



Dunn County Clerk

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COUNTY CLERK ANNUAL REPORT OF 2017 TO THE DUNN COUNTY BOARD OF SUPERVISORS

Duties

The duties in the County Clerk's Office in 2017 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 and the Community Resources and Tourism Committee agendas and minutes, distribution of library payments to both in and out of county libraries, distribution of outside agency funding, 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 2017 there were 238 marriage licenses issued. This number reflects about a 9% increase compared to 2016 in which 216 were issued.

There were no Domestic Partnerships issued in 2017.

In 2017 there were 110 timber cutting permits issued by the County Clerk's Office and forwarded to the appropriate municipality and the Department of Natural Resources. This number reflects about a 12% decrease compared to 2016 in which 125 were issued.

Revenue generated at the County Clerk's Office is minimal; revenues ended the year with a significant increase of \$12,798.05. The increase is a result of the reimbursement for the expenses incurred in 2016 for the presidential recount. Expenditures ended the year approximately \$4,839.07 under the budgeted amounts. This includes payment for all invoices relating to the special December primary election.

Election Administration

There were three elections held in 2017. The regularly scheduled Spring Primary, Spring Election and a Special State Senate District 10 Primary as ordered by the Governor on November 10, 2017.

Dunn County provides voter registration services for 27 of the 30 municipalities in Dunn County. In 2017 656 voter registration applications were processed in the WisVote system by the County Clerk's Office.

Legislators passed new election laws that went into effect in 2017. Beginning in March 2017, County Clerks were given direction that they must post all election night returns on the county website including

results involving local contests. This includes all City, Town, Village and School District contests. The legislators passed Wisconsin Act 120 making changes to recount statutes. Under Act 120, any elector who voted upon any referendum question at any election may still petition for a recount, but only a candidate considered an “aggrieved party” may file a petition for a recount. An “aggrieved party” means any of the following: 1) for an election at which 4,000 or fewer votes are cast for the office that the candidate seeks, a candidate who trails the leading candidate by no more than 40 votes, or 2) for an election at which more than 4,000 votes are cast for the office that the candidate seeks, a candidate who trails the leading candidate by no more than 1 percent of the total votes cast for that office. Act 120 also requires that the candidate include a statement in the recount petition that he or she is in fact an aggrieved party.

In January the Wisconsin Elections Commission launched the implementation of online voter registration through the MyVote.wi.gov website. As required by 2015 Wisconsin Act 295, the launch of the MyVote Online Voter Registration system eliminated the role of Special Registration Deputies (SRD’s) in registering voters in Wisconsin. SRDs may no longer sign voter registration applications verifying proof of residence.

The required four-year voter maintenance was completed in 2017. The Notice of Suspension of Registration postcards was mailed to voters identified as having not voted within the previous four years. Voters sent a postcard had their voter status in WisVote set to “Active” with a status reason of “Suspended.” The voters had until July 31, 2017 to respond. Voters who did not request continuation, or whose Notice of Suspension of Registration was returned to the clerk as undeliverable by July 31, 2017, had their voter status changed to “Inactive” with a status reason of “4-Year Maintenance.”

In 2017 the League of Women Voters established a Chippewa Valley Chapter of the league. I have worked with the league on the Voter Service Committee. This committee is working to promote voter education and awareness including registration, voting information, and providing candidate forums in the Chippewa Valley. I will be providing Observer Training to the Chippewa Valley Chapter in March.

General Administrative Functions

With the implementation of SAP the County Clerk’s Office resumed the responsibility of processing and keying the per diem and mileage expenses for the Board of Supervisors and all committees.

The Clerk attended Wisconsin Retirement Board meetings in March, June, November and December. 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 has completed indexing minutes from 2004 to 2017.

In 2017 with the reorganization of the UW-Extension, the County Clerk's Office assumed the clerical responsibilities for the agendas, minutes, correspondence, library and outside agency funding requests/hearings and any other duties as needed for the Community Resources and Tourism Committee.

The scanning project of proceedings dating back to 1883 began in October. The scope of the project consisted of three phases. Phase one was on-site scanning. Phase two consisted of image inspection, cropping and image review. Phase three was enhancement and formatting. We are currently awaiting the delivery of the final pdf documents.

In efforts to promote a transparent and open government, minutes and agendas of the County Board and Standing Committees continue to be archived and maintained to the county website by the County Clerk's Office. The minutes and agendas of the Board of Supervisors and most Standing Committees are 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.

Goals

Goals for 2018 include the following:

- Administer five 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
- Continue to develop written standard operating procedures for all duties and procedures within the County Clerk's Office
- Development of a plan to collaborate with the municipalities for future replacement of election equipment to include type of equipment, budgeting to replace equipment and possible finance options for replacement.

The 2017 County Board Proceedings Book will be distributed at the February 21, 2018 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