



**2019 County Clerk Annual Report**  
 Audrey McGraw, County Clerk  
 Deb Schroedl, Chief Deputy  
 Kay Basler, Deputy  
 Deputized Finance Department Staff:  
 Cindy Diestelmann, Jayne Hintzmann, Donna Miller

## 2019 ELECTIONS

Election Date	Population	Eligible Voters	Registered Voters	Ballots Cast
<b>April 2, 2019</b> Turnout %	<b>85,129</b>	<b>61,293</b> 32.1%	<b>47,161</b> 41.8%	<b>19,690</b>
Statewide Justice of Supreme Court, Circuit Court Branch's I & II, municipal, schools & referendum				

72% population is estimated to be eligible to vote; Registered in WisVote (only 15% of county eligible not registered)

- Coordinated upgrades from 3G to 4G on 37 DS200 tabulator voting machines. Also upgrades to 34 Express Vote ballot marking machines (handicapped accessible) do to software updates.
- Upgrades to Electionware software (in house programming), consisting of a Cradlepoint router on Verizon's private network. Eliminating any outside entities ability to ping our connection or try to hack.
- Upgraded Firewall protection for our stand alone Data Comm Servers.
- Transitioned to new vendor for ballot printing to save on printing costs
- WisVote provider for 11 municipalities with updating voter registrations and recording of each actual voter for each election.
- In house ballot layout resulting in styles; & programming of election software generating **\$25,318 revenue** from municipal & school districts.

## 2019 Other Activities

- Continued counter service for DNR, ATV, boats and Snowmobile registration as a convenience to county residents
- Increase Department of Motor Vehicle (DMV) services to include vehicle registration sticker and title issuance
- Accepted Debit and/or Credit Card payments of **\$64,408** from 630 customers, an increase of \$8,000 and 60 customers (adding approximately 5 minutes processing time with no additional revenue)
- Process passports & take photos on a **"no appointment needed basis"**
- with 6 Federally Certified staff (annual certification required)
- Graduated with the first participating class of the UW Extension Leadership program.
- Continuing education as available to become a Master County Clerk

## Revenue Summary

2015	2016	2017	2018	2019		2019 Revenue
481	486	507	460	441	Marriage License	\$ 28,665
43	32	58	34	54	ML Waiver Fees	\$ 1350
7	10	6	4	5	ML Military Waiver Fees	\$ 50
			5	3	Marriage License Voided	\$330
			7	3	Marriage License Correction Fee	\$30
					<b>Mandated Services Total</b>	<b>\$30,425</b>

78	30	20	49	15	Temporary Plates (DMV)	\$75
795	928	1025	958	939	Passport Fees	\$32,865
586	737	844	808	813	Passport Photos	\$9,219
					DNR Fees (Conservation)	\$ 97
			52	40	DMV Plates/Sticker Renewal	\$ 528
					In-house programming (elections)	\$ 25,318
					WisVote Relier (elections)	\$ 3,019
					<b>Total Non-Mandated Services</b>	<b>\$71,121</b>

### 2019 Responsibilities and Services Provided

Statutory duties of the County Clerk's Office are listed in Wis. Stats. 59.23. The County Clerk performs a wide variety of tasks including:

- ❖ *The County Clerk shall act as Clerk of the Board at all of the Board's regular, special, limited term, and standing committee meetings thereof; under the direction of the County Board Chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the Board in a format chosen by the Clerk, including all committee meetings, either personally or through the Clerk's appointee; file in the Clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the Board, if required by any member present; publish ordinances as provided in § 59.14(1); and perform all duties prescribed by law or required by the Board in connection with its meetings and transactions. [am. 6/10/14, Ord. 2014-09]*
- ❖ *Each committee, board and commission shall select a secretary, who may be appointed by the Clerk to keep and preserve the minutes of committee meetings and attendance in the format determined by the County Clerk. The secretary shall if appointed by the Clerk, sign minutes and file the original copies in the office of the County Clerk-[am. 6/10/14, Ord. 2014-09]*
- Apportions State and County taxes together with special charges to the municipal town/village/city clerks by December 1<sup>st</sup> each year (Finance Department completes)
- Prepare, layout, print and distribute consolidated ballots for 27 municipalities, 13 schools, county, state, federal elections and the canvass/return of votes in all county, state and federal elections

- Provide voting equipment and handicapped accessible voting machines to 38 polling places in Jefferson County
- Program & test software for 40 county-wide voting machines and 30 handicapped accessible voting machines
- Publish all required election notices in newspapers & website
- Update web page with candidate filings and election results
- Provide services to 11 towns/villages/cities under WisVote maintaining voter registrations & printing poll books for each election; Statistical election data entry for each relier
- Maintaining web page for elections, county clerk, county directory, committee members, and 27 municipalities
- Filing County Officers' official oaths & code of ethics reports
- Issue marriage licenses
- Issue Domestic Partnership terminations
- Sells Department of Natural Resource (DNR) licenses
- Distributes dog licenses and supplies to municipalities; handle animal claims; distribute funds to municipalities
- Issue and mail passports and take passport photos
- Compile, print, and distribute the official County directory and monthly updates on webpage
- Issue temporary auto/truck license places
- Signs deeds transferring County property
- Custodian of all County Contracts

## **2020 Goals**

- *4 Scheduled 2019 Elections:*
  - **February 18, 2020 Spring Primary**
  - **April 7, 2020 Spring Election**
  - **August 11, 2020**
  - **November 3, 2020**
- Index and scan county wide contracts with MUNIS/Tyler Finance Software Package
- Index and scan marriage license applications as per records retention statute into the Statewide systems (SVRIS)
- Continue with County Board updates; have a successful organization meeting for 2020-2022 County Board of Supervisors
- Chief Deputy to cross train in election administration
- Continue education as available towards becoming a Master County Clerk
- Become more comfortable speaking in public