



WATERFORD WATERWAY MANAGEMENT DISTRICT

Annual and Special Meeting Policy

Approved August 22, 2019

This procedure provides guidelines for running and voting at annual and special meetings of the Waterford Waterway Management District.

This procedure may be modifying with Board approval for other special votes of the District. This procedure is modeled after the Town of Waterford Voting processes.

Additional information is available on the WWMD website <http://waterfordwwmd.com/>

1. Definitions

“Elector” means a U.S. citizen age 18 or older whose permanent residence is within the District.

“Proof of Identity” means a driver’s license or other government-issued photo ID.

“Property Owner” means either an individual or entity (trust, foundation, corporation, association or organization) that owns real property within the District.

“Self-Certification Form” means the form attached to this policy that is required to be completed and signed by persons whose name does not appear on the Voter List.

“Voter” means an eligible elector, property owner, or authorized representative of an entity property owner within the District.

“Voter List” means the list of property owners, property addresses and mailing addresses shown on the tax roll for properties located within the District.

2. Annual Meeting Order of Business

- a. Roberts Rules of Order are followed.
- b. The Annual Meeting starts and follows the agenda as published.
- c. Procedure for approval of the previous year’s Annual Meeting Minutes: Motion and second for approval are made from the floor, followed by discussion. Voice vote or show of hands.
- d. Procedure for hearing on proposed budget and special charge for the upcoming fiscal year: Motion and second for approval are made from the floor, followed by discussion. Vote is by ballot. Voting shall not be conducted until a motion is approved with the final

amount of the budget and special charge. Ballots will be collected, counted and announced during the meeting.

- e. Introduction of persons on the ballot for commissioner(s).
- f. Election of Commissioner(s): Nominations from the floor are permitted provided the person so nominated verifies that he or she is a U.S. citizen, age 18 or older who is an owner of real property within the District; verbally commits to the responsibilities and obligations of a District Commissioner; and accepts the nomination. Nominees from the floor shall be written in on the ballot in the spaces provided. Ballots will be collected, counted and announced during the meeting.
- g. Vote on date for the next year's Annual Meeting: Chair will announce the proposed date (traditionally the 4th Saturday of September). Motion and second for approval are made from the floor, followed by discussion. Voice vote or show of hands to approve.
- h. Results will be published on the WWMD website as soon as practicable.

3. Eligibility for Placement on Ballot for Board of Commissioners

Pursuant to Wis. Stat. §§ 33.01(9)(b) and 33.28(2)(c), any U.S. citizen age 18 or older who owns property within the District is eligible to be nominated as a Commissioner for an open term. Eligible persons may seek to be placed on the ballot at the next Annual Meeting by stating their intentions and affirming their qualifications in writing to the Chair of the District no less than 45 days before the annual meeting date.

4. Who Can Vote?

The following persons are eligible to vote at District annual and special meetings pursuant to Wis. Stat. §§ 33.01(9)(ar):

- (1) U.S. citizens who reside in the District, including renters and children over the age of 18, may vote as electors, provided that they certify their status on the District's Voter Self-Certification Form;
- (2) U.S. citizens age 18 or older who are owners of property located within the District, if the person's name appears as an owner of real property on the tax roll that was delivered on or before the 3rd Monday in December of the previous year.
- (3) U.S. citizens age 18 or older who are co-owners of real property within the District but whose name does not appear on the tax roll specified in sub. (2).
- (4) A representative, officer or employee authorized to vote on behalf of a trust, foundation, corporation, association or organization that owns real property in the District.

5. Additional Information

- a. All eligible voters need proof of identity to register to vote.
- b. Eligible voters may only vote once, as either an elector or property owner, but may also vote as the authorized representative, officer or employee of a trust, foundation, corporation, association or organization that owns real property in the District.

- c. Each property owner (whether individual or entity) is allowed one vote regardless of the number of properties owned within the District.
- d. Properties held in trust are entitled to a vote by a person named as trustee, provided they bring the trust document naming them as trustee. Only one trustee of a trust may vote.
- e. Renters may vote provided that they bring proof of residence in the form of a utility bill or rental agreement and self-certify.
- f. An authorized representative, officer or employee of an entity that owns property within the District may vote on behalf of the entity provided they bring a letter on the organization’s letterhead or resolution of the governing board of the entity authorizing them to vote on the entity’s behalf.
- g. Each co-owner of a parcel of property located in the District is entitled to vote, provided that any owner whose name does not appear on the voter list shall self-certify his or her status on the District’s Voter Self-Certification Form.
- h. Per Wisconsin Statutes §§ 33.30(2)(b) and 33.305(4,) No absentee ballots or proxies are permitted.

6. Information to be Included in Meeting Announcement

ELIGIBILITY TO VOTE: A person who is a U.S. citizen and 18 years of age or older who is a property owner or a resident elector may vote at this meeting. Eligible voters may only vote once, as either an elector or property owner. Each co-owner of real property located in the District is entitled to vote. An authorized representative, officer or employee of an entity that owns property within the District may vote on behalf of the entity provided they bring a letter on company letterhead or resolution of the board of the entity authorizing them to vote on the entity’s behalf. The voter’s signature on the voter list or on a self-certification form is required for each ballot issued. Per Wis. Stat. §§ 33.30(2)(b) and 33.305(4,) No absentee ballots or proxies are permitted. Additional information is available on the WWMD website.

7. Voter List

The voter list is derived from the Racine County tax rolls. Those that do not receive tax bills (i.e. co-owners, renters, adult children) should go to the registration table. Neither the voter list or self-certifications carry over to subsequent years’ registrations or votes.

Voter list example

Voter #	Initials	Type	Name	Mailing Address	District Street Address	Voter Signature
		C	212 WEST MAIN LLC,	5946 N RIVER BAY RD WATERFORD, WI 53185	232 MILWAUKEE N ST WATERFORD, Wisconsin 53185	
		C	4950 LLC,	4437 S. HOWELL AVENUE MILWAUKEE, WI 53207	4950 ELM ISLAND DR WATERFORD, Wisconsin 53185	
		C	4EVER YOUNG LLC,	240 MARINA COURT #13 WATERFORD, WI 53185	240 MARINA CT 13 WATERFORD, Wisconsin 53185	
		C	6605 WILLOW LANE, LLC,	6601 WILLOW LANE WATERFORD, WI 53185	6605 WILLOW LN WATERFORD, Wisconsin 53185	
		T	ABPLANALP TRUST NORMAN E & LOIS J,	4774 KINGS WAY NORTH GURNEE, IL 60031	7442 POPLAR CIR WATERFORD, Wisconsin 53185	
			ACKERAT, SHARI L ACKERAT	4235 RIVERSIDE RD WATERFORD, WI 53185	4235 RIVERSIDE RD WATERFORD, Wisconsin 53185	
			ACKERAT, STEVEN B	4235 RIVERSIDE RD WATERFORD, WI 53185	4235 RIVERSIDE RD WATERFORD, Wisconsin 53185	
			ADAMS, DAMIEN S	4623 CALEY CT WATERFORD, WI 53185	4623 CALEY CT WATERFORD, Wisconsin 53185	

Columns are:

Voter # - Registration number from cards

Initials – Poll workers initials to complete the registration.

Type- Identifies property as entity (C) or trust (T) etc.

Name - Last, First

Mailing Address – Used to match ID with property and can be outside of the district.

District Address – The address of the property within the district.

Voter Signature – Voter signs at registration

8. Check-in Procedure

- a. Two lines, A-K and L-Z by last name, corresponding to two tables staffed by 1 or 2 poll workers at each will have copies of the voter list derived from the tax roll.
- b. Property owners whose name appears on the tax roll should proceed to the appropriate line for check-in.
- c. Electors, co-owners, and authorized representatives who know that their name does not appear on the tax roll should proceed to the registration table staffed by 1 or 2 poll workers who will handle registration of those using the District's voter self-certification form. It will also have copies of the voter list by name, mailing address and district address. A searchable version of the current tax roll may be provided on a computer.

9. Registration Procedure:

- a. Property owner's name and address from a valid ID are matched to name and either the mailing or district address, on voter list.
- b. Property owner's full name is circled.
- c. Unique voter number is written in the first column of the voter list titled Voter #.
- d. Property owner signs the voter list in the far-right column titled Voter Signature.
- e. Poll worker initials second column titled Initials.
- f. If there are matching problems, the person is referred to the registration table to consult the voter list.
- g. For each ballot issued, the eligible voter must either sign the voter list or self-certify to their status as an elector, a co-owner of property whose name does not appear on the voter list, or representative of property owner that is a trust, foundation, corporation, association or organization.

10. Self-Certification (see form below)

If a person's name does not appear on the voter list, or their ID doesn't match voter list details, they must self-certify by way of the District's Voter Self-Certification Form. This can be done at the registration table.

- Elector fills out the form and signs.
- Name from a valid ID is matched to name and address on the form.
- Ballot numbers from separate cards available to the poll workers
- Ballot number will be written on the Voter Self-Certification form.
- Poll worker initials in upper right corner.

All self-certification forms will be reviewed after the vote. Those who self-certified but found to be ineligible to have voted will be notified of such. Their identity may be forwarded to the appropriate authority overseeing election fraud.

11. Meeting Packet

Each registered voter shall be given a packet that contains:

- a. Cover page that includes notice, agenda and statement of identification to register to vote
- b. Annual budget
- c. Last year's meeting minutes
- d. Official ballot for approval of annual budget and special charge.
- e. Official ballot for election Commissioner(s)
- f. Additional pages may be added as needed.

Adopted

Revisions

Reference Documents

2018 Annual Meeting

<http://waterfordwwmd.com/archive/2018-annual-meeting>

Minutes of 8/23/18 board meeting where elector policy was considered but not approved.

<http://waterfordwwmd.com/wp-content/uploads/2018-08-23-Meeting-Minutes.pdf>

State of Wisconsin

<https://docs.legis.wisconsin.gov/statutes/statutes/33>

<https://docs.legis.wisconsin.gov/statutes/statutes/6>

Additional information is available on the WWMD website

<http://waterfordwwmd.com/>

Registration # _____

Initials _____

**WATERFORD WATERWAY MANAGEMENT DISTRICT
ELECTOR SELF-CERTIFICATION**

The following is to be used if the elector is not listed on the Racine County tax list.

The undersigned does solemnly swear (or affirm) that he or she:

- Is a U.S. citizen **AND**
- Is at least 18 years of age **AND**
- Resides within the Waterford Waterway Management District **OR**
- Owns property within the Waterford Waterway Management District but is not listed as an owner of property on the tax roll **OR**
- Is the authorized representative, officer or employee for purposes of voting on behalf of the corporation, partnership, LLC, trust, foundation, association, municipality or other organization that owns real property in the Waterford Waterway Management District:

(Print full name of organization that owns property within this District) as applicable

(Signature)

(Print Name)

(Address)

ELECTION FRAUD IS A FELONY

Section 12.13 of the Wisconsin Statutes (elector fraud) prohibits any person from voting at annual or special meetings of WWMD unless the person meets statutory requirements as an owner of property in the District, as an elector who resides within the District or as an authorized representative of a trust, foundation, corporation, association or organization that owns real property in the District.

FREQUENTLY ASKED QUESTIONS

Q: I just moved into the district and have not gotten a new driver's license, what do I do?

A: Bring your existing driver's license and proof of your address such as a utility bill or closing documents, and then self-certify.

Q: I'm listed on the tax roll/voter list, but my partner isn't, can they vote?

A: If your partner is a co-owner of real property within the District, they may vote upon showing proof of identity and self-certification.

Q: I'm listed on the voter list; do I still need to fill out the certification form?

A: No. Your registration is completed by signing the voter list.

Q: I live in the District, but my house is an asset of a trust.

A: You may vote as an elector as long as you are a U.S. citizen, age 18 or older and your permanent residence is within the District. Bring proof of identity and self-certify. If you have a trust document identifying you as a trustee, you may also vote on behalf of the trust.

Q: My wife, brother, sister-in-law and I co-own a property in the District, but only my wife and I live there. Can my brother and his wife vote?

A: Yes, all owners of a property are eligible to vote. Each must bring proof of identity and self-certify.

Q: My property is listed as an LLC. What can I do?

A: Real properties are allowed one vote. You must bring a letter on company letterhead or resolution of the LLC members authorizing you to vote on behalf of the LLC and self-certify.

Q: I am the trustee of a house in the district. What do I need to do to do to vote?

A: Bring proof of identity, a copy of the trust document naming you as trustee and self-certify.

Q: I own several properties; can I vote for each one.

A: No, you are allowed one vote regardless of the number of properties owned.

Q: My boss who owns a business in the district, sent me to vote for him, what do I need to do?

A: Bring a letter showing that you are authorized to vote on behalf of the business, proof of identification and then self-certify, including business name and address.

Q: I currently rent a house within the District. Can I vote?

A: If the house is your permanent residence, and if you are a U.S. citizen age 18 or older, you may vote upon bringing proof of identity, a rental agreement or utility bill showing the address of the property and self-certify.

Q: My kid just came back for summer vacation from school, can they vote?

A: If your child's permanent address is in the District and are at least 18 years old, they can vote. They need proof of identity and must self-certify.

Q: I just sold my home and have moved, and the new people have moved in. Can I vote because my name is still on the voter list?

A: Yes. As provided by Wis. Stat. § 33.01(9)(ar)1., if you are a person whose name appears as an owner of real property on the tax roll that was delivered on or before the 3rd Monday in December of the previous year, you are entitled by statute to vote as a property owner.

Draft of Annual Meeting packet

Using FY 19 budget as an example

These pages are an example of a meeting packet and can be changed yearly as needed.

Additional sheets of information may be added as needed.



*Waterford Waterway
Management District*

*Post Office Box 416
Waterford, Wisconsin 53185*

*info@waterfordwwmd.com
waterfordwwmd.com*

**ANNUAL MEETING NOTICE
WATERFORD WATERWAY MANAGEMENT DISTRICT**

Pursuant to Wisconsin S.S. 33.30 and S.S. 65.90, the Wisconsin Statutes, the Annual Meeting and Budget Request will be held at:

PLACE: Waterford Union High School Auditorium, Waterford Wisconsin

DATE: Saturday, September 28, 2019

TIME: 8:00 am registration - 9:00am meeting

AGENDA – Annual Meeting

1. Call to Order
2. Chairperson’s remarks
3. Introduction of current commissioners
4. Approval of 2018 Annual Meeting Minutes
5. Hearing and vote on proposed 2019 – 2020 (FY20) budget and special charge
6. Introduction of persons on the ballot for commissioners. Commissioner Mike Waghorn’s term expiring
7. Commissioner vote
8. Vote on the date of 2020 Annual Meeting – September 26, 2020 proposed
9. Adjourn annual meeting

Ballots will be collected and counted after each vote.

After adjournment, the board will convene to elect officers and to transact other business of the district.

ELIGIBILITY TO VOTE: A person who is a U.S. citizen and 18 years of age or older who is a property owner or a resident elector may vote at this meeting. Eligible voters may only vote once, as either an elector or property owner. Each co-owner of real property located in the District is entitled to vote. An authorized representative, officer or employee of an entity that owns property within the District may vote on behalf of the entity provided they bring a letter on company letterhead or resolution of the board of the entity authorizing them to vote on the entity’s behalf. The voter’s signature on the voter list or on a self-certification form is required for each ballot issued. Per Wis. Stat. §§ 33.30(2)(b) and 33.305(4,) No absentee ballots or proxies are permitted.

Additional information is available on the WWMD website.

SPENDING & PROPOSED BUDGET

	FY17	FY18					PROPOSED FY19
	10/16-9/17	10/17-9/18	10/17-7/18	8/18-9/18	10/17-9/18	10/18-9/19	
	Actual	Budget	Actual To Date	Estimated Remaining	Estimated Actual	Budget	
REVENUES							
Special Charge	\$ 223,425	\$ 247,750	\$ 246,500	\$ -	\$ 246,500	\$ 247,750	
Other (donations, interest)	\$ 775	\$ 800	\$ 1,786	\$ 625	\$ 2,411	\$ 2,400	
TOTAL	\$ 224,200	\$ 248,550	\$ 248,286	\$ 625	\$ 248,911	\$ 250,150	
EXPENDITURES/APPROPRIATIONS							
Administrative	\$ 12,295	\$ 37,590	\$ 10,835	\$ 22,915	\$ 33,750	\$ 35,790	
Grants	\$ -	\$ -	\$ -	\$ (28,373)	\$ (28,373)	\$ -	
Net Total for Administration	\$ 12,295	\$ 37,590	\$ 10,835	\$ (5,458)	\$ 5,377	\$ 35,790	
Information & Education	\$ 3,336	\$ 25,100	\$ 1,357	\$ 16,600	\$ 17,957	\$ 25,100	
Marketing	\$ 130	\$ 185	\$ 85	\$ -	\$ 85	\$ 185	
Aquatic Plants Expenses	\$ 166,276	\$ 197,500	\$ 78,363	\$ 67,065	\$ 145,428	\$ 159,300	
Grants for Aquatic Plants	\$ (9,525)	\$ (5,000)	\$ (1,440)	\$ (1,500)	\$ (2,940)	\$ (2,500)	
Net Total for Aquatic Plants	\$ 156,751	\$ 192,500	\$ 76,923	\$ 65,565	\$ 142,488	\$ 156,800	
Special Projects	\$ 11,035	\$ 13,000	\$ 1,263	\$ 5,000	\$ 6,263	\$ 43,000	
Grants for Special Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Net Total for Special Projects	\$ 11,035	\$ 13,000	\$ 1,263	\$ 5,000	\$ 6,263	\$ 43,000	
Dredging/ESR Expenses	\$ 66,034	\$ 155,000	\$ 30,634	\$ 29,366	\$ 60,000	\$ 155,000	
Grants for Dredging/ESR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Net Total for Dredging/ESR	\$ 66,034	\$ 155,000	\$ 30,634	\$ 29,366	\$ 60,000	\$ 155,000	
Finance	\$ -	\$ 65,000	\$ 12,125	\$ 11,500	\$ 23,625	\$ 70,000	
Contingency	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	
TOTAL EXPENSES	\$259,107	\$503,375	\$134,662	\$124,073	\$258,735	\$498,375	
TOTAL GRANTS	\$(9,525)	\$(5,000)	\$(1,440)	\$(1,500)	\$(2,940)	\$(2,500)	
NET EXPENSES	\$249,582	\$498,375	\$133,222	\$122,573	\$255,795	\$495,875	
Revenue Over (Under) Expenses	\$(25,381)	\$(249,825)	\$115,064	\$(121,948)	\$(6,884)	\$(245,725)	

NET POSITION

	FY17	FY18				PROPOSED FY19			
	End Balance	Beg. Balance	Reserve Xfer	Revenue Over (Under) Expenses	End Balance	Beg. Balance	Reserve Xfer	Revenue Over (Under) Expenses	End Balance
Dredging Reserve									
Unreserved Funds	\$284,112			\$(6,884)	\$277,228			\$(245,725)	\$31,503
Net Position	\$284,112	\$284,112			\$277,228	\$277,228			\$31,503

NOTES

Special Charge remains \$250 per tax key -- FY16, FY17 = \$225 and FY18, FY19 = \$250

Administrative: \$3K Insur, \$7K Audit, \$1.6K Misc, \$1K Safety, \$25K Lake Mgmt Plan

Info & Education: \$7K Newsletters, \$4K Special Mailings, \$10K Professional Services, \$4K Community Meetings

Marketing: \$135 Chamber Event & Dues, \$50 Welcome Letters

Aquatic Plants:

Special Projects: Water quality improvements

Public Safety: Buoy vandalism reward

ESR: FY18 Outreach moved to I&E, \$40K to finish permitting, \$75K for final design & bidding, \$40K legal

Finance: \$40K Legal, \$30K Grant Writing

Contingency: Can be used at board's discretion



Waterford Waterway Management District
P.O. Box 418
Waterford, Wisconsin 53185

Annual meeting minutes, September 22, 2018

1. Call to order – Chairman Barb Baron called the meeting to order at 9:20am at Waterford Union High School
A total of 264 eligible voters register for the meeting
2. Chairman remarks
3. Introduction of Commissioners and Attorney, Mary Beth Peranteau. All commissioners were present except Mike Waghorn.
4. Motion made by Gary Hanson and 2nd by Doug Swartz to approve the 2017 annual meeting minutes with last year's budget added as page 2. Motion approved unanimously.
5. Motion made by Paul Beyerl and 2nd by Dick Kosut to approve the proposed budget.
 - a. Motion made by Gary Hanson and 2nd by Bob Gregrich to zero out the dredging/ESR and finance expense lines of the budget. Much discussion followed. Hand vote was 87 Yes and 130 No. Motion fails.
 - b. Motion by Steve Larry and 2nd by Dan Alby to move \$20,000 from Finance to Aquatic plants. Hand vote was 48 Yes and 129 No. Motion fails.
 - c. Vote on original motion without changes to proposed budget: 173 Yes, 84 No, Total votes 257. Proposed budget passes.
6. Election of two commissioners: Tom Hincz and Greg Horeth presented why they should be elected. Motion by Mark Gunder to add Steve Larry to commissioner ballot. Steve Larry presented why he should be elected. Tom Hincz withdrew his name from ballot. Vote: 226 Greg Horeth, 182 Steve Larry, 51 Tom Hincz, 3 Brandon Begotka, 2 Gary Bluemel, 1 Tom Pettit, 1 Sue Pettit. Greg Horeth and Steve Larry are commissioners.
7. 2019 annual meeting date of 9/28/19 was unanimously approved.
8. Several people presented pros and cons on 2019/2020 advisory drawdown. Vote 208 Yes, 44 No, 12 No opinion/need more information, Total votes 264.
9. Motion made by Paul Beyerl and 2nd by Doug Swartz to adjourn. Motion approved unanimously.

Respectfully submitted,

Gary Bluemel
WWMD Secretary and commissioner

OFFICIAL BALLOT

WATERFORD WATERWAY MANAGEMENT DISTRICT

ANNUAL MEETING

September 28, 2019

Resolution for fiscal year 2020 (FY20) budget and special charge:

Pursuant to section 30.33.(3)b of Wisconsin state statutes are you in favor of an operating budget for Fiscal Year 2020 (October 1, 2019 through September 30, 2020) with any amendments has been proposed during the budget hearing at this annual meeting of the Waterford Waterway Management District – and – a special charge on properties within the district has been proposed to fund the Fiscal year 2020 operating budget.

Vote for only one option. Make a cross (X) to in the () area to the left of the option you wish to vote for.

() YES () NO

WARNING: ELECTOR FRAUD IS A FELONY

Section 12.13 of the Wisconsin Statutes (elector fraud) prohibits any person from voting at the Annual Meeting or special meeting of WWMD unless the person meets the lake districts voting requirements as an owner of property in the District, as an elector who resides within the District or as an Entity Representative.

OFFICIAL BALLOT

WATERFORD WATERWAY MANAGEMENT DISTRICT

ANNUAL MEETING

September 28, 2019

Election of Commissioner

Pursuant to section 30.33.(3)a of Wisconsin state statutes, vote for only one (1) candidate. Make a cross (X) to in the () are to the left of the person you wish to vote for. To vote for a person whose was nominated from the floor, write their name in the space provided.

() Jane Doe

() Floor Nominated _____

() Floor Nominated _____

() Floor Nominated _____

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