

COUNTY CLERK

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.



Jon Dolson
County Clerk

885

Passport
Applications
Processed

1,207

Passport
Photos Taken

624

Marriage
Licenses
Issued

\$29,525

Revenue from
Marriage
License Fees

The County Clerk's office provides essential administrative support as the secretary for the County Board, ensuring transparency and compliance with open meeting laws. Key responsibilities include preparing and distributing agendas and minutes for the Board and its committees, auditing supervisor expense sheets, and maintaining official records and the Board's website. Additionally, the office compiles and distributes annual County Board proceedings and maintains a comprehensive directory of state, county, and municipal officials.

A primary function of the department is the administration of federal, state, and local elections. This involves coordinating with multiple jurisdictions, preparing and testing ballots, programming tabulation equipment, and certifying election results. Beyond elections, the office provides vital public services, including processing marriage licenses and passport applications, administering the dog licensing program for all 28 municipalities, and managing Taylor Park pavilion reservations. The staff also fulfills open records requests and maintains a diverse array of records, including veteran's grave sites, highway relocation maps, and medical examiner's dockets.

2025 Achievements



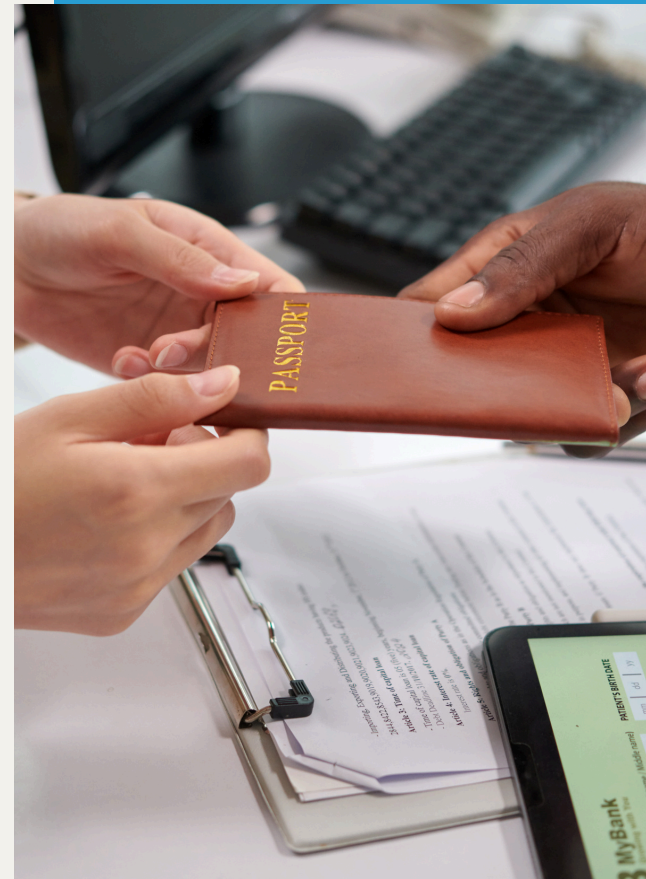
Increased municipal participation in the Badger Book electronic pollbook system to 43%



10% increase in marriage license applications, highest volume since 2017



Improved dog licensing efficiency and fiscal tracking



2025 YEAR IN REVIEW

In 2025, the County Clerk's office achieved significant operational success, highlighted by a 10% increase in marriage license applications over the previous year, marking the highest volume since 2017. The department maintained a strong commitment to customer service, successfully implementing a passport sales pitch to marriage applicants and continuing to streamline the administration and accounting practices of the dog license system. In election administration, the office made notable strides in modernization by promoting "Badger Books" (electronic pollbooks), reaching 43% municipal participation, while continuing to expedite the posting of election results to the County website. These programmatic successes, combined with diligent fiscal management, allowed the department to realize a positive variance on its budget at year's end.

2025 BUDGET

Revenues	\$ 373,189
Expenses	\$ 355,770
Transfers In/Out	\$ 6,900
(Under)/Over Budget	\$ (24,320)

2026 LOOK AHEAD

In 2026, the County Clerk's Office will prioritize the education and training of municipal election inspectors and chief inspectors to ensure the continued integrity of basic election administration. As more municipalities purchase Badger Book systems, the department will dedicate increased time to specialized training for these electronic pollbooks.

The office will also focus on several key objectives to improve operational efficiency and public access. We will research the implementation of credit and debit card acceptance for the department and continue to promote municipal participation in the Badger Book program. Furthermore, the staff will remain committed to providing excellent customer service, pursuing office efficiencies, and engaging in continuing education to stay current with evolving election ballot tabulator technology and statutory requirements.

