



Dunn County Clerk

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February 2016

COUNTY CLERK ANNUAL REPORT OF 2015 TO THE DUNN COUNTY BOARD OF SUPERVISORS

Duties

The duties in the County Clerk's Office in 2015 consisted of the following: election management, marriage licenses, domestic partnerships, preparation and maintenance of the county directory, County Board proceedings and Standing Committee minute oversight, Library Planning Committee agendas and minutes, distribution of library payments to both in and out of county libraries, countywide dog license supplies and fee collection from municipalities, timber permits, apportionment of taxes to municipalities, notary services and other duties as outlined and needed in the Wisconsin Statutes. Generally, the County Clerk's Office is viewed as the custodian of the County's records. The Clerk's Office handles many open record requests regarding resolutions, ordinances, election statistics and forms, and various County Board and Committee minutes.

Statistics

In 2015 there were 240 marriage licenses issued. This number reflects a slight increase but remains relatively consistent with 2014 in which 231 were issued.

There was one Domestic Partnership issued in 2015.

In 2015 there were 111 timber cutting permits issued by the County Clerk's Office and forwarded to the appropriate municipality and the Department of Natural Resources.

Revenue generated at the County Clerk's Office is minimal; revenues ended the year with an increase of \$2,173.49 or 27% over budgeted amounts. Expenditures ended the year approximately \$46,724.83 below the budgeted amounts or 20% below the budgeted amounts. The reduced expenditures are a result of no primary election in February.

Election Administration

2015 was not a general election year and consisted solely of a Spring Election in April. In 2016 there are four elections scheduled in the months of February, April, August and November. In Dunn County, the County Clerk is a WisVote/SVRS (Statewide Voter Registration System) provider for 26 of the 30 municipalities in the county and maintains all voter registration, election set-up, ballot production and distribution, and all pre- and post-election activities on their behalf. In January of 2016, the Village of Boyceville did not have access to a WisVote/SVRS trained election official to complete the February 2016 and April 2016 elections. I entered into a memo of understanding with the Village of Boyceville and will be providing WisVote/SVRS services for the Village of Boyceville through the end of April.

WisVote/SVRS training was a focus throughout the year and we participated in numerous WisVote training modules. The new WisVote system went live on January 11, 2016. In line with the election schedule for 2015 there were 109 Voter Registration applications processed through the County Clerk's Office. The low number and small election cycle allowed time to dedicate to cleaning up in the area of HAVA check compliance. Annual maintenance and inspection of election equipment for each municipality in Dunn County was completed in June.

In 2015, I was selected by the Government Accountability Board to become a State of Wisconsin Certified Clerk Trainer. I attended training in Madison in October and am now certified to provide Baseline Chief Inspector Training to any municipality in the State of Wisconsin. It is anticipated that I will attend training for the Clerk Core course in 2016 allowing me to provide certified training to any new Municipal Clerk. In 2015 I provided two webinar training sessions to local election inspectors in Dunn County municipalities and have completed one in 2016. These trainings meet the municipal election requirements to maintain certification.

Christine attended SVRS training in August. We will continue to develop Christine's training in all facets so various duties can be performed and completed by the Deputy County Clerk in an emergency situation.

General Administrative Functions

On February 2, 2016 I was appointed by the Governor to serve on the Wisconsin Retirement Board. The Wisconsin Retirement Board has nine members, eight of whom are appointed by the Governor. Membership includes representatives from Wisconsin municipalities including the following: a city executive, a finance officer, a city employee, a member of a town or county government, a county clerk, and a county employee. The Governor also appoints a state employee and a public member to the Board. The Commissioner of Insurance or his or her designee occupies the ninth position. Two Boards advise the ETF Board on retirement system matters specific to the groups they represent, including reviewing administrative rules and hearing legal appeals regarding retirement disability determinations: the Teachers Retirement (TR) Board and the Wisconsin Retirement (WR) Board. Responsibilities of the WR Board are:

1. Appoint four members to the ETF Board
2. Study and recommend alternate administrative policies and rules that will enhance achievement of objectives of the benefit plans
3. Appoint one member to the State of Wisconsin Investment Board
4. Approve or reject all administrative rules that relate to non-teacher members of the WRS
5. Authorize and terminate disability benefits to non-teachers
6. Hear appeals of disability determinations made by the Department for non-teachers

The county directory is compiled, published and maintained by the County Clerk's Office. If you notice additions or corrections, please feel free to notify the Clerk's Office so changes and updates can be completed.

County Board proceedings are generally indexed in some manner. This process has not been completed in Dunn County since 2004. Christine is nearing completion of indexing minutes from 2004 to 2014.

In efforts to promote a transparent and open government, we archived minutes and agendas of the County Board and Standing Committees. The minutes and agendas are now available on the website back to 2004.

The mission statement of the County Clerk's Office has been to provide aid and assistance to the municipal clerks and the County Board of Supervisors, other county departments and to serve the residents of Dunn County with top notch service. We are striving to take the service not only to a top notch level, but also a professional, effective and fiscally responsible level that promotes an open and transparent government.

Technology Updates Implemented

Implemented and transitioned to the Wisconsin Statewide Vital Records Information System (SVRIS) in May 2015. All marriage licenses are now completed in the new uniform statewide system.

Implemented and transitioned to WisVote from SVRS (Statewide Voter Registration System) in January of 2016. We participated in numerous WisVote training modules in December 2015.

Transitioned to the SAP financial system in January of 2016. We attended numerous trainings in December of 2015.

Goals

Goals for 2016 include the following:

- Administer four major elections and continue to develop training for municipalities in Dunn County
- Provide outstanding, knowledgeable, friendly, and reliable customer service
- Continue efforts in completing standardized procedures regarding Standing Committee Minutes
- Continue cross training efforts between the Clerk and Treasurer's offices
- Develop written standard operating procedures for all duties and procedures within the County Clerk's Office

The 2015 County Board Proceedings Book will be distributed at the February 17, 2016 Dunn County Board of Supervisors Meeting.

Thank you for the opportunity to serve as your County Clerk and the support I have been given to date. I look forward to serving the County Board of Supervisors and the residents of Dunn County for many years to come.

Respectfully submitted,
Julie A. Wathke
Dunn County Clerk