

Board of Election Commissioners Meeting
City of Galesburg, Illinois
June 16, 2025 — 9:00 a.m.
City Hall Basement Conference Room

Chairman Roger Williamson called the meeting to order at 9:00 a.m. Attending were Commissioners Veronica Peoples and David Christensen, Executive Director Lisa Watson, and Assistant Bill Gohring. Also in attendance were Darla Krejci, Jeannette Churnin, and Dwight White.

After reviewing the minutes from the May 13, 2025 meeting, David Christensen made a motion to approve the minutes. Veronica Peoples seconded. Motion carried.

Public Comment – There was no public comment.

Old Business:

Memo Only Budget— David Christensen provided an overview of the Memo Only Budget. Expenditures for May were down as there were no election costs. Total expenses were \$11,355.00 and total revenue was \$4,218.00. The checking balance is \$82,719.00.

Voter Card Mailing (required every two years)

United Way Cancellation Notice Received-Precinct 10 Polling Place Update – United Way presented a notice of cancellation of their facility as a polling place due to the merger of the Knox and Warren County United Way organizations and the sale of the building. This change has been communicated with the printer. One of the borders of Precinct 10 (Hope Cemetery) is across the street from the Public Library. In the past, the library has expressed interest in being a polling place and is currently an emergency backup polling location. It meets all the accessibility requirements. Veronica Peoples and Lisa Watson drove through Precinct 10 and were unable to find a suitable polling location that would meet requirements. In further discussion, it was pointed out that the library was centrally located in the area that included Precincts 10, 11, 12, and 15 and within walking distance for many voters in those precincts. After the discussion, Chairman Roger Williamson stated that he would entertain a motion to relocate Precincts 10, 11, 12, and 15 to the Public Library. David Christensen made the motion to relocate Precincts 10, 11, 12, and 15 to the Public Library. Veronica Peoples seconded. Motion carried.

FY 2026 Salary Review –

Consumer Price Index – Lisa Watson presented information on the current all-items Consumer Price Index of 2.4% (May 2024 to May 2025).

Comparison with Similar-sized Illinois Election Commissions – Lisa Watson presented a chart with comparisons based on the 2025 Consolidated Election. The Galesburg Commission had the most registered voters. The Galesburg Commission had the lowest salary structure.

Compliments – **2025 Consolidated Election** – Ward 7 Alderperson Steve Cheeseman complimented on “how well the election went”. **2024 General Election (November)** – Voter Anna Wingo stopped by the office to compliment the election judges at Precinct 15 for the wonderful voting assistance they provided her mother Gladys Keene who is wheelchair bound. She also complimented the election office staff for always providing professional and friendly service year after year.

Veronica Peoples made a motion to move into an Executive Session for the Salary Review. David Christensen seconded. Motion carried.

David Christensen made a motion to move back to regular session. Veronica Peoples seconded. Motion carried.

After the executive session, it was proposed to set the Executive Director’ salary at \$54,600.00 and the Assistant Director’s salary at \$38,100.00 effective on 12/01/2025.

Veronica Peoples made a motion to accept the proposed salaries. David Christensen seconded. Chairman Roger Williamson asked that the salary for each position be considered separately. Veronica Peoples withdrew her motion.

Veronica Peoples made a motion that the salary for the Executive Director be set at \$54,600.00 effective 12/01/2025. Davide Christensen seconded. Motion carried.

David Christensen made a motion that the salary for the Assistant Director be set at \$38,100.00 effective 12/01/2025. Veronica Peoples seconded. Motion carried.

New Business:

Vote-By-Mail Certification Envelope – Vote-By-Mail Voting has expanded from approximately 200 ballots in the past to 2800 in the last election. There were several blanks on the certification envelope that were not used as all the required information is included in the label attached to the certification envelope. A few voters would call the office asking what information was needed in the unused blank areas. Also, we have had voters who failed to sign the envelope as required resulting in additional follow-up by staff. Lisa Watson presented a quote for the redesigned certification envelope eliminating the unnecessary blanks and highlighting the required signature line. The estimated quantity of Vote-By-Mail packets for the upcoming election is 3000. A packet includes an exterior envelope, an interior envelope, and a certification envelope. The printer submitted a quote for printing the revised certification envelope and assembling the Vote-By-Mail packets of \$7,350.00. The printer also submitted a second quote of \$4,320.00 for printing the revised certification envelope, the exterior envelope, and the interior envelope but not assembling the packets. This second quote would show savings of \$3030.00. David Christensen made a motion to accept the quote for \$4,320.00. Veronica Peoples seconded. Motion carried.

Legislation – No election related legislation moved during the latest session in Springfield reportedly due to budgetary discussions.

Invoices & Supplies — Veronica Peoples made a motion to approve the supplies for the month of May. David Christensen seconded. Motion carried. Veronica Peoples made a motion to approve the invoices for the month of May. David Christensen seconded. Motion carried.

Schedule July meeting—The next commissioners' meeting was scheduled for July 24, 2025 at 9:00 a.m.

Other: Thank you to Knox County United Way for providing their location as a polling place and for the hospitality they provided our election judges.

Veronica Peoples made a motion to adjourn the meeting. David Christensen seconded. Motion carried. The meeting was adjourned at 9:55 a.m.