



## 2022 County Clerk Annual Report

Audrey McGraw, County Clerk

Deb Schroedl, Chief Deputy

Kay Basler, Deputy

### 2022 ELECTIONS

Election Date	Population	Registered Voters	Ballots Cast
<b>February 15, 2022</b>	<b>85,187</b>	<b>12,604</b> <b>14.8%</b>	<b>1742</b> <b>4.7%</b>
Spring Primary: County Board District #10, School Board			
<b>April 5, 2022</b>	<b>85,187</b>	<b>49,732</b> <b>58.4%</b>	<b>13,420</b> <b>27%</b>
Spring General: Court of Appeals Judge District #4, County Board, Municipal, School Board, Municipal & School Referendum			
<b>August 9, 2022</b>	<b>85,187</b>	<b>49,892</b> <b>58.6%</b>	<b>17,959</b> <b>36%</b>
Fall Partisan Primary: Governor, Lieutenant Governor, Attorney General, Secretary of State, State Treasurer, US Senator, Representative in Congress District #5, State Senator Districts #11,13,33, Representatives to the Assembly Districts #33,37,38, 99, County Sheriff and Clerk of Courts			
<b>November 8, 2022</b>	<b>85,187</b>	<b>50,702</b> <b>59.6%</b>	<b>38,905</b> <b>76.7%</b>
Fall Partisan Election: Governor & Lieutenant Governor, Attorney General, Secretary of State, State Treasurer, US Senator, Representative in Congress District #5, State Senator Districts #11,13,33, Representatives to the Assembly Districts #33,37,38, 99, County Sheriff and Clerk of Courts, Municipal and School Referendum			

### 2022 Other Activities

- Facilitated multiple trainings for our municipal clerks and their election inspectors/poll workers.
- WisVote(Wisconsin Voter Registration System) Provider for 9 municipalities. This consists of updating voter registrations and recording of each actual voter for each election, as well as logging and tracking absentee ballots which requires great attention to detail to ensure complete and total accuracy.
- Accepted Debit and/or Credit Card payments in the amount of **\$36,735** in 2022.
- Process passports & take passport photos with 2.5 Federally Certified staff (annual certification required).
- Continued education as available towards becoming a Master County Clerk.

➤ 4 Scheduled 2022 Elections:

- **February 15, 2022, Spring Nonpartisan Primary Election**
- **April 5, 2022, Spring Nonpartisan General Election**
- **August 9, 2022, Fall Partisan Primary Election**
- **November 8, 2022, Fall Partisan General Election**

### Revenue Summary

2019	2020	2021	2022		2021 Revenue	2022 Revenue
440	400	481	449	Marriage License	\$31,265	\$29,250
61	48	29	40	ML Waiver Fees	\$725	\$1,000
5	2	1	0	ML Military Waiver Fees	\$ 10	\$0
0	0	15	3	Marriage License Voided/Correction Fee	\$150	\$30
				<b>Mandated Services Total</b>	<b>\$32,150</b>	<b>\$30,280</b>

939	365	618	802	Passport Fees	\$21,630	\$28,082
813	351	674	796	Passport Photos	\$7,643	\$9,029
				DNR Fees (Conservation)	\$60	\$37
				Plates/Stickers (DMV)	\$1012	\$303
				WisVote Relier (elections)	\$ 12,120	\$3,500
				<b>Total Non-Mandated Services</b>	<b>\$42,465</b>	<b>\$40,951</b>

### 2022 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 and distribute consolidated ballots for 27 municipalities, 13 schools, county, state, federal elections, and the canvass/return of votes in all counties, state, and federal elections.
- Provide voting equipment and handicapped accessible voting machines to 38 polling places in Jefferson County

- Program & test software for 41 county-wide voting machines and 32 handicapped accessible voting machines.
- Receive and accept all claims filed against Jefferson County.
- Publish all required election notices in newspapers & on county website.
- Update web page with candidate filings and election results.
- Provide services to 9 towns/villages/cities under WisVote maintaining voter registrations & printing poll books for each election: Statistical election data entry and absentee ballot tracking for each relier.
- Maintaining web page for elections, county clerk, county directory, committee members, and 27 municipalities.
- Active member of Clerk Training Advisory Committee and Clerk WisVote Advisory Committee facilitated through the Wisconsin Elections Commission.
- 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.
- Certifies Resolutions and Ordinances.
- Issue and mail passports and take passport photos.
- Compile, print, and distribute the official County directory and monthly updates on webpage.
- Signs deeds transferring County property.
- Custodian of all County Contracts.

## **2023 Goals**

- 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).
- Organize election training for municipal clerk's/poll workers.
- Chief Deputy will continue to cross train in election administration.
- Continue education as available towards becoming a Master County Clerk.
- Continue cyber security election training for County and Chief and Deputy Clerk.