



**Sheboygan County**  
**Department of County Clerk**

Jon Dolson— County Clerk  
508 New York Avenue – Administration Building 1<sup>st</sup> Floor  
Sheboygan WI 53081-4126

---

February 28, 2017

Honorable Members of the County Board  
County Administrator

RE: 2016 Annual Report of the County Clerk

Ladies and Gentlemen:

Enclosed for your review is the annual report for the County Clerk's Office.

Customer service remains a top priority in my department. The county clerk's office is often someone's first point of contact with county services and we want their first impression of county services to be a great one.

With the guidance of the Finance Committee, and support of my amazing staff, my department tried very hard to achieve a positive year-end budget variance, while continuing to deliver services for both community needs as well as statutory responsibilities, but fell short of our goal by a negative \$11,092.18. This shortfall was primarily due to the unusually popular Presidential Election cycle and media hype, causing a heightened concern with municipal clerks administering an open flood gate of earlier absentee voting, combined with the fear of running low on ballots (ballot orders far exceeded estimates, at the county's cost). Even with this setback, the combined knowledge and experience of my staff allows us, as a department, to continue to meet or exceed customer expectations.

I look forward to another year of serving the voters of Sheboygan County to faithfully discharge the duties of my office.

Sincerely,

Jon G. Dolson  
County Clerk

# 2016 Annual Report of the County Clerk

## Mission Statement

*"To go beyond the services required by the statutes in order to serve the public and other units of government in the most courteous, efficient, and cost-effective manner possible."*

## Summary of Responsibilities

- Act as the secretary for the County Board
  - o Maintain the records and web site for the board and all of its committees
  - o Follow open meeting laws
  - o Prepare and distribute board meeting agendas and minutes
  - o Assist in County Board meetings
  - o Audit supervisor expense sheets
- Administer county elections
  - o Coordinate federal, state, county, municipal and school district elections
    - Register county candidates
    - Prepare and test ballots
    - Program election tabulation equipment
    - Publish legal notices
    - Tabulate and post election results
    - Provide state-wide voter registration services for 19 of our 28 county municipalities
- Process marriage license and domestic partnership applications
- Conduct passport acceptance agency services
- Administer dog licensing program for all 28 county municipalities
- Administer property and liability insurance for the county
  - o Processing claims
  - o Policy retentions and renewals
  - o Policy property listings maintenance
  - o Cost allocations to county departments
- In addition, my office attends to compiling and distributing annual County Board proceedings and maintaining a state, county and municipal officials directory; checking probate claims; administering Taylor Park pavilion reservations; handling timber cutting permits; and maintenance of a myriad of unrelated records such as medical examiner's dockets, old school records, highway relocation maps, veteran's grave sites, tax exempt properties, and farmland preservation.

## Goals and Objectives Achieved in 2016

### Marriage Licenses

- Implementation of new Statewide Vital Records Information System
  - o New on-line software, forms and processes

### Dog Licenses

- Continuation of streamlining process and accounting practices of dog license system

### Elections

- A continuous goal is to expedite election result postings to our website and a call-in process for municipal election officials on election night. Also, several municipal clerks are now assisting with the state's canvass system, increasing the speed in which result reports can be produced, allowing for the ability to upload results more quickly to the county's website for viewing. Both of these initiatives have proven to be successful in several elections. I will continue to enhance these for future elections, until new election equipment is purchased.

## Budget

The 2016 department budget of \$435,668 realized a negative variance at year's end of \$7,595.23. The 2017 department budget is \$431,905 with a property tax levy of \$225,432.

The following table shows the license, application and counter fees collected for the past three years.

		2014	2015	2016
Marriage Licenses	Licenses Issued / Date Waivers Granted	667 / 91	667 / 83	631 / 88
	Total Fees Collected	\$ 59,110.00	\$ 58,800.00	\$ 55,845.00
	County's Share of Revenue	\$29,020.00	\$ 28,785.00	\$27,450.00
	Family Court Commissioner Fees	\$13,340.00	\$ 13,340.00	\$12,620.00
Domestic Partnerships	Licenses Issued / Waivers Granted	3 / 0	0 / 0	0 / 0
	Total Fees Collected	\$255.00	\$ 0.00	\$0.00
	County's Share of Revenue	\$180.00	\$ 0.00	\$0.00
Passport Applications	Number of Applications Processed	876	973	844
	Total Fees Collected (County's share 100%)	\$21,900.00	\$ 24,325.00	\$28,450.00
Passport Photos	Number of Photos Taken	802	1,028	1,344
	Total Fees Collected (subject to sales tax) (County's share 100%)	\$7,503.35	\$9,652.62	\$12,583.15

## Issues and Challenges Ahead

The major task at hand this year will be the replacement of our election programming software and the entire lot of vote tabulating equipment in the county, approximately 100 units. As you know, the equipment we are using is old, the programming software is even older, the bulk of the equipment was purchased used, and new equipment will be delivered in 2017.

## Goals and Objectives for 2017

- Continued management of implementation of newly instituted state-wide voter registration system upgrade (WisVote) for my department and reliever municipalities
- Purchase new election equipment and software, and implement county-wide user training for all election officials
- Continual growth in customer service
- Continual search for office efficiencies
- Continuing education for my staff and myself