

County Clerk Annual Report for 2021

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 2021

2021 was a slower election year with no fall partisan races. The office managed 2 spring elections and was able to adapt as necessary to the covid-restrictions that were still in place. The County Clerk was newly elected and took her position in January. Her full-time Admin Associate was promoted to Chief Deputy Clerk. In February a new Admin Associate to fill the full-time position. The half-time person had just been hired in November 2020. It was a year of learning with the entire office being new to their jobs.

Marriage license issuance was back up a little from 519 in 2020 to 586 in 2021. The numbers are still a little down compared to an average year in the past which was always around 600. We continued to have applicants make appointments which helped us manage our time.

Tax deed activity was resumed. We took 13 parcels in 2021 and sold 8 of them before year end. The rest were sold at the end of the year with the proceeds being credited to 2022 revenue.

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

We still had some covid restrictions to work through, requiring people to wear masks in the office even if vaccinated. With the addition of a laptop for our half-time Admin Associate we were able to allow her to work from home several times, as needed for quarantine purposes. We were fortunate to not have staff out sick all at the same time.

Improve Collaboration

The office collaborated with the Treasurer's office to share an Admin Associate from our office to assist the treasurer's office with receipting.

2022 Future Opportunities

The Clerk's office will continue to look for new ways we can improve efficiency and get the work done with staffing challenges. We anticipate being short-staffed again this year for a time with the departure of our full-time Admin Associate early in the year. With new staff members we can take a look at

distributing office duties in a way that takes advantage of certain strengths of the employees. Further collaboration with administration or other offices to shift workloads if necessary is certainly possible.

Performance Management Summary by Program

Elections				
Administer elections within Eau Claire County, including the preparation of ballots, programming of election equipment, insuring all required publications are made in a timely manner and updating the Statewide Voter Registration System.				
OUTPUTS	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Number of ballot styles managed for jurisdiction combinations:	166	61	152	84
Pieces of election equipment programmed to read ballots:	144	72	144	72
Number of elections 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				
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Tax deed notices:	150	129	80	47
Quit claim deeds if sold:	14	13	1	8
Taxes, interest, and penalties collected:	\$278,844	\$261,698	\$228,209	\$123,740
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 the 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 in-house telephone directory.				
OUTPUTS				
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Number of applications and licenses:	603	609	519	586
Number of meeting minutes produced:	17	17	17	17
Number of enrolled legislation:	103	108	103	125
Journal of proceedings publication:	1	1	1	1
Dog licenses and tags distributed to the municipal treasurer and reconciled:	6997	6847	7002	6694
In-house phone directory books created:	750	750	800	625
Official Directory books created:	925	925	925	650