

DRIVE THROUGH EARLY VOTING PLAN AND INFORMATION

October 23, 2020 from 3 p.m. – 7 p.m. and October 24, 2020 from 8 a.m. – 3 p.m.

At Wausau City Hall

City of Wausau voters who want to take advantage of the Drive Through Early Voting option **must be registered voters in the City of Wausau.** In person voter registration will be available in the Clerk's Office during the drive through early voting event and you may then also vote in the Clerk's office after completing registration. ***Voter registration can be completed online at myvote.wi.gov until October 14th. After October 14th, voter registration must be completed in person.***

Drive Through Early Voting Plan: Procedures

Please refer to the *Drive Thru Voting Map* attached.

Streets will be blocked off beginning at noon on October 23, 2020 and beginning at 6 a.m. on October 24, 2020. The portion of streets that will be blocked off are shown on the Map where the Barricade symbols are placed. Both lanes of traffic will be blocked off on the route around City Hall, however, voter cars will be served in the parking spaces along the curb, and the other lane will serve as an access lane for voter cars that need additional assistance and for access to City Hall in case of an emergency.

Cars will access the Drive Through Voting route from 6th Street and will turn onto McClellan Street to enter the route.

Signs:

The Department of Public Works' ("DPW") sign mounted on a truck will be placed an adequate distance ahead of Lot 10 that states **Voter Registration should use Lot 10.** A DPW worker will be placed at Lot 10 to assist people entering the lot. The DPW worker will confirm that the individual needs to register to vote and will instruct the voter that he/she will need to walk to City Hall. An information sheet on what is needed for proof of residency when registering will be provided to the voter by the DPW worker.

The DPW sign on a trailer will be placed near the corner of McClellan and 5th (placed on the sidewalk just past the steps of the church) alerting voters that they must be registered to vote in the City of Wausau and must have acceptable photo identification.

An officer will be directing traffic at the intersection of McClellan and 5th Street where registered voters will enter the Drive Through Voting Route. Four cars will be allowed to enter Station 1 at a time. *Station 1 will consist of the last 4 parking stalls on McClellan near Station 1 marked on the Map. The Station 1 Tent will be placed halfway between these four stalls.*

Station Number 1 (Marked on the Map) will serve voters as follows:

1. Poll Worker will confirm that voter is a registered voter in the City of Wausau, that voter has voted within the past 4 years (if not, the State inactivates the registration) and that voter has acceptable photo identification for voting purposes. Poll Worker will then give a plastic clipboard to each eligible voter in the car. Clipboard will have a colored "Drive Up Voting" Information Sheet for voter to complete. Poll Worker will also provide a copy of the Uniform Instructions for Absentee Voting to each eligible voter in car. Pens will also be provided to voter when needed. Voter will be instructed to complete the Voter Information Sheet and proceed to **Station No. 2.**

- a. If voter is found to not have acceptable photo identification or there is an issue with voter registration, voter will be directed to use the outside lane to proceed slowly to the front of City Hall (near Station 3 on Map) and will park on the outside lane of Grant Street (left wheel to the curb) where an Election Runner/Worker will assist with further directions.

Station 2 (Marked on the Map) will serve voters as follows:

Station 2 will consist of the 1st two parking stalls near the corner of 4th and McClellan and the first two parking stalls on N 4th Street. The Station 2 Tent will be located on the East Corner of the Intersection.

1. Voter will give clipboard to Poll Worker with Voter Information Form completed and will state his/her name and address. Voter will hold up photo identification and Poll Worker will verify it is acceptable and then mark on the Voter Information Form which form of photo identification the voter provided. **Voter will keep their photo identification with them at all times, but should be instructed to keep it out to show it again when they receive the ballot at the next Station.**
2. Poll Worker will then provide a number (*written on a large Post-It Note, using the same color paper as the Voter Information Sheet*) to the voter and ask voter to place the Numbered Post-It on the inside of the passenger window so it is facing City Hall. If only the driver is the voter, the Poll Worker can assist with placing the Post-It on the window, with the voter's permission. Poll Worker will record the Car Number on all Voter Information Sheets collected from that specific car and verify that all information on the Voter Information Sheet is legible and completed.
3. Poll Worker will instruct voter to proceed to follow the route around to **Station 3** near the front of City Hall and wait for a Ballot Runner to bring the ballot out. Poll Worker will remind voters to read the Uniform Absentee Ballot Instructions while waiting and to make sure colored Post-It Number remains on the window for easy viewing by Ballot Runner.
4. A Ballot Runner Information Collector will take all clipboards collected from the car inside of City Hall to Clerk's Office. Clerk's Office will confirm and verify voter is properly registered and eligible to vote using the State of Wisconsin WisVote system. If approved, ballots will be prepared with Certification Envelope and Voter label and will be attached to clipboard containing the Voter Information Sheet.

Station 3 (Marked on the Map) will serve voters as follows:

Station 3 will consist of the parking stalls outside the entrance of City Hall beginning at the 15 minute parking stall.

1. Voter cars will be parked along the curb of the inside lane in front of City Hall. Station 3 attendant will watch to confirm that colored voter numbers are visible and will also watch for voters signaling they may have a question or issue.
2. A Ballot Provider Runner will be inside the Clerk's Office and will take the clipboard and ballot outside to Station No. 3 and will find the Car Number indicated on the Voter Information Sheet. The Ballot Provider Runner will ask the Voter to state voter name and address and show photo identification again. Ballot Provider Runner will then provide ballot and Certification Envelope to voter, instruct voter to vote ballot, fold ballot and insert into Certification Envelope before sealing envelope. Voter will then be instructed to

sign Certification Envelope and Ballot Provider Runner will sign as witness. *If there are several voters in the car, an attendant from tent at Station 3 or an overflow Ballot Runner can assist to serve multiple voters.* Voter will be instructed to exit the Drive Through Voting Route when process is completed. An Officer will be placed at the intersection of 5th and Grant Street to help with traffic control. Voters will turn onto 5th Street and continue through the intersection to exit the route.

3. Ballot Provider Runner will then deposit voted ballot into Absentee Ballot Drop Box located outside of City Hall.

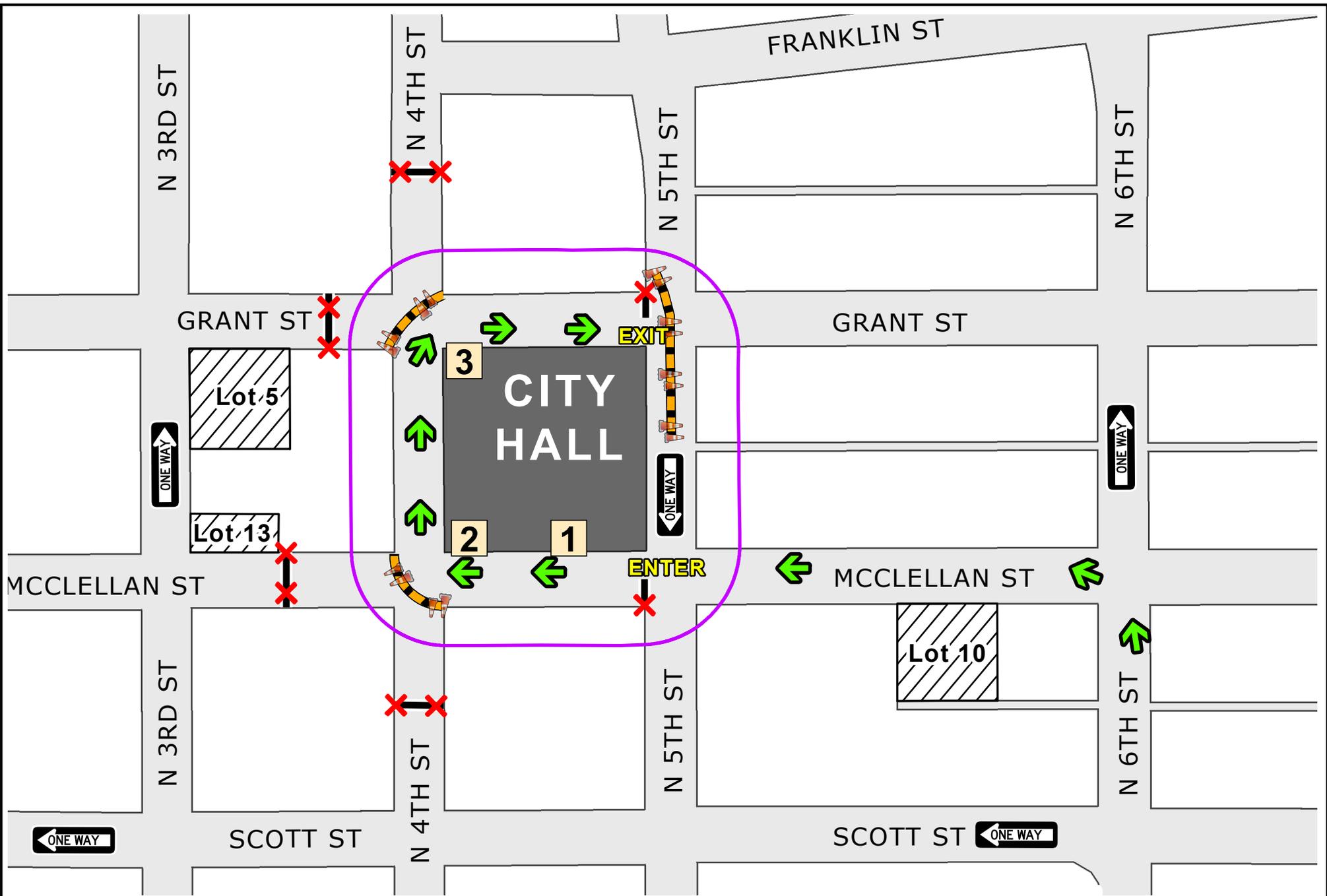
Additional Information:

Residents who need to complete voter registration can park in one of the Public Parking Lots and walk to City Hall. 2 assistants in the Clerk's Office will be dedicated to assisting residents who need to complete in-person Voter Registration and will also assist these voters with voting early in the Clerk's Office if voter also wants to do that.

We will have a couple of Poll Workers cleaning the clipboards in between voters and helping with other sanitizing duties as needed to keep everyone safe and healthy.

3 Officers are being assigned by the Police Department to assist with traffic control. We will have DPW staff on hand to also assist with traffic control and handling overflow issues if the need arises.

Approved by City of Wausau Safe Elections Task Force on September 16, 2020.



DRIVE THRU VOTING

City Hall
407 Grant St



-  Public Parking Lots
-  Stations
-  Voter Route
-  Tapered Cones
-  Barricade
-  100 Foot Buffer - City Hall Block