

Board of Election Commissioners Meeting
City of Galesburg, Illinois
October 23, 2025 — 9:00 a.m.
City Hall Erickson Conference Room

Chairman Roger Williamson called the meeting to order at 9:00 a.m. Attending were Commissioners David Christensen and Steve Medhurst, Executive Director Lisa Watson, and Assistant Bill Gohring.

After reviewing the minutes from the September 25, 2025 meeting, David Christensen made a motion to approve the minutes. Steven Medhurst 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. Total expenses for September were \$22,366.00 and total revenue for September was \$12,046.00. Insurance accounted for 50% of September's expenses.

Office Voter Registration Software

Updates – The contract has been received and has been forward to Orlee Lucero (City of Galesburg IT Manager), Ryan Cook (IL Cyber Navigator), and Heather Brooks (Senior Sales Rep for ES&S). The contract and correspondence with the afore-mentioned people was forwarded to Attorney Jack Ball for a legal opinion at the request of Chairman Roger Williamson. A positive response was received from Attorney Jack Ball.

Contract – Total initial fees are \$28,300.00 and ongoing annual fees will be \$18,080.00. Both the initial fees and the annual ongoing fees are 100% grant reimbursable. David Christenen made a motion to accept the ES&S contract for the new voter registration software. Steven Medhurst seconded. Motion carried.

2026 Primary Election – March 17, 2026

Election Judges Save-the-Dates Postcard – Save-the-Date postcards have been mailed to all the judges who have previously served.

Polling Places Save-the-Dates Courtesy Reminder Letter – A letter has been sent to each polling location with the 2026 dates.

Replacement Emergency Voting Location – The State of Illinois recommends that emergency voting locations be available in the event of an Election Day emergency. There has not been an Election Day emergency in Galesburg for more than 50 years, but we plan for the possibility. In the past, the emergency voting locations were Lake Storey Pavilion, Hawthorne Center, and Galesburg Public Library. With the consolidation of United Way of Knox and United Way of Warren County, we were notified that the

United Way building located in Galesburg would no longer be available as a polling place. The Galesburg Library has agreed to be a polling place for precincts 10, 11, 12, and 15. As the Galesburg Public Library is now a regular Election Day polling place, it can no longer serve as an Election Day emergency location. Lake Storey Pavillion and the Hawthorne Center will continue to be Election Day emergency voting locations. The Election Commission is actively seeking a replacement emergency location for the Galesburg Public Library. To date letters have been sent to The Ascent Church and St. Crescent Parish with no response. Several other locations are currently being considered.

Annual Preventive Maintenance Recommendation – The DS200 tabulators are new. The best time to perform the preventative maintenance is the summer before the November General Election. The cost is \$1000 per tabulator if preventative maintenance is performed more than once a year. It was decided to perform the preventative maintenance after the March 17, 2026 Primary but before the November 3, 2026 General.

Patrol – Turnout for a Primary Election is usually lower than for a General Election. With anticipated turnout being lighter, the recommendation is that the officers conduct exterior patrols of the polling places. David Christensen recommended that the Election Office contact Police Chief Legate.

Supply Pickup

Update – As Election Day is on the same day as the City Council Meeting, The City Manager has asked if the location of the Inventory Supply Pickup could be relocated from in front of the City Council Chambers to reduce noise and distraction during the Council Meeting. Public Safety has been contacted and approved the use of their lobby for Election Day Supply Pickup. The pickup will be at the regular time.

New Business:

Invoices & Supplies— Steven Medhurst made a motion to approve the invoices for the month of September. David Christensen seconded. Motion carried. David Christensen made a motion to approve the supply list for the month of September. Steven Medhurst seconded. Motion carried.

Schedule November meeting—The next commissioners' meeting was scheduled for November 20, 2025 at 9:00 a.m.

Other: There was no other business.

Steven Medhurst made a motion to adjourn the meeting. David Christensen seconded. Motion carried. The meeting was adjourned at 9:00 a.m.

Chairman

Vice-Chairman

Secretary

Executive Director