

Town of Brussels

County of Door

Website: TownOfBrussels.com

Joe Wautier, Chairman

Mark Marchant, Supervisor #1
Austin Vandertie, Supervisor #2

Sherri Dantoin, Clerk
Penny Wautier, Treasurer

Town Board Meeting

August 12, 2026 6:30pm
Brussels Community Center,
1366 Junction Road, Brussels, WI 54204

1. **Agenda**
2. Call to order
3. Pledge of Allegiance
4. Approval of Agenda
5. Approve Clerk Minutes of the July 8, 2026 Meeting
6. Treasurer's report
7. Presentation: None
8. Public Comments (limit 5 minutes per person)
 - a. Supervisor Response
 - b. Mimi Schmidt – Pickleball, Sealing basketball courts
9. Transition/Appointment of Board Member to Fire Board
10. Consideration: Revised Emergency Response Plan
11. Community Business Association Funding – Allocation of Funds Form
12. Building/Zoning
 - a. Permits issued for July
13. Town Roads
 - a. Work needed?
14. Community Center
 - a. Repairs needed?
15. Town Park
 - a. Consideration of motor vehicles in park
 - b. Work needed?
16. Clerk's correspondence – for information only
 - a. WTA Conference Registration (due by 9/14)
 - b. WTA Fall Workshop request \$75 (online), 10/1
 - c. Election process/update
17. Payment of bills, monthly salaries & administrative expenses
18. Next Regular Monthly Meeting – September 9, 2026, 6:30 pm
19. Next meeting Agenda Items
20. Adjourn

Posted 8/6/26

Town Hall, Website: townofbrussels.com

Discussion and action may occur on any agenda item unless otherwise noted. Deviation from order may occur. Any person wishing to attend this meeting who, because of disability, requires special accommodations, should contact the clerk at clerk.townofbrussels@gmail.com prior to the meeting.

TOWN OF BRUSSELS TOWN BOARD MEETING MINUTES
Wednesday, July 8, 2026 – 6:30 p.m.
Brussels Community Center

The Town Board Meeting of the Town of Brussels was called to order at 6:30 p.m. by Chairman Joe Wautier.

Roll Call: Board Members Present: Chair Joe Wautier; Supervisors Mark Marchant and Austin Vandertie; Treasurer Penny Wautier; Clerk Sherri Dantoin.

Pledge of Allegiance: Recited

Approval of Agenda: Motion by Marchant, seconded by Vandertie, to approve the agenda with Item #10 (Town Roads) moved to immediately follow the Treasurer's Report to accommodate Thad Ash's attendance. Motion carried.

Approval of Town Board Minutes: Motion by Vandertie, seconded by Marchant, to approve the June 10, 2026 Town Board Meeting minutes. Motion carried.

Treasurer's Report: Treasurer P. Wautier reported that the Certificate of Deposit had been transferred to the Town's savings account in anticipation of upcoming roadwork expenses. Motion by Marchant, seconded by Vandertie, to approve the Treasurer's Report. Motion carried.

Presentations: None.

Public Comments/Supervisor Response: None.

Building/Zoning Permits: Permits issued during June were reviewed.

Town Roads: Motion by Marchant, seconded by Vandertie, to accept and award the asphalt purchase bid to Northeast Asphalt, at a price of \$63.80 per ton of hot mix asphalt for the Low Road LRIP Project #19775, as they were the sole bidder; and for Door County Highway Department to haul the hot mix from Northeast Asphalt to the job site and to apply to the road. Motion carried.

Joe Bader addressed the Board regarding challenges encountered during roadside grass cutting due to significant deadfall in roadside ditches, particularly along Stevenson Pier Road. Motion by Marchant, seconded by Vandertie, to authorize pushing deadfall farther into the ditch/wooded areas along Stevenson Pier Road this year at a cost of \$165 per hour, with similar work to be considered during next year's budgeting process for other ditches that need to be cleared. Motion carried.

Bader also noted numerous abandoned metal signposts and a fallen tractor sign along Swamp Road off County C. With Board consensus, he will remove the unused posts and sign at no cost to the Town.

Food Truck Permit Application: Clerk Dantoin presented revisions to the Food Truck Permit application developed in collaboration with a recent applicant to improve clarity and completeness without changing the underlying requirements. Motion by Vandertie, seconded by Marchant, to approve the revised application effective immediately. Motion carried.

Brussels Lions Club Liquor License: No action was necessary. The Lions Club will utilize its previously approved picnic permit. The Board noted that Carbliss now offers a malt-based beverage that may be sold under the existing Class B Beer/Wine license.

Sealtec Proposal: Motion by Wautier, seconded by Vandertie, to approve Sealtec's proposal to reseal the Community Center parking lots and drive lanes for \$3985 and pickleball court at \$425; further, Marchant will obtain an additional proposal from Sealtec, not to exceed \$2,000, for the basketball courts. Motion carried. Lions will help with this cost depending on how Belgian Days goes.

Town Park: Discussion was held regarding motor vehicle traffic within the park. The Board agreed the intent is to keep vehicles out of the playground area and off the walking path while recognizing the need for vehicle access between the ballfields for games and during events. Treasurer Wautier will discuss the matter with the Brussels Lions Club. Discussion next meeting regarding installation of no parking signs.

The Jazz Music Festival has been confirmation to be cancelled for this year.

Clerk's Correspondence: Clerk Dantoin requested ideas for submission to the Bay-Lake Regional Planning Commission Community Project Survey. The Board did not identify any projects for submission at this time but noted that the upcoming Comprehensive Plan update may identify future priorities.

Payment of Bills: Motion by Marchant, seconded by Vandertie, to approve payment of monthly bills, salaries, and administrative expenses. Motion carried.

Next Meeting/Next Agenda: The next regular monthly meeting will be held August 12, 2026, at 6:30 p.m. Treasurer Wautier will be unavailable and will provide the Treasurer's Report to the Clerk or Chairman in advance for distribution. Agenda items include: Motor Vehicles in the Park and Transition/Appointment of Board member to the Fire Board.

Adjournment: Motion by Marchant, seconded by Vandertie, to adjourn the meeting at 7:39 p.m. Motion carried.

Respectfully submitted,
Sherri Dantoin
Town Clerk, Town of Brussels

TOWN OF BRUSSELS

ELECTION DAY EMERGENCY RESPONSE PLAN

File is maintained by:

Sherri Dantoin, Town Clerk

Election Day Emergency Response Plan Revised

Revision History

Table of Contents	Page
Election Day Quick References, Hours, Locations	3
Purpose & Philosophy	4
Emergency Roles & Responsibilities	5
Public Information Officer & Media	6
Emergency Communications	7
Emergency Readiness	8
Election Material Security	12
Emergency Procedures	14
Pre-Election Day Emergencies	14
Election Day Emergencies	15
Fire	15
Medical Emergency	15
Blood or Bodily Fluids	16
Active Shooter	16
Lockdown/Lockout	17
Disorderly Individual	17
Bomb Threat/Suspicious Mail or Call	17
Hazardous Material/Gas Leak/Substance	18
Evacuation	19
Severe Weather/Tornado	19
Electrical Outage	21
Recovery	21
Polling Place Relocation	22
Forms & Checklists	24
Contacts	28

ELECTION DAY EMERGENCY QUICK REFERENCE & POLLING PLACE STAFFING, HOURS & LOCATION

EMERGENCY PRIORITIES

Protect Life

Call 9-1-1

Notify Chief Inspector

Notify Town Clerk

Notify Door County Clerk

Secure Ballots (if safe)

Maintain Chain of Custody

Activate PIO

Document Actions

Resume or Relocate Voting

Contacts

POLLING PLACE STAFFING, HOURS OF OPERATION, AND LOCATION(S)

Address of this Polling Location: 1366 Junction Road, Brussels, Wisconsin 54204

Staffing: Chief Election Inspector (1-2); Election Inspectors (2-5).

Hours of Operation: Voters may cast ballots from 7:00 a.m. to 8:00 p.m.

Extended Polling Place Hours: In the event of an emergency, a court order may be requested to extend polling place hours.

SECTION 1

PURPOSE & PHILOSOPHY

Purpose

The Town of Brussels is committed to conducting elections that are safe, secure, accessible, and administered with integrity. While Election Day emergencies are uncommon, preparedness ensures that voting can continue whenever possible while protecting voters, Election Inspectors, election materials, and public confidence in the election process.

This Emergency Operations Manual establishes procedures for responding to emergencies that may interrupt Election Day operations, including severe weather, power outages, fire, medical emergencies, hazardous materials, suspicious mail, security incidents, and polling place relocation.

Whenever practical, election operations should continue while maintaining the security, accountability, and chain of custody of all election materials.

Preparing for the Unexpected

You may think, **"This will never happen here."**

We all hope that is true.

However, communities throughout Wisconsin have experienced Election Day emergencies, including tornadoes, power outages, gas leaks, suspicious mail, medical emergencies, and polling place evacuations.

The purpose of this manual is **not** to create concern.

Its purpose is to ensure every Election Inspector knows exactly what to do if an emergency occurs.

Planning, discussing, and practicing emergency scenarios before they happen helps us respond calmly and confidently while protecting voters and preserving election integrity.

Preparation reduces uncertainty. Preparation reduces fear. Preparation allows us to continue serving our voters safely and professionally.

Safety First

Election Inspectors should **never place themselves at unnecessary personal risk** to protect election equipment or materials.

Human life and personal safety always take precedence over property and election materials.

SECTION 2

EMERGENCY ROLES & RESPONSIBILITIES

Chief Election Inspector

The Chief Election Inspector is responsible for coordinating Election Day emergency response until relieved by emergency responders.

Responsibilities include:

Direct Election Day emergency operations.

Ensure voter safety.

Coordinate Election Inspectors.

Protect election materials.

Suspend voting when necessary.

Maintain chain of custody.

Notify the Town Clerk.

Ensure required documentation is completed.

Election Inspectors

The role of election inspectors is to run elections and support Chief Inspectors.

Election Inspectors shall:

Follow emergency procedures.

Assist voters.

Protect election materials.

Maintain ballot security.

Follow directions of emergency responders.

Assist with relocation if necessary.

Document actions assigned to them.

Town Clerk

The role of the Town Clerk is to ensure administrative tasks are prepared in advance of elections, implement Emergency Preparedness, and support Chief Inspectors.

The Town Clerk shall:

Coordinate municipal response.

Notify the Door County Clerk.

Coordinate with Wisconsin Elections Commission if needed.

Coordinate alternate polling location.

Coordinate communications with the Public Information Officer.

Arrange additional supplies and staffing.

Maintain overall election continuity.

Door County Clerk

The Door County Clerk shall be notified whenever an emergency:

Interrupts voting.

Requires polling place relocation.

Affects ballot security.

Causes extended power outages.

Results in evacuation.

Requires WEC consultation.

May require court-ordered extension of polling hours.

Public Information Officer (PIO)

During any Election Day emergency, the Town of Brussels shall designate a Public Information Officer (PIO). See Next Section (Public Information & Communications) for additional details relating to PIO.

SECTION 3

PUBLIC INFORMATION & COMMUNICATIONS

Purpose

Timely, accurate, and consistent communication during an Election Day emergency helps maintain public confidence, reduces confusion, and supports the orderly continuation of voting operations.

Only verified information shall be released to the public.

Election Inspectors shall **not** provide statements to the media or post information regarding Election Day emergencies on personal or official social media accounts unless authorized by the PIO.

Public Information Officer (PIO)

During any Election Day emergency, the Town of Brussels shall designate a **Public Information Officer (PIO)** to coordinate communications with the public and media.

The PIO may be:

Town Chair

Town Clerk

Chief Election Inspector

Another designated Town official

The PIO shall coordinate with:

Door County Clerk

Incident Commander

Emergency responders

Wisconsin Elections Commission (when appropriate)

Responsibilities

The PIO shall:

Serve as the official spokesperson.

Coordinate all public messaging.

Release approved information only.

Coordinate polling place relocation notices.

Coordinate delayed opening or temporary suspension notices.

Coordinate reopening announcements.

Maintain copies of all public statements.

Public Information Packet

The Emergency Relocation Kit shall contain a Public Information Packet including:

Press Release Templates

Website & Social Media Templates

Media Contacts

Public Signage

Communication Priorities

Information released should be:

Accurate

Timely

Consistent

Factual

Approved by the PIO

Avoid speculation.

Never release information that could compromise election integrity or emergency response operations.

SECTION 4

EMERGENCY COMMUNICATIONS

Notification Hierarchy

When an emergency occurs:

Call 9-1-1 (if appropriate)

Notify Chief Election Inspector

Notify Town Clerk

Town Clerk notifies Door County Clerk

Activate Public Information Officer

Notify voting equipment vendor (if needed)

Notify Wisconsin Elections Commission (through or in coordination with the County Clerk, as appropriate)

County Clerk Notification

The Town Clerk shall notify the Door County Clerk as soon as practical whenever:

Voting is suspended.

Polls are evacuated.

Polling place is relocated.

Ballot security is compromised.

Significant voting equipment failure occurs.

Extended power outage affects voting.

Hazardous materials incident occurs.

Court order may be required.

Election integrity could be affected.

Media Communications

Only the designated Public Information Officer may release information regarding Election Day emergencies.

Election Inspectors shall refer all media inquiries to the PIO.

SECTION 5

EMERGENCY READINESS

Election Day Emergency Briefing

Prior to opening the polls, the Chief Election Inspector shall conduct a brief emergency readiness review with all Election Inspectors.

The review shall include:

- ☐ Emergency exits
- ☐ Fire extinguisher locations
- ☐ AED location
- ☐ First Aid Kit location
- ☐ Narcan location
- ☐ Tornado shelter (Interior Public Restrooms)
- ☐ Evacuation assembly area
- ☐ Emergency Relocation Kit
- ☐ Emergency ballot box (located in Clerk's vehicle)
- ☐ Emergency contact numbers
- ☐ Public Information Officer
- ☐ Alternate polling location
- ☐ Individual emergency assignments

Emergency Practice

Emergency situations are rare, but practicing our response makes us better prepared.

During periods of low voter activity, the Chief Election Inspector should take opportunities to review emergency procedures, discuss individual assignments, and walk through potential emergency scenarios with Election Inspectors.

These discussions may include:

- Evacuation procedures
- Tornado sheltering procedures
- Polling place relocation
- Ballot security
- Emergency communications
- Packing and transportation assignments
- Public information responsibilities

Actual packing of election materials or equipment shall **not** begin unless relocation has been authorized or is reasonably anticipated due to an emergency.

These brief preparedness discussions help ensure that, if an emergency does occur, Election Inspectors are confident in their responsibilities and can respond calmly, safely, and efficiently without interrupting service to voters.

Emergency Readiness Equipment

Prior to opening the polls, verify the following are available:

Emergency Relocation Kit

Emergency ballot box (empty and secured in the Clerk's vehicle)

Public Information Packet

Flashlights and extra batteries

First Aid Kit

Narcan

Emergency contact list

Copy of this Emergency Operations Manual

Polling place relocation signs

Communication devices

Cell phone chargers

Election supplies for relocation

SECTION 6

ELECTION MATERIAL SECURITY

Purpose

The integrity of every election depends upon maintaining the security, accountability, and chain of custody of all ballots, voting equipment, poll books, and election records. During any emergency, the safety of voters and Election Inspectors is always the highest priority. Once life safety has been addressed, every reasonable effort shall be made to protect election materials while maintaining continuous chain of custody.

Election Material Security

The following procedures apply whenever an emergency interrupts normal Election Day operations.

Election Inspectors shall:

Immediately suspend issuing additional ballots when directed or when conditions warrant.

Secure all voted ballots.

Secure all unvoted ballots.

Secure poll books.

Secure absentee ballot envelopes and certificates.

Secure voter registration materials.

Secure Inspector Statements.

Secure memory devices and election media.

Secure all election documentation.

Lock voting equipment and ballot boxes whenever practical.

Maintain continuous supervision of election materials whenever conditions safely permit.

Election materials shall **never** be intentionally left unattended unless necessary to protect life or as directed by emergency responders.

Chain of Custody

Whenever ballots or election materials are moved:

At least two Election Inspectors should accompany election materials whenever practical.

Document who maintained custody.

Document the reason for movement.

Document the destination.

Record the date and time.

Verify seal numbers before and after transport whenever applicable.

Document any broken or replaced seals.

Notify the Town Clerk of any concerns regarding ballot security.

Temporary Suspension of Voting

Voting may be temporarily suspended because of:

Fire

Severe weather

Tornado

Hazardous materials

Gas leak

Medical emergency

Law enforcement activity

Utility failure

Building evacuation

Any situation determined unsafe by the Chief Election Inspector or emergency responders

When voting is suspended:

Stop issuing ballots.

Voters already possessing ballots may complete them if it is safe to do so.

Secure all election materials.

Notify the Town Clerk immediately.

The Town Clerk shall notify the Door County Clerk.

Record the time voting stopped.

Resume voting only when authorized and safe.

Record the time voting resumed.

Election Material Recovery

After any emergency, but before voting resumes:

Verify ballot security.

Verify seal numbers.

Verify voting equipment serial numbers.

Verify poll books.

Verify Inspector Statements.

Verify voted ballot accountability.

Document any discrepancies immediately.

Notify the Town Clerk and Door County Clerk of any concerns before reopening.

SECTION 7

EMERGENCY PROCEDURES

General Emergency Response – Quick Reference

Unless otherwise specified, Election Inspectors should follow these priorities during any emergency:

Protect life and personal safety.

Call 9-1-1 when appropriate.

Notify the Chief Election Inspector.

Notify the Town Clerk.

The Town Clerk shall notify the Door County Clerk whenever Election Day operations are significantly affected.

Protect election materials whenever conditions safely permit.

Maintain chain of custody.

Document actions taken on Inspector Statement.

Resume or relocate voting operations when appropriate.

PRE-ELECTION DAY EMERGENCIES

CYBERSECURITY INCIDENTS

If there is cause for concern that a cybersecurity incident has occurred, follow these procedures:

If you believe a specific device has been impacted:

Disconnect it from any networks but leave it powered on.

Notify the Wisconsin Elections Commission, elections@wi.gov or 608-261-2028.

For after-hours support, call the Wisconsin Emergency Management Duty Officer at 1-800-943-0003

If you will not be able to recover your devices quickly, you may request temporary replacements from the WEC.

Switch any impacted processes to a backup method (paper documents instead of electronic or calling instead of emailing).

POLL WORKER SHORTAGES

Staffing polling places is one of the most important areas of consideration for Election Day. Having the right numbers of poll workers to show up on Election Day may not be enough. There may be times that individuals get sick or pull out of Election Day for several reasons.

Ensure there is a back-up list of potential poll workers that will come in short notice. Plan ahead for next Elections, as there are many steps to ensuring they are ready to go.

CHANGING POLLING PLACES BEFORE ELECTION DAY

There may be times when a polling place becomes unavailable as Election Day nears. A secondary location may need to be established on short notice. If an alternate polling place is determined necessary prior to Election Day, contact the WEC Help Desk at 608-261-2028 or elections@wi.gov to update WisVote and MyVote.

ELECTION DAY EMERGENCIES

FIRE

Designated On-Site Assembly:

Additional Parking lot near walking path

Designated Off-Site Assembly:

Marchants Foods, 1367 County DK

Travis Price Masonry, 1364 County DK

B.U.G. Fire Station #1, 1080 County Road C

If fire or smoke is discovered:

Stay calm.

Activate the fire alarm if necessary.

Dial 9-1-1.

Notify the Chief Election Inspector.

If conditions warrant:

Suspend issuing ballots.

Secure election materials.

Lock voting equipment.

Evacuate using the nearest safe exit – or - Proceed to the designated assembly area.

Account for all Election Inspectors.

Notify the Town Clerk.

Town Clerk shall notify the Door County Clerk if voting operations are interrupted.

Do not re-enter the building until authorized.

MEDICAL EMERGENCY

The Brussels Community Center maintains:

AED/Fire Extinguisher: Can be found on walls next to Board Room door

First Aid Kit: Found in Kitchen in marked cupboard (also one in Relocation Bin)

Narcan: Narcan supplies are located on the Election Cart

If a voter, Election Inspector, or visitor experiences a medical emergency:

Dial 9-1-1.

Notify the Chief Election Inspector.

Provide first aid only if trained and it is safe to do so. Do not move victim unless necessary.

If appropriate and trained personnel are available, administer Narcan in accordance with Town policy while awaiting EMS.

Keep the area clear for emergency responders.

Continue voting if practical.

If voting operations are significantly disrupted, notify the Town Clerk.

The Town Clerk shall notify the Door County Clerk as appropriate.

Appoint PIO if necessary.

BLOOD OR BODILY FLUIDS

The Brussels Community Center maintains:

Bodily Fluid Clean-Up Kits: Located next to First Aid Kit in Kitchen in marked cupboard

If blood or other bodily fluids are present:

Keep others away from the area.

Wear disposable gloves.

Treat all bodily fluids as potentially infectious.

Notify the Chief Election Inspector.

Follow Town cleanup procedures, using the Clean Up Kits located in First Aid Kits

Dispose of contaminated materials appropriately.

Wash hands thoroughly after glove removal (Remember how to safely remove?)

Resume operations when safe.

ACTIVE SHOOTER

If an active shooter is present:

Call 9-1-1 if safe.

Follow the principles of **Run, Hide, Fight**. (In this order!)

Decide if a Lockdown/Lockout is relevant, if so, initiate (protocol follows).

Follow law enforcement instructions immediately.

Do not attempt to protect election equipment at the expense of personal safety.

Once safe, notify the Town Clerk.

The Town Clerk shall notify the Door County Clerk.

Maintain chain of custody only after the scene has been secured.

LOCKDOWN

A **Lockdown** is used when danger exists inside or immediately adjacent to the building.

During a Lockdown:

- Lock doors.
- Turn off lights if appropriate.
- Silence cell phones.
- Stay out of sight.
- Do not open doors until instructed by law enforcement.
- Remain in place until the all-clear is given.

LOCKOUT

A **Lockout** is used when danger exists outside the building.

During a Lockout:

- Bring everyone inside.
- Lock exterior doors.
- Continue voting if it is safe to do so.
- Monitor instructions from emergency responders.
- Be prepared to escalate to a Lockdown if conditions change.

DISORDERLY OR OUT-OF-CONTROL INDIVIDUAL

If an individual becomes disruptive:

- Remain calm and professional.
- Notify the Chief Election Inspector.
- Attempt verbal de-escalation when safe.
- Do not physically engage or remove the individual unless necessary for immediate safety.
- Call law enforcement if the individual refuses to comply, threatens others, or disrupts voting.
- Continue voting if practical.
- Notify the Town Clerk if operations are interrupted.
- The Town Clerk shall notify the Door County Clerk if the incident significantly affects Election Day operations.

THREATENING PHONE CALL/BOMB THREAT/SUSPICIOUS OBJECT/SUSPICIOUS MAIL

If a threatening phone call is received or a suspicious package, object, or piece of mail is discovered:

- Stay calm.
- Notify the Chief Election Inspector immediately.

Dial 9-1-1.

Notify the Town Clerk.

The Town Clerk shall notify the Door County Clerk if voting operations may be affected.

Do **not** touch, move, shake, open, or further examine the suspicious object or mail.

Do **not** attempt to locate a bomb or suspicious device.

Isolate the area and keep voters away.

Preserve the scene for law enforcement.

If evacuation is ordered, follow the Evacuation procedures in this manual.

If the suspicious item is an absentee ballot envelope, preserve it exactly as found and discontinue processing until directed by law enforcement.

HAZARDOUS MATERIALS / GAS LEAK / SUSPICIOUS SUBSTANCE

If a hazardous material release, gas leak, suspicious powder, unknown liquid, biological substance, or other potentially hazardous material is suspected:

Immediate Actions

Stay calm.

Dial 9-1-1.

Notify the Chief Election Inspector.

Notify the Town Clerk.

The Town Clerk shall notify the Door County Clerk if Election Day operations are affected.

Do **not** touch, smell, taste, or attempt to identify the substance.

If a gas leak is suspected, **do not** operate light switches, electrical equipment, or anything capable of creating a spark.

Isolate the area and keep others away.

If Found in an Absentee Ballot Envelope

Stop processing the envelope immediately.

Do not remove the ballot.

Preserve the envelope exactly as found.

Secure nearby election materials.

Maintain chain of custody.

Follow instructions from law enforcement and the Green Bay Metro Fire Department Hazardous Materials Response Team.

Do not allow potentially exposed individuals to leave the area unless authorized by the Incident Commander or the Green Bay Metro Fire Department Hazardous Materials Response Team. Individuals may require evaluation, identification, decontamination, or medical assessment before being released.

EVACUATION

Designated Off-Site Assembly:

Marchants Foods, 1367 County DK

Travis Price Masonry, 1364 County DK

B.U.G. Fire Station #1, 1080 County Road C

Evacuate immediately if life safety requires.

If evacuation is deemed necessary for any reason:

- Keep voters and staff calm and orderly.

- Suspend issuing ballots.

- Account for all Election Inspectors.

- Call 9-1-1.

- Remain in any safe location until Police/EMS arrive.

- Implement Alternate Polling Location plan (in this manual) if safe to do so.

- Secure election materials if conditions safely allow.

 - Lock Voting Equipment, if safe to do so.

 - Load all election materials into cars which will be escorted by Police or EMS.

 - Secure voted ballots.

 - Secure unvoted ballots.

 - Secure poll books.

 - Secure absentee materials.

 - Secure voter registration materials.

 - Secure Inspector Statements.

 - Secure memory devices.

 - Recorded equipment serial numbers.

- Proceed to the designated evacuation location and/or Alternate Polling Location when safe to do so.

- Emergency Relocation Kit should be readily available.

- Post relocation signs

 - Whenever practical, **assign an Election Inspector or Town representative to remain at the original polling place** to direct arriving voters until adequate signage and public notification have been established.

- Notify the Town Clerk.

- The Town Clerk shall notify the Door County Clerk if voting operations are interrupted.

- Document on Incident Log.

SEVERE WEATHER

Severe Weather Watch

A **Watch** means conditions are favorable for severe weather to develop.

Normal voting operations continue.

Election Inspectors should:

- Continue serving voters.
- Monitor weather conditions and storm proximity.
- Review emergency procedures.
- Ensure emergency supplies are readily available.
- Verify the Emergency Relocation Kit and emergency ballot box are ready if needed.
- Prepare to implement emergency procedures should a Warning be issued.

Severe Weather Warning

A **Warning** means severe weather is occurring or is imminent and poses an immediate threat to life or property.

Voting may continue **only if it remains safe to do so** while Election Inspectors actively prepare for protective actions.

During a Warning:

- Closely monitor weather conditions.
- Gather Election Inspectors for a brief review of responsibilities.
- Confirm evacuation and shelter procedures.
- Prepare to secure election materials if needed.
- Position the Emergency Relocation Kit for immediate deployment if relocation becomes necessary. This should include the Emergency back-up kit and voting equipment, at a minimum.
- Be prepared to suspend voting immediately if directed by emergency responders or conditions warrant. Keep voters informed in a calm and orderly manner.
- If necessary, suspend issuing ballots and voting, direct voters and staff to the designated shelter area.

Designated Tornado Shelter

The Brussels Town Hall designated tornado shelter is: **interior public restrooms.**

Alternate location is the **Board Room, under the heavy table.**

At the beginning of Election Day, the Chief Election Inspector shall identify the shelter location and review the route with all Election Inspectors.

If unable to take voting equipment with you, consider moving the voting equipment into a secure, locked room, if conditions are safe to do so.

Remain sheltered until emergency responders or weather authorities indicate the threat has passed.

Implement Alternate Polling Location if necessary. Document on Incident Log.

ELECTRICAL OUTAGE

If power is lost:

- Continue voting if equipment remains operational (battery will last 3-4 hours on backup).

- Record the exact time power was lost.

- Notify the Chief Election Inspector.

- Notify the Town Clerk.

- The Town Clerk shall notify the Door County Clerk if the outage is prolonged.

If battery backup is exhausted:

- Continue issuing ballots.

- Deposit voted ballots into the auxiliary compartment.

- Maintain ballot security.

- Record the time power was restored.

- Process ballots in the auxiliary compartment. If this is not by End of Day, secure ballots in Ballot Bag, clearly mark status, proceed to alternate Polling Location.

RECOVERY

Before reopening:

- Verify building safety.

- Verify voting equipment.

- Verify serial numbers.

- Verify security seals.

- Verify ballot accountability.

- Re-establish voting stations.

- Verify accessibility.

- Conduct a staff briefing.

- Notify the County Clerk.

- Resume voting.

- Document all actions including reopening time.

If an extension of Polling Place Hours is warranted, this must be approved/ordered by a County Judge ONLY! Contact County Clerk and Police Dispatch @ 920-746-2416 to contact a Judge.

SECTION 8

CHANGE OF POLLING LOCATION / VENUE

Purpose

If the polling place becomes unsafe or unusable, voting operations may be relocated to the designated alternate polling location.

Election integrity shall remain the highest priority throughout the relocation.

Remember this decision is made by Clerk and/or Chief Inspector ONLY, in concert with EMS and County Clerk.

Alternate Polling Locations for Town of Brussels are:

Marchants Foods, 1367 County DK

Travis Price Masonry, 1364 County DK

B.U.G. Fire Station #1, 1080 County Road C

Planning Expectations

Relocating a polling place is a significant operation.

Election officials should expect the process to require **one hour or more** to:

Follow Evacuation Procedures for list of items to transport and relocate (if possible).

Accuracy and ballot security are more important than speed.

Resume voting only after all security measures have been met. See Recovery Section for things to consider before reopening.

Appoint PIO to handle media (see section regarding Communications)

Emergency Relocation Kit

The Town Clerk shall maintain an Emergency Relocation Kit in the Clerk's vehicle. The kit shall be inspected and restocked before each election.

The kit shall include:

Alternate emergency ballot box

Security seals

Tape – Preferably a variety of packing, masking, duct, etc

Pens, markers, pencils

Flashlights

Extra batteries

- Extension cords
- Power strips
- Phone chargers
- First aid kit
- Disposable gloves
- Polling Place Moved signs
- Directional signs
- Public Information Packet
- Press release templates
- Website/social media templates
- Incident report forms
- Inspectors' Statements (extra copy)
- Emergency Operations Manual
- Election Day contact list
- Maps to alternate polling location
- Blank paper and clipboards
- Scissors
- Zip ties

If an extension of Polling Place Hours is warranted, this must be approved/ordered by a County Judge ONLY! Contact County Clerk and Police Dispatch @ 920-746-2416 to contact a Judge.

Training

During periods of low voter activity, the Chief Election Inspector should periodically review relocation assignments and emergency responsibilities with Election Inspectors.

Discussion topics should include:

- Ballot security
- Packing responsibilities
- Transportation assignments
- Public communication
- Alternate polling location setup
- Emergency supplies

These reviews improve preparedness and should not interfere with serving voters.

Remember: A successful polling place relocation depends on preparation—not speed. Maintain ballot security, preserve chain of custody, communicate clearly, and work methodically. A well-organized response protects both the safety of everyone involved and the integrity of the election.

SECTION 9

FORMS & CHECKLISTS

Purpose

These Checklists are provided to help ensure proper supplies are available before every election. The Town Clerk should review these Checklists before each Election and update all Election Workers during training, and/or prior to the start of their shift, any items that might pertain to the day.

The Emergency Relocation Kit shall remain in the Clerk's vehicle throughout Election Day.

Emergency Relocation Kit Inventory

Election Materials

- Emergency ballot box
- Temporary Ballot Bag
- Extra security seals
- Poll books (A phone call to the County can get us this)
- Election ballots
- Incident report forms
- Inspector Statements
- Emergency Operations Manual
- Election Day contact list

Office Supplies

- Pens/Pencils
- Permanent markers
- Highlighters
- Clipboards
- Blank paper
- Scissors
- Tape – various varieties
- Zip ties

Emergency Supplies

- Flashlights
- Extra batteries
- Extension cords
- Power strips
- Portable chargers
- First Aid Kit with NARCAN
- Disposable gloves

Public Information Materials

Press releases

Website templates

Social media templates

Polling Place Moved signs

Directional signs

Maps to alternate polling location

Annual Inspection

Before every election verify:

- ☐ Batteries
- ☐ Flashlights
- ☐ First Aid Kit (Stocked and where we think they are?)
- ☐ AED working
- ☐ Narcan available, expiration date
- ☐ Relocation Kit/supplies
- ☐ Emergency ballot box
- ☐ Contact list

After each election:

Restock used supplies.

Replace expired supplies.

Recharge batteries.

Replace damaged equipment.

Election Day Emergency Briefing Checklist

Before opening polls:

- ☐ Review exits
- ☐ Review tornado shelter
- ☐ Review evacuation routes
- ☐ Review alternate polling location
- ☐ Review emergency assignments
- ☐ Review emergency communications
- ☐ Confirm Emergency Relocation Kit
- ☐ Confirm emergency ballot box
- ☐ Confirm emergency contacts
- ☐ Identify PIO
- ☐ Verify First Aid Kit (location, contents)
- ☐ Verify Narcan

Temporary Suspension Checklist

- ☐ Stop issuing ballots
- ☐ Secure voted ballots
- ☐ Secure unvoted ballots
- ☐ Secure poll books
- ☐ Secure voting equipment
- ☐ Notify Town Clerk
- ☐ Town Clerk notifies County Clerk
- ☐ Document stop time
- ☐ Resume when safe
- ☐ Document restart time

Polling Place Relocation Checklist

Before leaving:

- ☐ Secure ballots
- ☐ Secure poll books
- ☐ Secure Inspector Statements
- ☐ Verify seals
- ☐ Verify serial numbers
- ☐ Pack Emergency Relocation Kit
- ☐ Notify County Clerk
- ☐ Activate PIO
- ☐ Post relocation signs

Reopening Checklist

- ☐ Verify building safety
- ☐ Verify accessibility
- ☐ Verify equipment
- ☐ Verify seal numbers
- ☐ Verify serial numbers
- ☐ Verify ballot accountability
- ☐ Conduct staff briefing
- ☐ Notify County Clerk
- ☐ Resume voting

Emergency Recovery Checklist

Following any emergency:

- ☐ Document incident – times, names, dates, witnesses
- ☐ Complete Incident Log
- ☐ Update Inspectors' Statement
- ☐ Notify Town Clerk
- ☐ Notify County Clerk
- ☐ Activate PIO?
- ☐ Preserve documentation
- ☐ Restock emergency supplies
- ☐ Conduct staff debriefing

Lessons Learned

Following any emergency or significant incident, the Town Clerk and Chief Election Inspector should conduct an after-action review to improve future preparedness.

Discussion topics should include:

What went well?

What challenges were encountered?

Were emergency procedures effective?

Were adequate supplies available?

Were communication procedures effective?

Was ballot security maintained?

Were additional resources needed?

Recommendations for improving future Election Day emergency response.

SECTION 10

EMERGENCY CONTACTS

Listed below are potential Election Day emergency contacts.

Municipal Contacts

Clerk	Name: Sherri Dantoin
	Daytime Phone Number: 920-493-1836
	After Hours Phone Number:
Deputy Clerk	Name: N/A
	Daytime Phone Number:
	After Hours Phone Number:
Fire/Police/EMS	9-1-1
Fire/Police/EMS (non-emergency)	920-746-2400
IT Support	Name: Chad Meilke
	Daytime Phone Number: 920-724-1008
	After Hours Phone Number: 920-209-4574
Voting Equipment Support	Name: Phil Schmidt
	Daytime Phone Number: 1-312-805-4306
	After Hours Phone Number: 1-312-805-4306
Municipal Attorney	Name: Randy Nesbitt
	Daytime Phone Number: 920-493-0783
	After Hours Phone Number: 920-493-0783
Public Works Department	Name: N/A

County Contacts

Clerk	Name: Jill Lau
	Daytime Phone Number: 920-746-2200
	After Hours Phone Number: 920-495-5227
	Election Day Cell Phone: 920-493-5999
Deputy Clerk	Name: Barb Pavlik
	Daytime Phone Number: 920-746-2201
	After Hours Phone Number: 920-493-7393
Fire/Police/EMS	9-1-1
Fire/Police/EMS (non-emergency)	920-746-2400
IT Support	Name: County Clerk Jill Lau
	Daytime Phone Number: 920-746-2200
	After Hours Phone Number: 920-495-5227
Voting Equipment Support	Name: Phil Schmidt
	Daytime Phone Number: 1- 312-805-4306
	After Hours Phone Number: same
County Attorney	N/A
County Judge (on-call for election night) (this will vary for every election)	Contact Dispatch, 920-746-2416
Public Works Department	Name: N/A

State Contacts

Wisconsin Elections Commission	Help Desk: 1-608-261-2028
	Help Desk Email: elections@wi.gov
	For extended office hours and applicable phone numbers during those hours, please check Recent Clerk Communications tab the agency website (https://elections.wi.gov).
	Meagan Wolfe (WEC Administrator)
	Daytime Phone Number: 1-608-266-8175
	After Hours Phone Number: 1- 608-712-6957
	Robert Kehoe (WEC Deputy Administrator)
	Daytime Phone Number: 1-608-261-2019
	Joel Despain (Public Information Officer)
	Daytime Phone Number: 1-608-266-8005
	James Witecha (Staff Counsel)
	Daytime Phone Number: 1-608-266-0136