology and resource responsibilities for this sharing agreement as stated in Addendum B.
5. This Agreement is valid from the date signed 11-22-2011 through December 31, 2013. In addition, this agreement will extend in 90-day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - * Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - * The local unit of government that previously did not have responsibility for updating the SVRS has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - * The local unit of government that previously did not have responsibility for updating the SVRS has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Dated this 22nd day of November, 2011.

Municipality Relying on Another

Charles P. Spencer
Printed Name

Charles P. Spencer
Signed Name

Town Chairman
Title

Boulder Junction
Municipality Name

County Accepting the Technology
and Resource Responsibilities

David R. Alleman
Printed Name

David R. Alleman
Signed Name

County Clerk
Title

VILAS
County Name

Municipality Relies On Another Municipality or County To Perform the Technology Functions of SVRS.

Addendum A - SVRS Fee Agreement

Provider Entity VILAS COUNTY

Relying Entity BOULDER JUNCTION

For providing SVRS-related services as defined in the attached MOU and supporting addenda, the Relying Entity agrees to pay the Provider Entity the amount shown below:

**2011 VILAS COUNTY
Method of Charging Municipalities to Implement State Wide Voter Registration Per Election**

	1 - 500 (\$50)	501 - 1,000 (\$75)	1,001 - 1,500 (\$100)	1,501 - 2,000 (\$125)	2,001 - 2,500 (\$150)	2,501 - 3,000 (\$175)	3,000 & above (\$200)
T - Winchester							
T - Boulder Junction							
T - Land O'Lakes							
T - Manitowish Waters							
T - Presque Isle							
T - Cloverland							
T - Conover							
T - Phelps							
T - Washington							
C - Eagle River							
T - Lincoln							
T - St Germain							
T - Arbor Vitae							
T - Lac du Flambeau							
Total	2	4	5	0	2	0	2
\$ Amount	\$ 100.00	\$ 300.00	\$ 500.00	\$ 0.00	\$ 300.00	\$ 0.00	\$ 400.00
Grand Total				\$ 1,600.00			

Based on 2011 Population Estimate from Wisconsin Department of Administration

Addendum B – SVRS Roles and Responsibilities

Relier Roles and Responsibilities:

Voter Registration:

A clerk in a municipality with voter registration, if relying on the county for SVRS purposes, will have voter registration responsibilities nearly the same as those he or she would have if there were no SVRS. Clerks in the 1500 municipalities never before required to register voters, however, will learn a new set of processes.

Generally, the relying clerk will be responsible for:

1. Collecting both in-person and mail-in registration applications;
2. Approving the application if complete and contacting the voter if not;
3. Maintaining the original application in his or her office;
4. Sending the provider a copy of the application quickly enough that the provider is able to enter the information into SVRS before the statutory deadline, which is: within 10 days of the relying clerk having initially received the application;
5. Delivering same day registration applications to the provider at the time he or she sends the ballots for the county canvass; and
6. Using a report the provider will send to verify the provider entered the correct data into the SVRS.

Absentee Ballots:

All of Wisconsin's municipal clerks are familiar with absentee ballots, whether or not they have been required to register voters in the past. The SVRS does little to change the process. Generally, a relying clerk will be responsible for:

1. Receiving and logging requests for absentee ballots;
2. Sending the voter an absentee ballot and envelope;
3. Processing the returned envelopes and delivering them to poll places if complete;
4. Updating the Absentee Ballot Log with Election Inspector comments;
5. Sending the provider a list of dates on which the relying clerk received both absentee ballot requests and absentee ballot envelopes; and
6. Using a report the provider will send to verify the provider entered the correct data into the SVRS.

Elections Management

While this description only touches on a few of the many elections management functions a clerk performs, the same general pattern hold true: the SVRS changes few of a relying clerk's duties. For example, a relying clerk is still responsible for:

1. Identifying both the need for an election and the offices it will cover; the only new SVRS responsibility is to give the provider this information.
2. Receiving and approving candidate filings; the new SVRS responsibility is to give the provider this information.
3. Determining municipal-level ballot placement; the new SVRS responsibilities are to inform the provider and verify that he or she has followed your instruction for ballot placement.

Provider Roles and Responsibilities:

A Provider will have duties that are technical, logistical and process-related.

Technical

It will be a provider's responsibility to meet the baseline hardware, software, and connectivity requirements needed to use the SVRS.

Logistical

A provider will be charged with training and maintaining a staff sufficient to handle the incoming elections-related requests from relier municipalities. Clerk and staff training will occur for each provider as its group's go live date approaches.

Process-related

A provider is responsible for these process-related aspects of SVRS use:

1. Entering relier information into the SVRS before the applicable statutory deadline. This means entering data related to both voter registration and elections management, including absentee balloting, candidate filings, poll-worker contact information, ballot placement, etc.
2. Generating reports reflecting changes made to the voter records in a relying clerk's municipality.
3. Generating other reports as requested by relier clerks.
4. Printing poll lists.
5. Printing absentee ballot lists.

MEMO FROM THE COUNTY CLERK'S OFFICE

330 Court St.
Eagle River, WI 54521
(715) 479-3600

David R. Alleman, Vilas County Clerk
Lynn Bybee, Deputy County Clerk
Kris Duening, Payroll, Benefits & Accounts Clerk

To: All Town/City Clerks
From: Lynn Bybee
Subject: Memorandum of Understanding
Date: October 24, 2011

Enclosed you will find two sets of the Memorandum of Understanding for the Statewide Voter Registration System. This agreement is required by the State and must be completed every two years. I have also included the fee schedule. Please sign both originals and return one to the County Clerk's Office no later than December 15, 2011. Either you or your town chair can sign the agreement. Thank you in advance for all you do during the election process and I appreciate all the help that you give me. If you have any questions, you may contact me at 715-479-3600.

*Retind
11-23-11
Recd: 2001-R-10*