

**MINUTES**  
**MONDAY, NOVEMBER 25, 2024 – 12:00 PM**  
**VOTING EQUIPMENT AUDIT**  
**TOWN OF GREENWOOD TOWN HALL**  
**W2790 TROUT AVENUE, RIB LAKE, WI 54470**  
[www.townshipofgreenwood.com](http://www.townshipofgreenwood.com)

PRESENT: Clerk Jill Scheithauer; Chief Election Inspectors Sandra Rizzi and Dawn Thums

PUBLIC PRESENT: None

Audit began at 12:00 PM.

- Town Clerk Jill Scheithauer reviewed the 2024 Post-Election Voting Equipment Audit Procedures guidance provided by the Wisconsin Election Commission as well as watched the training video provided by WEC.
- Town of Greenwood, Taylor County, was randomly selected for the equipment audit.
- Town Clerk Jill Scheithauer broke ballot bag seal. Scheithauer, Rizzi and Thums counted the ballots and put them into stacks of 50, separating each stack into two piles of 25.
- Clerk Scheithauer served as ballot reader and Rizzi and Thums were separate counters to tally. After each five slashes for a candidate, the markers would say “tally.” After 25 ballots were read, the subtotal was recorded. Each stack of 50 had a separate tally sheet signed by the two auditors. Following the review of all ballots the tally sheets were added and totals were transferred to the reporting form. Signed copies of the reporting forms and tally sheets are on file with the Town Clerk’s Office. If a questionable mark was made on a ballot, a mark was made in the side bar of the respective tally sheet.
- Two (2) discrepancies were found between the audit numbers and the equipment numbers. Each discrepancy was an instance that a filled circle was “questionable,” as far as how filled in it was. Auditors counted those two instances as a vote. The machine did not.
- Ballots were resealed in the municipality’s ballot bag with a new tamper evidence seal and returned to the County Clerk’s office.
- Town of Greenwood completed its audit at 3:15 PM.

Jill Scheithauer  
Town Clerk