

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, July 21, 2020 2:13 PM
To: Andy Krzewina; Brad Strouf; Dawn Ouradnik; Jaime Fuge; James Andersen; Joe Gabe; Jordan Waack; Kris Teske; Matt Cain; Nate Froemming; Pat Baye; Ryan Gibbons; Tom Schuurmans; Will Peters
Subject: FW: Special Events
Attachments: Special Events Memo-COVID-19 Final.doc

Here's Appleton's document. I like their pre-amble.



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Brian C. Margan [mailto:Brian.Margan@Appleton.org]
Sent: Tuesday, July 21, 2020 1:43 PM
To: Celestine Jeffreys
Subject: RE: Special Events

Hi Celestine,

Attached is some foundational guidance that the City of Appleton is providing to anyone requesting a special event in our city. Thought I would share it with you based on your request below.

Thanks,

Brian Margan, ARM
Risk Manager
Human Resources Department
100 North Appleton Street
Appleton, WI 54911
Phone: (920) 832-6300
brian.margan@appleton.org

From: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Sent: Tuesday, July 7, 2020 11:45 AM
To: Brian C. Margan <Brian.Margan@Appleton.org>
Subject: RE: Special Events

Brian,

Deanna Debruler

From: Amaad Rivera
Sent: Monday, September 14, 2020 12:21 PM
To: Andy Krzewina; Brad Strouf; Celestine Jeffreys; Dawn Ouradnik; Jaime Fuge; James Andersen; Jordan Waack; Joseph Faulds; Kris Teske; Matt Cain; Nate Allen; Nate Froemming; Pat Baye; Ryan Gibbons; Tom Schuurmans; Will Peters
Subject: FW: Special Events
Attachments: 8.20.20 Annual Neighborhood Meeting.pdf; 9.19.20 Olde Preble Neighborhood Association Annual Meeting and Bingo.pdf; 8.30.20 Education supplies drive.pdf; 11.30.20 Gifts for Teens Collection Parade.pdf

Amaad Rivera-Wagner
Community Liaison
Office of the Mayor
100 North Jefferson Street - Room 200
Green Bay, Wisconsin 54301
Phone: 920.448.3210



Deanna Debruler

From: Kris Teske
Sent: Wednesday, October 7, 2020 3:06 PM
To: Shelby Edlebeck; Celestine Jeffreys; Jaime Fuge; Kim Wayte
Subject: RE: Speakers from Council

We haven't taken down speaker names for a long time. We had a list of City Staff that would be sent.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Shelby Edlebeck [mailto:Shelby.Edlebeck@greenbaywi.gov]
Sent: Wednesday, October 7, 2020 3:00 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Jaime Fuge <Jaime.Fuge@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: Speakers from Council

Did anyone take down names of the speakers from Council last night?

Thank you,
Shelby Edlebeck
Multimedia Communication Specialist
City of Green Bay
920.448.3207

Deanna Debruler

From: Kris Teske
Sent: Tuesday, October 6, 2020 11:00 AM
To: Celestine Jeffreys
Cc: Kim Wayte
Subject: RE: Spanish Speaker?

Celestine, who's training the navigators and what are they doing specifically? I understand they are in the Clerk's office sometimes but what are they doing otherwise?

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Tuesday, October 6, 2020 10:06 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: Spanish Speaker?

Kris and Kim,

I have successfully identified a Spanish-speaker. Would you like me to hire that person as a voter navigator? It would only be part time, in the morning.

Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006



Deanna Debruler

From: Celestine Jeffreys
Sent: Wednesday, October 7, 2020 7:34 PM
To: Kris Teske
Subject: RE: Spanish Speaker?

Perfect, I'll tell her.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Wednesday, October 7, 2020 2:14 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: RE: Spanish Speaker?

Sure, they can work with the other navigators on phones, email, curing, etc. and then if we need them especially during in-person voting we can call them down to the Clerk's Office.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Celestine Jeffreys [<mailto:Celestine.Jeffreys@greenbaywi.gov>]
Sent: Tuesday, October 6, 2020 10:06 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: Spanish Speaker?

Kris and Kim,

I have successfully identified a Spanish-speaker. Would you like me to hire that person as a voter navigator? It would only be part time, in the morning.



Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006

Check out our monthly NEWSLETTER!

From: Kris Teske
Sent: Thursday, May 7, 2020 8:56 AM
To: Diana Ellenbecker <DianaEl@greenbaywi.gov>
Subject: FW: Sneeze guards

Hi Diana,

I was so happy to hear the Mayor say he wants to do the glass in our office.

The only other place that we would need a sneeze shield would be at the Welcome Center for when Trevor gets back.

Thanks,

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: James Andersen
Sent: Wednesday, May 6, 2020 2:07 PM
To: Diana Ellenbecker <DianaEl@greenbaywi.gov>; Dan Ditscheit <DanDi@greenbaywi.gov>; Mike Hronek <mike.hronek@greenbaywi.gov>; Kevin Warych <KevinWa@greenbaywi.gov>; Andrew Smith <AndrewSm@greenbaywi.gov>; David Litton <davidli@greenbaywi.gov>; Kevin Vonck <KevinVo@greenbaywi.gov>; Vanessa Chavez <VanessaCh@greenbaywi.gov>; Eric Genrich <MayorGenrich@greenbaywi.gov>; Steven Grenier <StevenGr@greenbaywi.gov>; Patricia Kiewiz <PatriciaKi@greenbaywi.gov>; Nancy Quirk <NancyQu@greenbaywi.gov>; Joe Faulds <JoeFa@greenbaywi.gov>; Calvin Winters <calvinwi@greenbaywi.gov>; Kris Teske <KrisTe@greenbaywi.gov>; Celestine Jeffreys <celestineje@greenbaywi.gov>
Subject: Sneeze guards

Dept. Heads,
Please provide Celestine and I with your needs for sneeze guards for each of your departments. Please provide number with dimensions of what you would need. There are a couple different options for height, one that is 3 ft. high which stands on the desk or counter and one that actually hangs down from the ceiling. The width of the guards can be cut to whatever width you might need, i.e. 3 ft., 4 ft. etc. There are a couple vendors we are looking into so depending on each department's needs we will determine budget/etc. and circle back with some final recommendations.
Thanks,

James Andersen, CPRP
Assistant Director
Green Bay Parks, Recreation and Forestry
Nationally Recognized Health and Wellness Partner
920-448-3365
jamesan@greenbaywi.gov

Deanna Debruler

From: Celestine Jeffreys
Sent: Friday, May 8, 2020 10:24 AM
To: Kris Teske; Diana Ellenbecker
Subject: RE: Sneeze guards

Yes, that's right. The clerk's office is probably going to need some other upgrades in order to accommodate the teller windows.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Kris Teske
Sent: Friday, May 8, 2020 10:23 AM
To: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>; James Andersen <James.Andersen@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Nate Froemming <Nate.Froemming@greenbaywi.gov>
Subject: RE: Sneeze guards

We are going to get what Transit has in dispatch, correct?

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Diana Ellenbecker
Sent: Friday, May 8, 2020 10:19 AM
To: James Andersen <James.Andersen@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Nate Froemming <Nate.Froemming@greenbaywi.gov>
Cc: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: FW: Sneeze guards

Hi James,
The suggestions was made not to put sneeze/cough guards in Clerk's office but look at bank like counters.

At this time we will not be sending measurement for Clerk's office. Celestine is going to resurrect the quote she had received for the bank like counters. We need confirm that the quote is accurate and still valid to determine if that is a way we can go. Please let us know if you need assistance to move this item forward.

Kris, is also concerns about Trevor at the Welcome center? Would that be a place for guards that stand on the counter?

Thank you,
Diana

From: Nina Robinette
Sent: Friday, May 15, 2020 1:53 PM
To: Celestine Jeffreys
Subject: RE: Sneeze Guard order

Hi Ms. Celestine,
I just want to make sure I'm clear in my scatter brain, are we supposed to be ordering these for City Hall? I wasn't given that direction and was thinking for some reason it would come from Nate or purchasing.
I am happy to do what I can but I also need to know if anyone contacted the PD poc to see if that is the way we are going or what direction we should take and if are the department who is actually taking the lead on ordering them and what of funding we should pay for them out of or maybe we will just have finance journal them.
Thanks so much

Nina Robinette
Financial Supervisor
Green Bay Parks, Recreation & Forestry, 100 N Jefferson St, Green Bay WI 54301
Ph 920-448-3373 ninara@greenbaywi.gov
"I'd rather fail on the side of trying, rather than not try at all"

From: Celestine Jeffreys
Sent: Friday, May 15, 2020 1:37 PM
To: Nina Robinette
Subject: Sneeze Guard order

Here's DPW's order. Do you have everybody's?

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

City of Green Bay

From: Nina Robinette
Sent: Monday, May 18, 2020 9:38 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: Sneeze Guard order

Celestine,
They are really trying to get clerks done, it's my understanding that they have a quote for like \$3K, who is this with and have we told them to go ahead.
Dan called Andy this morning and is really pushing to get them done
We are looking at the rest and have made a call to Tri-Glass in order to hopefully get some of this done quickly.

Nina Robinette
Financial Supervisor
Green Bay Parks, Recreation & Forestry, 100 N Jefferson St, Green Bay WI 54301
Ph 920-448-3373 ninaro@greenbaywi.gov
"I'd rather fail on the side of trying, rather than not try at all"

From: Celestine Jeffreys
Sent: Friday, May 15, 2020 5:02 PM
To: Celestine Jeffreys; Nina Robinette
Subject: Re: Sneeze Guard order

I understand I thought you were. I'll talk to Calvin.

Sent from my Verizon, Samsung Galaxy smartphone

From: Nina Robinette <Nina.Robinette@greenbaywi.gov>
Sent: Friday, May 15, 2020 3:02:25 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: Sneeze Guard order

Hi Ms. Celestine,
Just one more thing, If folks are intending to go the way we did here are the available sizes:
24"w by 30" H
48"w by 30"H
3" cut out so 3"W by 3"H

If the departments are going to do custom sizes, hanging, standing, etc., outside of this parameter then someone else will need to explore options, or see if maybe the DPW carpenter folks assist.

Nina Robinette
Financial Supervisor
Green Bay Parks, Recreation & Forestry, 100 N Jefferson St, Green Bay WI 54301
Ph 920-448-3373 ninaro@greenbaywi.gov
"I'd rather fail on the side of trying, rather than not try at all"

From: Celestine Jeffreys
Sent: Monday, May 18, 2020 9:47 AM
To: Nina Robinette; Andy Krzewina; Kris Teske; Diana Ellenbecker
Subject: RE: Sneeze Guard order

Sounds good! I look forward to the final-final.

The order for clerk's is NOT for sneeze guards. It is for bank-like counters.

Thanks, Nina, for hanging in there with me!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Nina Robinette
Sent: Monday, May 18, 2020 9:46 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: Sneeze Guard order

Lori and I are getting ready to order what we have I just think at this point so many people are calling, etc., Andy is call Kris now Lori said she thought that the quote including DPW as well just want to make sure We will put together what we are going to do and then send it your way for a final look

Nina Robinette
Financial Supervisor
Green Bay Parks, Recreation & Forestry, 100 N Jefferson St, Green Bay WI 54301
Ph 920-448-3373 ninaro@greenbaywi.gov
"I'd rather fail on the side of trying, rather than not try at all"

From: Celestine Jeffreys
Sent: Monday, May 18, 2020 9:42 AM
To: Nina Robinette
Subject: RE: Sneeze Guard order

Yes, that's for our own crews to install bank-like counters. Dan told me that Andy is going to talk to Kris so that Calvin can get a bid going.

This will have nothing to do with the sneeze guards, if we can help it. No need to order something only for it to be removed three weeks later.

Thanks!! Do you have all of the requests? 1st, 2nd, DPW, 4th (nothing), 5th, 6th?

I'll also have a discussion at OpTeam about who is the "facility manager" for these types of things (like who is doing the ordering).

Celestine Jeffreys
Chief of Staff, Mayor's Office

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, May 18, 2020 5:51 PM
To: Kris Teske
Subject: RE: Sneeze Guard order

Yes, that is the plan.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Kris Teske
Sent: Monday, May 18, 2020 9:52 AM
To: Nina Robinette <Nina.Robinette@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Andy Krzewina <Andy.Krzewina@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Subject: RE: Sneeze Guard order

Hi,

I just want to make sure we are getting counters and glass like the Transit dispatch center, correct?

Thank you,

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Nina Robinette
Sent: Monday, May 18, 2020 9:48 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Andy Krzewina <Andy.Krzewina@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Subject: RE: Sneeze Guard order

You're welcome! No worries I knew this was for a more secure counter
Thanks folks

Nina Robinette
Financial Supervisor
Green Bay Parks, Recreation & Forestry, 100 N Jefferson St, Green Bay WI 54301
Ph 920-448-3373 ninaro@greenbaywi.gov
"I'd rather fail on the side of trying, rather than not try at all"

Hi,

Was it decided if we are going to put signs on the old polling locations directing them to the new polling location? After what happened at Sts. Peter and Paul with the paint coming off the door and sending out the flyer to everyone I wasn't sure.

Please let me know your thoughts.

Thank you,

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



Deanna Debruler

From: Celestine Jeffreys
Sent: Thursday, August 6, 2020 10:11 AM
To: Kris Teske
Subject: RE: Signs for Prior Polling Locations

As soon as I get confirmation of the CSIs I'll let you know.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Kris Teske
Sent: Thursday, August 6, 2020 9:10 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: Signs for Prior Polling Locations

Okay, I will have them ready Monday morning. Thank you

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Celestine Jeffreys
Sent: Thursday, August 6, 2020 8:38 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: RE: Signs for Prior Polling Locations

Oh, yes, I thought we'd decided to place those signs. At Sts Peter and Paul it was an issue of using duct tape.

I can ask the CSIs to place on Monday, if you have the signs made up.

And NOT to use duct tape.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Kris Teske
Sent: Wednesday, August 5, 2020 9:37 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Signs for Prior Polling Locations

Green Bay, WI 54301
920-448-3014



Deanna Debruler

From: Kris Teske
Sent: Monday, April 6, 2020 1:49 PM
To: Celestine Jeffreys
Subject: RE: Signs

Yes, I sent it before this came out. Thanks

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Celestine Jeffreys
Sent: Monday, April 6, 2020 1:49 PM
To: Kris Teske <KrisTe@greenbaywi.gov>
Subject: RE: Signs

Did you see the latest?

<https://www.jsonline.com/story/news/politics/elections/2020/04/06/tony-evers-issues-order-shutting-down-tuesdays-election/2954626001/>

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Kris Teske
Sent: Monday, April 6, 2020 12:45 PM
To: Eric Genrich <MayorGenrich@greenbaywi.gov>; Celestine Jeffreys <celestineje@greenbaywi.gov>
Subject: Signs

I have the signs made that need to go on all of the doors at the polling places.

Can someone do this for us?

Thank you,

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, April 6, 2020 3:59 PM
To: Kris Teske
Subject: RE: Signs

Kris,

I don't know what I should be doing for you. I could send my sons to help put signs up, but I need to know what's supposed to happen. Are we planning to move forward with the election prep? What should I do with the volunteers, including the national guard?

Let me know! [REDACTED]

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Kris Teske
Sent: Monday, April 6, 2020 12:45 PM
To: Eric Genrich <MayorGenrich@greenbaywi.gov>; Celestine Jeffreys <celestineje@greenbaywi.gov>
Subject: Signs

I have the signs made that need to go on all of the doors at the polling places.

Can someone do this for us?

Thank you,

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, April 6, 2020 6:33 PM
To: Kris Teske
Subject: Signs

I've got pd delivering the signs to the polling locations.

The taping for distancing is still an issue. I've got call into the chief to get some advice and I've got mike stangl and dan waiting for my instructions.

Everything else is set at the locations according to Dan.

Sent from my Verizon, Samsung Galaxy smartphone

Deanna Debruler

From: Celestine Jeffreys
Sent: Thursday, October 8, 2020 5:22 PM
To: Kris Teske
Subject: RE: Signature required

I will let the Mayor know.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Thursday, October 8, 2020 2:26 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: Signature required

I am not comfortable signing this. This was your project and I don't know all that it involves.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Wednesday, October 7, 2020 7:21 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: Signature required

Kris,

The Mayor asked that you sign this document, once the Election Grant Team has chosen a messaging campaign. Here it is.

Please return to Isabel Brinker IBrinker@kw2madison.com

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

Greetings (from the City of De Pere). Not sure who to reach out to on your end for this, so trying you first:

As places begin to re-open, just curious if any of your community have templates, drafts or examples of physical signage you're considering posting in your buildings regarding whatever new measures/spacing/masks policies, etc. you may be implementing. I'd really appreciate some insight into how our neighboring partners are approaching this, as we begin to decide how to handle this here.

Thanks in advance!

Andrew Pantzlaff

Communications Specialist & Admin Assistant | [City of De Pere](#)
335 S. Broadway | De Pere, WI 54115
(920) 339-2371



Genuine.

Down to Earth.

Forward Thinking.

Rooted in Strong Values.

Deanna Debruler

From: Celestine Jeffreys
Sent: Thursday, May 28, 2020 8:54 AM
To: Kris Teske
Subject: RE: signage

I sure can, thanks!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Kris Teske
Sent: Thursday, May 28, 2020 8:24 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: 'apantzlaff@mail.de-pere.org' <apantzlaff@mail.de-pere.org>
Subject: FW: signage

Hi Celestine,

Can you please respond to Andrew?

Thanks,

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: ClerkInquiries
Sent: Wednesday, May 27, 2020 2:46 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: FW: signage

Hi,

Who do you think would be the best person for this?

Thank you,
Jaime

From: Andrew Pantzlaff [<mailto:apantzlaff@mail.de-pere.org>]
Sent: Wednesday, May 27, 2020 2:42 PM
To: ClerkInquiries <ClerkInquiries@greenbaywi.gov>
Subject: signage

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, April 7, 2020 7:53 PM
To: Kris Teske
Subject: Shields

Kris,

Got in touch with dan and he's waiting for my call. He's going to get in touch with staff who can move shields.

Cmj

Sent from my Verizon, Samsung Galaxy smartphone

Deanna Debruler

From: Kris Teske
Sent: Friday, August 7, 2020 7:41 AM
To: Celestine Jeffreys
Cc: Diana Ellenbecker; Steven Grenier; Dan Ditscheit; Nina Robinette
Subject: Setting Up for Elections

Importance: High

Good Morning,

The setup guys just called and said they need help!!!! They need more man power and more vehicles (some with lifts) to be able to get everything done for Monday. They load the trucks today and there isn't enough trucks to have everything ready for Monday.

Please help right away....I need to get back to the setup guys so they have a plan.

Thank you,

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



Deanna Debruler

From: Celestine Jeffreys
Sent: Saturday, October 3, 2020 2:20 PM
To: Kim Wayte; Kris Teske
Subject: FW: Set time to review "I Voted" art submissions

I'll forward the meeting invite when Laura sends it.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Laura Schley <Laura.Schley@greenbaywi.gov>
Sent: Friday, October 2, 2020 11:12 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Set time to review "I Voted" art submissions

Heyo Celestine,

Today is the last day for Artists to submit their designs for the sticker and selfie mural opportunities. So far I have over 25 sticker designs and 3 mural designs for consideration. I have them all set up in Google docs and will send them your way after today. To review and select the finalists do you want to set up a zoom or phone call? Who else if anyone will be joining the selection of these pieces? Let me know, and we can work on setting something up early next week Monday or Tuesday. The sooner we select the finalists the sooner we can move forward with printing and painting.

Laura Schley
Public Arts Coordinator
Dept. of Community &
Economic Development
City of Green Bay
920.448.3142
[Green Bay Public Arts Commission](#)
[Like us on Facebook!](#)

Warych <KevinWa@greenbaywi.gov>

Subject: RE: Sent from Snipping Tool

Mayor,

I can certainly send one of my detectives out to have a discussion with this individual. They can determine if this was some type of threat and what type of action would be appropriate. I will keep you posted.

AS

From: Eric Genrich

Sent: Thursday, April 09, 2020 8:39 AM

To: Kris Teske <KrisTe@greenbaywi.gov>

Cc: Andrew Smith <AndrewSm@greenbaywi.gov>; Diana Ellenbecker <DianaEl@greenbaywi.gov>; Vanessa Chavez <VanessaCh@greenbaywi.gov>

Subject: Re: Sent from Snipping Tool

Chief - Would it be appropriate for an officer to ask this person what he meant by sending that email?

Thanks,
Eric

Sent from my iPhone

On Apr 9, 2020, at 8:34 AM, Kris Teske <KrisTe@greenbaywi.gov> wrote:

Hi,

I'm very uncomfortable about the attached email. To me it sounds like a threat. Below is his request for an absentee ballot. His current address is: 2970 Mossy Oak Cir Apt 38, Green Bay, WI 54311-7115

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014
<image002.png>

<image003.jpg>

From: Kris Teske

Sent: Thursday, April 9, 2020 8:29 AM

To: Kris Teske <KrisTe@greenbaywi.gov>

Subject: Sent from Snipping Tool

<image001.png>

<mime-attachment>

Deanna Debruler

From: Kris Teske
Sent: Thursday, April 9, 2020 3:51 PM
To: Paul Ebel; Eric Genrich; Andrew Smith; Kevin Warych; John Laux
Subject: RE: Sent from Snipping Tool

Thank you

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Paul Ebel
Sent: Thursday, April 9, 2020 3:45 PM
To: Kris Teske <KrisTe@greenbaywi.gov>; Eric Genrich <MayorGenrich@greenbaywi.gov>; Andrew Smith <AndrewSm@greenbaywi.gov>; Kevin Warych <KevinWa@greenbaywi.gov>; John Laux <JohnLau@greenbaywi.gov>
Subject: FW: Sent from Snipping Tool

Fyi

From: Jason Allen
Sent: Thursday, April 09, 2020 3:35 PM
To: Paul Ebel <PaulEb@greenbaywi.gov>
Subject: RE: Sent from Snipping Tool

Opicka made contact with this male and he indicated that it was not meant for a threat, Opicka stated he would follow up with Captain Laux tomorrow because Captain Laux had already left for the day. I attached the incident.

Jason

From: Paul Ebel
Sent: Thursday, April 09, 2020 3:20 PM
To: Jason Allen
Subject: FW: Sent from Snipping Tool

From: Andrew Smith
Sent: Thursday, April 09, 2020 8:43 AM
To: Eric Genrich <MayorGenrich@greenbaywi.gov>; Kris Teske <KrisTe@greenbaywi.gov>
Cc: Diana Ellenbecker <DianaEl@greenbaywi.gov>; Vanessa Chavez <VanessaCh@greenbaywi.gov>; Paul Ebel <PaulEb@greenbaywi.gov>; Gary Richgels <GaryRi@greenbaywi.gov>; Ben Allen <BenAl@greenbaywi.gov>; Kevin

Mike H.

Mike Hronek - IT Director - City of Green Bay - 100 N Jefferson St - RM 416 - Green Bay, WI 54301
[greenbaywi.gov](mailto:mike.hronek@greenbaywi.gov) ph-920-448-3033

From: Priya Garg [<mailto:priya@usdigitalresponse.org>]
Sent: Friday, August 28, 2020 10:37 AM
To: Mike Hronek <mike.hronek@greenbaywi.gov>
Cc: Kris Teske <Kris.Teske@greenbaywi.gov>; lnw2889@gmail.com; Ari Steinberg <ari@usdigitalresponse.org>;
zenazn@gmail.com
Subject: Sendgrid access for November elections

Hi Mike,

I hope you're well; we met this past Monday to chat about ways that U.S. Digital Response can help Kris Teske (cc'd) with poll worker recruitment and staffing management.

We are moving forward with implementing a very light tool that her and her team can use within the next week. In order to move forward, we'll need Green Bay to sign up for the "Essentials" pricing plan with Sendgrid. **Can you help acquire an account for this within the next week?**

What we're using it for: Sendgrid will allow Kris and her team to send batch emails at scale, as opposed to having to manually send individual emails back and forth with election officers. Using Sendgrid, she will also be able to automatically collect information from election officers instead of manually, for example collecting their affirmation that they are available to work on Nov 3, or confirmation that they have completed the necessary training.

Sendgrid offers 1 month of the "Essentials" plan for free, and it is \$14.95/month after that. It is billed monthly so Green Bay can choose to cancel the subscription at any time.

Thank you and let me know if you have any questions!

-Priya



From: Mike Hronek [<mailto:mike.hronek@greenbaywi.gov>]
Sent: Monday, August 31, 2020 1:37 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Subject: RE: Sendgrid access for November elections

I will go ahead and purchase the two products that were mentioned.

SendGrid = \$15.00/month may upgrade at a later date if needed that will increase costs
FrontApp = \$29.00/month

May I have a budget code?

Mike Hronek
City of Green Bay
ITS Director
920-448-3033

From: Kris Teske
Sent: Monday, August 31, 2020 12:45 PM
To: Mike Hronek <mike.hronek@greenbaywi.gov>
Subject: RE: Sendgrid access for November elections

Yes, please.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Mike Hronek [<mailto:mike.hronek@greenbaywi.gov>]
Sent: Monday, August 31, 2020 9:21 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: RE: Sendgrid access for November elections

Kris,
Just checking, you want me to pursue this correct?

Thanks

Deanna Debruler

From: Kris Teske
Sent: Tuesday, September 1, 2020 7:47 AM
To: Diana Ellenbecker; Mike Hronek; Celestine Jeffreys
Subject: RE: Sendgrid access for November elections

Yes

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Diana Ellenbecker
Sent: Monday, August 31, 2020 10:14 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>; Mike Hronek <mike.hronek@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: Sendgrid access for November elections

I think this would go to:

101104 53001 83094
Elections, Contractual, \$1M election grant

Kris, does that sounds right?

Thank you,
Diana

From: Kris Teske
Sent: Monday, August 31, 2020 2:48 PM
To: Mike Hronek <mike.hronek@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Subject: RE: Sendgrid access for November elections

SendGrid yes. I haven't looked at FrontApp yet.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

Let me know if you have any other questions.

Have a great weekend!

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



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Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, October 20, 2020 9:17 AM
To: Popkey, Aaron; Kris Teske
Cc: Kim Wayte; Goral, Hanna
Subject: RE: Security at JTV

Thanks, Aaron!



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Popkey, Aaron <PopkeyA@packers.com>
Sent: Tuesday, October 20, 2020 7:59 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>; Goral, Hanna <GoralH@packers.com>
Subject: RE: Security at JTV

This message was sent securely using ZixCorp.

Morning, all.

We will have the cameras in the JTV covered up.

Aaron

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Friday, October 16, 2020 2:09 PM
To: Goral, Hanna <GoralH@packers.com>; Popkey, Aaron <PopkeyA@packers.com>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: Security at JTV

This message was sent securely using Zix*

Good Afternoon,

Thank you for your patience on the security questions.

- 1) Please have the security cameras turned off in the JTV. We do not want anyone thinking their vote is being recorded.
- 2) We will not have police at the polling locations but they will be monitored closely by the police department so if needed they will be their quickly.

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Friday, October 16, 2020 2:09 PM
To: Goral, Hanna <GoralH@packers.com>; Popkey, Aaron <PopkeyA@packers.com>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: Security at JTV

This message was sent securely using Zix®

Good Afternoon,

Thank you for your patience on the security questions.

- 1) Please have the security cameras turned off in the JTV. We do not want anyone thinking their vote is being recorded.
- 2) We will not have police at the polling locations but they will be monitored closely by the police department so if needed they will be their quickly.

Let me know if you have any other questions.

Have a great weekend!

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



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Deanna Debruler

From: Celestine Jeffreys
Sent: Friday, October 23, 2020 11:03 AM
To: Goral, Hanna; Kris Teske
Cc: Kim Wayte
Subject: RE: Security at JTV

Hanna,

Are they asking if the city provides wheelchairs or if the facility is wheelchair accessible? The City of Green Bay doesn't provide wheelchairs for voters.



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Goral, Hanna <GoralH@packers.com>
Sent: Friday, October 23, 2020 10:15 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: RE: Security at JTV

This message was sent securely using ZixCorp.

Hello everyone!

Quick question. Our Guest Services desk has gotten some questions on if there will be wheelchairs available for the polling location.

Is this something that you normally provide? Or will you need some assistance from us?

Thank you!

Hanna Goral
Lambeau Field Events Specialist



Green Bay Packers
1265 Lombardi Avenue
Green Bay, WI 54304
Direct: 920.569.7147
www.Packers.com | www.PackersProShop.com
13-Time World Champions

Green Bay, WI 54303
920.544.9503
www.MilitaryAvenue.org

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Thursday, June 4, 2020 8:03 AM
To: Leah Weycker <director@militaryave.org>
Cc: District One <District.1@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: Sears Building

Hi Leah,

Thank you SO much for offering the Sears building for our use for elections. I am really excited about it!

I wanted someone from the City to go out to do an ADA assessment of the building and take pictures of the space to see what would need to be done if anything. By doing this it tells me if we can use it. I don't want to take up a lot of your time but was wondering if you needed me to take a look at the building for some reason beforehand. I'm a shopper and have been in the building multiple times.

Please let me know your thoughts. I am in Board of Review today so I might not get back to you right away.

Again thank you so much for offering. This has taken a huge weight off my shoulders. I can't thank you enough!!!

Sincerely,

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



Deanna Debruler

From: Kris Teske
Sent: Thursday, June 4, 2020 10:40 AM
To: Celestine Jeffreys; District One
Cc: Kim Wayte
Subject: FW: Sears Building

Good Morning,

Below is the information of who to contact to get inside of Sears. Again, I am asking for help with the ADA assessment and pictures to be taken so I am able to know if the building can be used or what we would need to do to use it. I think this building would be perfect!

Thank you,

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Leah Weycker [mailto:director@militaryave.org]
Sent: Thursday, June 4, 2020 10:06 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Cc: District One <District.1@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: Re: Sears Building

Hi Kris,
You will need permission from the property owner and manager, as I am only the BID director, helping to find space.

Please contact Sam Donaldson at Sam.donaldson@ngkf.com or 414-727-3900
Sam is the property manager out of MKE. He works for the owner, Steve Jeppson, out of CA. Steve is great about community things and may be able to allow it but I recall an issue with the Fire Department for use. But, Sam is the one to make sure this is okay.
It sounded like someone contacted the FD and got clearance but Sam still needs to give the okay. I know they had given permission for the County to do testing if needed.

Let me know how I can help.

Leah Weycker
Executive Director
Director@MilitaryAve.org
425 S Military Avenue #206

Deanna Debruler

From: Celestine Jeffreys
Sent: Thursday, September 3, 2020 11:08 AM
To: Kris Teske; Nate Froemming; Steven Grenier
Subject: Sears

Hello!

Steve needs the schematic that Kris originally created, laying out tables, position of DS200s etc.

Can you provide that today? I haven't heard back from Mr. Donaldson, and haven't received the floor plan from him.

Thanks!!

Celestine