

County Clerk

The county clerk's office provides a wide range of services. One primary responsibility is the administration of elections within Eau Claire County to ensure we have fair elections, including the preparation of ballots, programming of election equipment, preparing required publications, and updating voter records in WisVote for 15 of the 18 county municipalities. The county clerk also serves as clerk for the county board by taking minutes, enrolling and publishing legislation, and compiling the journal of proceedings each session year. This office is also responsible for the tax deed process, which includes researching and notifying all owners of tax parcels that are at least three and one-half years delinquent as well as conducting tax deed public sales on properties that have been taken due to nonpayment of taxes. Other duties include issuing marriage licenses, distributing dog licenses to the municipalities and administering the dog license fund, compiling and distributing the county official directory and in-house telephone book, and the filing of highway relocation maps and timber-cutting notices.

Accomplishments in 2019

In 2019, the county acquired through tax deed 10 properties and sold 13 properties; 129 tax deed notices were researched and sent.

Our second year of using the new voting equipment we obtained in 2018 went well. There were two elections in 2019 and the equipment performed well for both.

All of the voting machines were outfitted with new 4G modems at the end of 2019 to be tested prior to first 2020 election.

Alignment with Strategic Plan

Ensure Financial Stability

The county clerk's office continues to work with the municipalities to coordinate combined required election notices, which reduces cost as well as improves collaboration.

Innovate and Adapt

In 2019 the new voting equipment has allowed us to be more responsive to municipal election needs by allowing us to print extra ballots instantly if needed, as well as do more comprehensive testing and provide reports that we had not been able to do in the past.

Improve Collaboration

The county clerk's office continues to work with 15 county municipalities in all aspects in WisVote, which is the statewide voter database. The state continues to make software improvements to WisVote, which we need to stay abreast of in order of to give direction to the municipalities.

2020 Future Opportunities

- The County Clerk will maintain and support the new election program and equipment in a manner that benefits all the municipalities, by working with them to generate new ideas for streamlining the process and understanding their needs and wants we can make the whole election process more efficient from the beginning to the end.
- The County Clerk's office continues to look objectively at what we do and the way we do it and will continue to improve processes to allow us to maintain current staffing levels.

Performance Management Summary by Program

Elections				
Administer elections within Eau Claire County, including the preparation of ballots and programming of election equipment, ensuring all required publications are made in a timely manner, and updating WisVote with voter participation and registrations along with electable races and candidates.				
OUTPUTS	2016	2017	2018	2019
Number of paper ballots created for jurisdiction combinations:	144	55	166	61
Pieces of election equipment that were programmed to read ballots:	153	72	144	72
Number of election night results and reports:	4	2	4	2
Provide WisVote services for number of municipalities	15	15	15	15
Tax Deeds				
Administer the tax deed program, from research to determining ownership, through having a tax deed sale.				
OUTPUTS	2016	2017	2018	2019
Tax deed notices:	153	144	150	129
Quit claim deeds if sold:	7	5	14	13
Taxes, interest, and penalties collected:	\$302,979	\$278,844	\$261,698	\$228,209
Other Services				
Issues marriage licenses according to state statute. Acts as records custodian for and liaison to the county board, its committees, boards and councils, including publication of meeting notices, verifying attendance sheets and compilation and publication of the journal of proceedings. Process timber cutting notices and all claims against the county in accordance with state law. Act as the state's conduit to local municipalities for dog licenses and tags and payments. Compile and update the Official Directory and the in-house telephone directory.				
OUTPUTS	2016	2017	2018	2019
Number of marriage applications and licenses	667	651	603	608
Number of County Board meeting minutes produced	17	17	17	17
Number of enrolled legislation	102	103	108	103
Journal of Proceeding publication	1	1	1	1
Dog licenses and tags distributed to the municipality and reconciled	7531	6997	6847	7002
In-house telephone directories printed	830	750	750	800
Official Directory books printed	950	925	925	925