

County Clerk Annual Report for 2022

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. Other duties include issuing marriage licenses, distributing dog licenses to the municipalities, 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 2022

2022, being an even year, was busy with 4 elections. County Board being elected in the spring brought out a large number of candidates and record turnover on the board. A heavily advertised Governor's race made the fall election work a bit more challenging as there was a lot of scrutiny on processes and results. In the end, the results were consistent with other years, and we were not bombarded with open records requests.

Marriage license issuance was back up to normal from 586 in 2021 to 612 in 2022. The numbers are in line with what we used to do pre-covid.

Tax deed work was completed. We took 8 parcels in 2022 and sold 8 of them before year end. The Treasurer will be transitioning the tax deed process to an in-rem process so this was the last year our office would be involved with tax deed work.

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. We have looked at ways of cutting costs by following trends instead of past practices all of the time.

Innovate and Adapt

Due to both our full-time and half-time administrative positions turning over we focused on cross-training of the new full-time staff member to be able to perform the work of the half time position that we decided we would not refill.

Improve Collaboration

We are planning an office move soon to allow us to share staff with the Register of Deeds office. This will benefit both offices that have a small number of staff and allow for better office coverage.

2023 Future Opportunities

The Clerk's office will be getting updated Election Hardware in 2023. Servers and software at the county office will be replaced.

Performance Management Summary by Program

Elections				
Administer elections within Eau Claire County, including the preparation of ballots, programming of election equipment, ensuring all required publications are made in a timely manner and updating the Statewide Voter Registration System.				
OUTPUTS				
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Number of ballot styles managed for jurisdiction combinations:	61	152	84	185
Pieces of election equipment programmed to read ballots:	72	144	72	144
Number of elections night results and reports:	2	4	2	4
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. This is the final year we will be working with tax deed delinquent properties. The Treasurer will take over and implement the In-rem process in 2023				
OUTPUTS				
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Tax deed notices:	129	80	47	60
Quit claim deeds if sold:	13	1	8	8
Taxes, interest, and penalties collected for taxes 4+ years delinquent:	\$261,698	\$228,209	\$123,740	\$131,256
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>2022</u>
Number of applications and licenses:	609	519	586	612
Number of meeting minutes produced:	17	17	17	17
Number of enrolled legislation:	108	103	125	99
Journal of proceedings publication:	1	1	1	1
Dog licenses and tags distributed to the municipal treasurer and reconciled:	6847	7002	6694	6524
In-house phone directory books created:	750	800	625	600
Official Directory books created:	925	925	650	650