



Dunn County Clerk

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COUNTY CLERK ANNUAL REPORT OF 2018 TO THE DUNN COUNTY BOARD OF SUPERVISORS

Duties

The duties in the County Clerk's Office in 2018 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 2018 there were 232 marriage licenses issued. This number reflects about a 2% decrease compared to 2017 in which 238 were issued.

There were no Domestic Partnerships issued in 2018. 2017 Wisconsin ACT 59 changed State Statute 770 related to Domestic Partnerships and does not allow for issuance of Domestic Partnerships after April 1, 2018.

In 2018 there were 97 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 a slight decrease compared to 2017 in which 110 were issued.

Revenue generated at the County Clerk's Office is minimal; revenues ended the year at \$10,831.69. This is an increase over budgeted amounts by \$1,831.69 or 20%. Expenditures ended the year over budget. A budget adjustment was completed to pay for the January Special Election in the amount of \$10,552.00. The County Clerk's Office was able to cut expenditures in other cost centers to absorb some of the additional election costs. At the close of 2018 there remained a budget balance in other cost centers of \$7,911.93, resulting in an overall budget shortfall of \$2,640.07 for 2018. This amount included all costs associated with the extra Special Election.

Election Administration

There were five elections held in 2018. A Special State Senate District 10 Election in January, the regularly scheduled Spring Primary, Spring Election, August Partisan Primary and the General Election.

Dunn County provides voter registration services for 27 of the 30 municipalities in Dunn County. In 2018 1553 voter registration applications were processed in the WisVote system by the County Clerk's Office representing an increase of 897 processed registrations or about a 37% increase.

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. There were 378 online voter registrations processed for 2018 in Dunn County.

In 2018 there were record turnouts for the elections. The November General Election had a 51.87% turnout of eligible voting age population representing 80% of registered voters.

ERIC (Election Registration Information Center) Voter Participation: After the 2018 Spring Primary, Wisconsin Election Commission (WEC) staff received inquiries from local election officials and voters who believed they should be on the poll book and were not. WEC researched each situation that was reported to their office and determined that many of these voter records were deactivated for reasons other than the ERIC mailing from November of 2017. The WEC recommended special procedures to be used in all elections in 2018. A supplemental ERIC poll list was generated for each municipality and each election identifying the voters. If a voter appeared on the report, the voter was allowed to vote at the address appearing on the report without re-registering. The voter was required to sign affirming that they live at the address as it appeared on the report.

Multi Factor Authentication (MFA): To support continued efforts to keep Wisconsin elections safe, in October of 2018, MFA was implemented for all WisVote users. MFA is a system employed to securely verify/authenticate the identity of a user. This type of security verifies who the user is (user ID), what the user knows (password) and what the user has (authentication key). Login to WisVote now requires the use of a FIDO Key. A FIDO device referred to as a key, token or authentication device, is a physical USB-like device that contains a button to push after a user enters his/her login and password.

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 provided Observer Training to the Chippewa Valley Chapter in March.

New Legislation in 2018

Wisconsin ACT 326 was enacted in April of 2018 making changes to the statutes related to the standards for election inspectors. The statute was amended so that local elected officials are now allowed to be appointed as election inspectors without having to vacate the local public office as long as their name does not appear on the ballot.

Wisconsin ACT 369 was enacted in December of 2018.

Codification of WEC and DOT Administrative Rules: Photo ID-Act 369 codified the WEC's administrative rule clarifying that an unexpired technical college identification card constitutes a student ID and is an acceptable form of photo ID for voting. The original Photo ID Law did not specify whether technical college ID cards were included in the definition of a student ID. Act 369 also codified the

administrative rules of the Department of Transportation related to the ID Petition Process (IDPP), establishing a statutory process for individuals to obtain an acceptable document for Photo ID purposes even if they do not currently possess all the required documentation to acquire a regular photo identification card at the DMV.

Codification of Consent Decree with U.S. DOJ: Temporary Overseas Electors-Act 369 made changes to the voting procedures for temporary overseas electors that were already in place since the WEC entered into a consent decree with the U.S. Department of Justice in June 2018. Individuals who are traveling or residing out of the country would be specifically permitted to receive absentee ballot by fax or email, and to use the Federal Write-In Absentee Ballot if they do not have time to receive and return an official ballot. In addition to codifying the provisions of the consent decree, Act 369 also eliminated the requirement that a witness for an absentee certificate envelope be a U.S. citizen for military and both permanent and temporary overseas electors.

In Person Absentee Voting-Act 369 changed the allowable time period for in-person absentee voting. Prior to the federal *One Wisconsin Institute* decision, a qualified elector could apply for an absentee ballot in-person no earlier than the third Monday preceding the election and no later than the Friday preceding the election. The statutes required that in-person absentee voting could only take place on Monday to Friday between the hours of 8 a.m. and 7 p.m. The federal court struck down those restrictions in combination with other absentee voting restrictions, which has resulted in municipalities conducting in-person absentee voting at times of their choosing from the date that absentee ballots were available until the Sunday prior to an election. The *One Wisconsin Institute* case is still on appeal at the 7th Circuit Court of Appeals. Act 369 changed the original statutes challenged in the *One Wisconsin Institute* case by limiting the period of in-person absentee voting to the period from 14 days preceding an election through the Sunday before the election. Act 369 permits in-person absentee voting on any days and during any hours during that period, as determined by the municipality. It also removed the current provision limiting the number of in-person absentee voting locations to one location per municipality. Absentee voting by mail would still be available any time after ballots have been prepared and delivered to municipal clerks. In January, the U.S. District Court issued a ruling to enjoin provisions of recently-enacted legislation which would have restricted the timeframe for in-person absentee voting, prohibited voters from using an expired student ID card, and prohibited voters from using a receipt for a temporary State ID issued by the Division of Motor Vehicles as an acceptable form of photo identification after 60 days from its issuance. As a result of the ruling, the rules related to in-person absentee voting and the Photo ID Law for the 2019 spring elections will be the same as the rules that were in effect for the 2018 General Election, subject to any further rulings by the 7th Circuit Court of Appeals in the *One Wisconsin Institute et al. v. Thomsen et al.* case.

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 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.

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.

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 2019 include the following:

- Administer two scheduled 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 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.
- Cross train with current staff in Treasurer's Office and evaluate joint office needs.

The 2018 County Board Proceedings Book will be distributed at the February 20, 2019 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

Dunn County Clerk Office Duties

- **County Board Recordkeeping**
 - Attend all County Board of Supervisors meetings
 - Prepare all draft minutes
 - Proofread minutes after all meetings
 - Correct or amend minutes after approval
 - Publish minutes in the Dunn County News
 - Distribute ordinances and resolutions as directed
 - Publish ordinances as directed
 - Maintain all original copies of ordinances and resolutions
 - Provide certified copies of ordinances and resolutions as requested
 - Maintain original highway maps
 - Research archive of minutes as requested
- **Community Resources and Tourism Committee Recordkeeping**
 - Prepare all agendas
 - Distribute agendas for posting and media notification
 - Attend all Community Resources and Tourism Committee meetings
 - Prepare all draft minutes
 - Proofread all minutes after meetings
 - Correct or amend minutes after approval
- **Library Planning Committee Recordkeeping**
 - Prepare all agendas
 - Distribute agendas for posting and media notification
 - Attend all Library Planning Committee meetings
 - Prepare all draft minutes
 - Proofread all minutes after meetings
 - Correct or amend minutes after approval
- **Archive minutes, agendas, and meeting information packets in Google Drive for:**
 - Committee on Administration
 - Community Resources and Tourism Committee
 - County Board of Supervisors
 - Ethics Inquiry Board
 - Executive Committee
 - Facilities Committee
 - Fair Board
 - Health and Human Services Board
 - Highway Committee
 - Judiciary and Law Committee
 - Library Planning Committee
 - Local Emergency Planning Committee
 - Planning, Resources, and Development Committee

- Solid Waste and Recycling Management Board
- Neighbors of Dunn County Committee
- Traffic Safety & EMS Committee
- Transit Commission
- Veterans Service Commission
- 980 Committee
- **Appointments**
 - Create appointment list for County Board Chair
 - Update appointment spreadsheet after every county board meeting
 - Send list of appointments to County Board Chair, Corporation Counsel, and HR after every county board meeting
 - Write appointment letters and put together packet of HR paperwork for new committee members
 - Mail appointment letters and Cc appropriate department head and committee chair
 - Update committee members on the website
 - File forms for new committee members when HR returns them to our office
- **Directory of public officials**
 - Update all information in directory
 - Compose directory, design cover and submit to printer for printing
 - Post to Dunn County website and update as needed
 - Distribute directories after printing
- **Proceedings book**
 - Add minutes to proceedings book each month and re-format
 - Create index
 - Compose proceedings book, design cover and submit to printer for printing
 - Distribute books after printing
- **Election Administration**
 - Election of County Offices
 - Distribute candidate packets
 - Review documents to certify ballot access status
 - Campaign Registration Statement
 - Declaration of Candidacy
 - Nomination Papers
 - Campaign Finance Forms
 - Notification of candidates to be placed on the ballot
 - Review any challenges by candidates
 - Draw for ballot placement
 - Certification of candidate elected to offices
 - Maintain voter registration data for 27 municipalities
 - DMV checks
 - EDR postcards
 - 4-year maintenance
 - Key registrations

- Registration list alerts (felons, deaths, duplicates)
- Absentee tracking for 27 municipalities
 - Enter data into WisVote *within 24 hours* every time a municipal clerk 1) receives an absentee ballot application 2) mails an absentee ballot or 3) receives a completed absentee ballot
- Serve as Chief Election Officer for the county
 - Provide materials and supplies for all federal, state and county elections per WI State Statute
 - Coordinate the use of election equipment and maintenance
 - Provide training as needed
 - Provide guidance on election processes and laws
- Ballot Production
 - Receive certifications from the state, county, municipalities and school districts
 - Complete Ballot Layout Document for ballot production
 - Complete X-Chart for programming of all election equipment
 - Proofread ballots from Command Central
 - Distribute ballots to municipal clerks by statutory deadlines
 - Split PDF and post all sample ballots to website
- Enter all contests into WisVote system for each election by municipality
- Enter all candidates into WisVote system for each election by each municipality
- Create hand count paper and email ballots (76 ballot styles for April election)
- Election Night Results Posting for all elections
 - Federal
 - State
 - County
 - Municipal
 - School District
 - Provisional Ballots
- Prepare and Publish election notices
 - Type A notice of the Spring Primary and Spring Election (annually)
 - Type A notice of referenda (as needed)
 - Type E notice of absentee voting instruction (each election)
 - Type B notice of voting instructions and sample ballots (each election)
 - Type C notice of referenda (as needed)
 - Type A notice of Partisan Primary and General Election (annually)
- Election reconciliation (27 municipalities)
 - Key voter participation for every voter that signed the poll book
 - Key all EDRs
 - Key inspectors statement in WisVote
 - Verify all absentee tracking information is correct
 - Reconcile all numbers before closing election
- Enter EDR postcard statistics reports into WisVote
- Update all elected officials and their contact information in WisVote so that it shows up correctly in MyVote

- Destroy election materials according to WEC's schedule
- Stay current on all WEC clerk memos and webinars
- Update election manuals as needed
- **County Board of Canvass**
 - Publish Notice of Board of Canvass meetings
 - Certify the results of the election and make the official determination of election or primary winners
 - Reconcile the number of voters versus the number of votes
 - Proof data against original results
 - Review write-in votes
 - Review Inspector's Statement
 - Review Provisional Ballots
 - Complete the canvass statement
 - Transmit Certification to the Wisconsin Elections Commission
 - Oversee and conduct any recounts ordered
- **Payments to all County Board of Supervisors and Committee Members (Weekly)**
 - Review all Per Diem Sheets submitted from County Board Members (29) for accuracy
 - Review all Per Diem Sheets submitted from Committee Members (Approximately 50) for accuracy
 - Key each meeting by employee number, per diem code and correct cost center into SAP
 - Key each mileage claim by meeting, employee number, date and correct cost center into SAP
 - Key each miscellaneous expense claim by meeting, employee number, date and correct cost center into SAP
 - Reconcile accuracy with Payroll Department after payroll simulation prior to completion of payroll process
- **Apportionment of Taxes**
 - Complete apportionment spreadsheet for all municipalities including all Forestry Mill tax pursuant to WI Statute 70.63, highway tax expenditures, library tax expenditures, county tax expenditures, state special charges, property tax charged back pursuant to WI Statute 74.41 and 74.42, bridge aids pursuant to WI Statute 82.08, and any illegal real estate taxes
 - Complete the state and county apportionment form (PC-400) for all Dunn County municipalities and file with the State of Wisconsin Department of Revenue by the November 15th statutory deadline
 - Complete certification for each municipality and distribute to all municipal clerks
- **County Clerk's Office Budget**
 - Prepare County Clerk's Office Budget and submit to the Chief Financial Officer as required
 - Analyze staffing and complete any position adjustment forms required
 - Review preliminary budget with the Committee on Administration and substantiate allocations
- **Dog Licensure**

- Analyze previous year supplies and order all dog license tags and supplies for all Dunn County municipalities
 - Prepare dog license supplies for all municipalities (regular tags, multiple tags, hooks, and all forms)
 - Log and document tags issued to each municipality
 - Deposit dog license money from all municipalities in SAP
 - Key invoices to pay dog listers
 - Balance dog license accounts in SAP
 - Maintain dog license fund (WI Statute 174.09)
 - Pay all claims allowed by the County to all owners of domestic animals because of damage done during the license year, rabies and impound claims
 - Distribute surplus funds in excess of \$1,000.00 to municipalities and key invoices into SAP to distribute the dog rebates to all municipalities
 - Annually reconcile all dog licenses issued for the State reconciliation submission
 - Complete annual reconciliation form and submit to the State of Wisconsin Department of Administration
 - Complete annual reconciliation form and submit to the State of Wisconsin Department of Agriculture, Trade and Consumer Protection
 - Forward dog license state fees to the Treasurer for processing
 - Publication of the annual dog license requirement and vaccination requirement notice (January and March)
- **Libraries**
 - Receive requests for reimbursement from approximately 36 libraries, verify amounts, and create spreadsheet
 - Create and mail out award letters after budget is approved
 - Forward recommended reimbursement to libraries to the Chief Financial Officer to be included in the budget and levy process
 - Key invoices in SAP for all library reimbursements
- **Marriage License Issuance**
 - Schedule appointments
 - Complete applications
 - Deposit money
 - Prepare licenses for pickup
 - Balance two marriage license accounts in SAP
 - Annually reconcile all marriage licenses issued for the State reconciliation submission
 - Maintain marriage license docket
 - Complete annual reconciliation form and submit to the State of Wisconsin Department of Administration
 - Forward family mediation revenue from marriage licenses to the Clerk of Circuit Court for processing
 - Forward report of taxes and marriage license fees due to the state to the Treasurer for processing
- **Timber cutting permits**

- Issue timber cutting permits, file original, and send copies to the logger, DNR, and town chairman/village president.
- **Update index of Dunn County Ordinances and Resolutions after every County Board meeting (1994 – current)**
- **Key invoices**
 - Conference registrations, publications in newspaper (county board proceedings, several election notices), Command Central (ballots and equipment coding), Staples, UPS cartridge pickups, dog tags and books, EO Johnson, roll call audio support, insty-prints, Bear Graphics (election supplies)
- **Outside Agencies**
 - Send letter announcing the opening of the funding request process to outside agencies along with application materials
 - Receive funding requests from outside agencies and schedule hearings based on date/time preferences
 - Send letter to outside agencies letting them know when they are scheduled to present to CRTC
 - Update funding spreadsheet as cuts are made by CRTC, Executive Committee, and County Board
 - Send award letters once County Board has approved the budget
 - Key invoices in SAP
- **Redemptions**
 - County Clerk's Office is responsible by state statute to keep a list of tax certificates held by Dunn County and record any payments made during the redemption period
- **Secretary of State Report**
 - Submit a report of all officers (county, municipal, and school district) and their contact information to the Secretary of State
- **Public records requests (resolutions, ordinances, election data, etc)**
- **Complete and file oaths of office for all county offices**
- **Maintain Dunn County vehicle titles**
- **File all Probate Claim Notices (WI Statute 859.07(2))**
- **General Clerical Duties**
 - Notarize Documents
 - Create/update manual for CCO office procedures
 - Update Dunn County Website (new clerks, treasurers, assessors, population of Dunn County, etc.)
 - General Correspondence- process mail, answer phone calls, respond to e-mails, assist the public at the counter
 - Deposit money for directories and copies in SAP
 - Update Code of Ordinances binder
 - Purge sheets from Records Storage Facility binder
- **Duties relating to other departments**
 - Back-up to the Treasurer's Office in emergency situations

- Assist Treasurer's Office during high tax collection period
- Sell plat books and maintain plat book spreadsheet for Extension