

**MINUTES**  
**MONDAY, FEBRUARY 24, 2025 - 9:00 A.M.**  
**OCONTO COUNTY BOARD OF CANVASSERS**  
**LEC CONFERENCE ROOM #1389**  
**301 WASHINGTON STREET, OCONTO WI 54153**  
**[www.co.oconto.wi.us](http://www.co.oconto.wi.us)**

BOARD OF CANVASSERS PRESENT: Nancy Brye, Ron Leja, Kim Pytleski, County Clerk

OTHERS PRESENT: Kathy Goldschmidt, Deputy County Clerk

**1. Call to Order**

Kathy Goldschmidt, Deputy County Clerk, called the meeting to order at 9:00 a.m. Goldschmidt was designated as the official minute taker. Kim Pytleski, County Clerk, confirmed that no nominations to the Board of Canvassers were received from any political party.

**2. Election Recap**

Pytleski stated election day went well and gave a brief recap of the day's events.

**3. Review and Inspect Documents from each Reporting Unit necessary to complete the February 18, 2025, Spring Primary.**

Documents were reviewed and inspected.

**4. May Recess for Lunch** – No lunch was taken.

**5. List of Irregularities – Irregularities with page numbers from the Election Day Manual are documented at the end of the minutes for your reference.**

- Town of Abrams – The Ballot Container Certificate (EL-101) was not placed in window of the blue ballot bag, and no "Write-in" tape was received.
- Town of Bagley – Chain of Custody sticker covered time ended column on envelope.
- Town of Brazeau – Zero tape was not attached to the Total all Ballots tape.
- Town of Doty – Tamper Evident Seals used to lock ICE cartridge doors were returned outside of the chain of custody envelope. Media chain of custody bag was returned to county, and absentee ballot log was a copy of the absentee envelopes, should be on the absentee ballot log form (EL-124).
- Town of How - The Ballot Container Certificate (EL-101) was not placed in the window of the blue ballot bag and tamper evident seal number was not documented on the EL-101. Sent two sets of tapes, only need one copy, extras remain with the municipality. Media chain of custody bag was returned to the county, municipality should keep.
- Town of Little River – Last voter number was not circled in red.
- Town of Little Suamico – Only two signatures on ICE #2 zero tape. Submitted a USB drive with Badger Book poll list, county clerk will verify requirement for a printed copy of the signed poll list. County does request a printed copy of the certification page .
- Town of Maple Valley – Tamper evident seal on the blue ballot bag was broke, new tamper evident seal number was not documented on the Ballot Container Certificate. Results were reported on the general tally sheet (EL-105). When calling in the results on election night the clerk reported an error printing the results tape. Clerk contacted the vendor and was instructed to turn the tabulator back on and reprint the results tape. County Clerk confirmed this process. Municipal Clerk reported already clearing the results tape and MBOC hand tallied the ballots and completed EL-105. In future, MBOC will rerun the zero results report, process the ballots through the tabulator and print results tape. Issue has been reviewed and resolved.
- Town of Morgan – Only one signature was documented on the Used Certificate Envelope (EL-103) and Chain of Custody sticker covered time ended column on envelope .
- Town of Pensaukee – Absentee voter numbers were documented in red, but no red "A" next to the number and did not circle the last voter number in red.
- Town of Riverview – There were no red A's next to the absentee voter numbers and only chief inspectors signed the Inspectors Statement.
- Town of Spruce – Absentee voter numbers were documented in red, but no red "A" next to the number and last voter number was not circled in red, no write-in tape was included with returns, and poll workers times were not documented on the Inspectors Statement.
- Town of Stiles – Tamper evident seal used on the blue ballot bag was not documented on the Inspectors Statement and no write-in tape was returned with election materials.
- Town of Townsend – Poll workers end times were not documented on the Inspector Statement, absentee voter numbers were documented in red, but no red "A" next to the number, Chain of

Custody sticker covered time ended column on envelope , and received two zero tapes, only need one copy.

- Village of Lena – Absentee voter numbers were documented in red, but no red “A” next to the number, some poll worker end times were not documented on the Inspectors Statement, received duplicate copies of the zero tape, only need one and the county’s extra tamper evident seal was sealed in the chain of custody envelope.
- City of Oconto – Last voter number was not circled in the poll book and the poll book was not an original copy.
- City of Oconto Falls – BOC requested if there is going to be an even number of poll workers signing the poll book certification, document work times on the Inspectors Statement so the county canvass can verify an odd number worked at all times.

**6. Verification of tamper-evident serial numbers from the voting equipment have been recorded on random selection of 10 Reporting Unit’s EL-104 Inspectors Statements, and have been initialed by the Chief Election Inspector.**

The Oconto County Board of Canvass reviewed and verified tamper-evident serial numbers were documented and initialed by the Chief Election Inspectors on all randomly selected reporting units: Towns of Breed, Doty, Little River, Pensaukee, Riverview, Spruce, Stiles, and Townsend, Village of Suring and City of Oconto Falls.

**7. Adjournment**

Meeting was adjourned at 10:27 a.m. The next County Board of Canvas will be Monday, April 7, 2025, at 9:00 a.m. in the LEC Conference Center.

**Election Day Manual (EDM) References:**

**Reconciling Poll Lists (Page 144):** (c) The last voter number on both lists should be circled in red.

Nowhere else in the EDM is the color red mentioned. As such, the only place red ink should be used is in these two instances: “A” for Absentee voter and to circle the last voter number in each poll book.

**Zero Tape (page 23-24 EDM)**

**5. Election Day Zero-Count Requirement**

- Before any ballots on Election Day are cast on the electronic voting equipment, the election officials shall witness a test of the tabulation component by engaging the printing mechanism and securing a printed result showing a zero count for every candidate and referendum.
- The zero-count printout should not be separated from the remainder of the roll. Leave the printout attached to the roll. Wis. Stat. §5.84(2)

**Signatures Used Certificate Envelope EL-103 (page 149 EDM)**

All used absentee Certificate Envelopes (EL-122) should be placed in the white carrier envelope (EL-103).

The certificate on the carrier envelope must be signed by the chief inspector and two other election inspectors, one from each party (unless appointed without regard to party affiliation).

**Signatures and Date and Time Inspectors Statement (page 146 EDM)**

All election inspectors sign the completed certificate on the original Inspectors’ Statement (EL-104).

- If there are multiple shifts, each shift should sign and indicate the hours they worked at the polling place.
- If the standard inspectors’ statement does not have sufficient space for the number of inspectors working at the polling place, the election inspectors may sign on an additional page that is then attached to the EL-104 as an addendum.

**ICE Manual (page 24, 2021 Version)**

Closing the Polls - 3. Confirm the **Print Results Tape** and **Print Write-In Tape** options are set to **Print**.

Select the desired **Number of Copies** to Print by pressing **Change**. Press **Close** to continue.

**Polling Place Supplies & Materials (page 25 (h) EDM)**

Poll List and Supplemental Poll List (EL-107): Each ward or combination of wards will have two poll lists, which must be maintained identically on Election Day.

**Routing Materials (page 150 (7) EDM)**

- One original poll list and one original supplemental poll list (EL-107s). The poll list that contains electors’ signatures is routed to the county clerk