



Dunn County Clerk

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COUNTY CLERK ANNUAL REPORT OF 2016 TO THE DUNN COUNTY BOARD OF SUPERVISORS

Duties

The duties in the County Clerk's Office in 2016 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 2016 there were 216 marriage licenses issued. This number reflects about a 10% decrease compared to 2015 in which 240 were issued.

There was one Domestic Partnership issued in 2016.

In 2016 there were 125 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 11% increase compared to 2015 in which 111 were issued.

Revenue generated at the County Clerk's Office is minimal; revenues ended the year with an increase of \$1,688.90 or 12% over budgeted amounts. Expenditures ended the year approximately \$5,077.42 over the budgeted amounts. This number is due to the recount of the office of President of the United States from the November General Election. Payroll and supply expenditures for the recount were incurred in the 2016 budget. Programming for the equipment to conduct the recount was paid in 2017 with the complete reimbursement of \$15,836.85 received in 2017.

Election Administration

2016 was an unprecedented year for elections in both the nation and the State of Wisconsin. There were four elections held in 2016. The Spring Primary, Presidential Preference/Spring Election, Partisan Primary and the General Election. These elections generated a record turnout in both the state and the nation. 22,386 voters voted in the November General Election, which reflects a 62.6% turnout of eligible voters in Dunn County.

Dunn County provides voter registration services for 27 of the 30 municipalities in Dunn County. In 2016 1,714 voter registration applications were processed in the WisVote system by the County Clerk's Office.

On Wednesday, November 23, 2016 the Wisconsin Election Commission was notified that the Jill Stein Campaign intended to file for a recount. The petition was filed by the deadline and a recount order was issued on Tuesday, November 29, 2016. The recount commenced in Dunn County at 9:00 a.m. on Thursday, December 1, 2016. Eleven Chief Election Inspectors and poll workers from nine municipalities, the County Board of Canvass, County Clerk and Deputy County Clerk were utilized to conduct the recount. Dunn County completed the recount on Thursday, December 8, 2016 at 4:30 p.m., four days prior to the deadline given by the Wisconsin Election Commission. Fourteen observers representing the various candidates were present to observe the recount process. The cost of the recount was \$15,836.85 which was reimbursed to Dunn County in February 2017. Dunn County results showed minimal changes in the totals. Trump/ Pence gained an additional two votes. Clinton/Kaine gained an additional eight votes. Castle/Bradley gained one additional vote. Johnson/Weld decreased by one vote. McMullin/Johnson gained an additional eleven votes. Maturen/Munoz gained an additional two votes. All results for all remaining sixteen candidates remained the same. The changes to the numbers were due to missed write in votes and absentee ballots that should have been rejected at the polling place and were rejected by the Board of Canvass at the recount.

Legislators passed new election laws that went into effect in 2016. Senate Bill 295 requires that the municipal clerk, whenever mailing an absentee ballot or receiving an in-person absentee ballot application or a completed absentee ballot, indicate the status of the absentee ballot within 48 hours in WisVote, or provide the updated information to their WisVote provider who must then enter the data into WisVote within 24 hours. This includes keying all activity on each absentee ballot. For each request/ballot the following is keyed into the system: the initial request and information; date the ballot was issued; date the ballot was returned; rejected status. This creates a minimum of three different entries for each absentee ballot. There were 1,698 absentee ballots processed on behalf of relier municipalities in 2016. That equates to a minimum number of 5,094 entries keyed into WisVote system by County Clerk Office staff.

On July 19, 2016 the County Clerk held a Chief Inspector training open to any election inspector in the State of Wisconsin. Thirty-three participants from Dunn, Chippewa, Monroe and Jackson Counties attended the training and became Chief Election Inspectors.

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 is nearing completion of indexing minutes from 2004 to 2014.

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.

Technology Updates Implemented

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

Transitioned to the SAP financial system in January of 2016.

Goals

Goals for 2017 include the following:

- Administer two 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

The 2016 County Board Proceedings Book will be distributed at the February 15, 2017 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