



# SHEBOYGAN COUNTY

**Jon G. Dolson**  
*County Clerk*

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March 1, 2024

Honorable Members of the Sheboygan County Board and County Administrator Alayne Krause,

Enclosed for your review is the 2023 annual report for the County Clerk's Department.

Customer service remains a top priority in our Department. The County Clerk's Department is often someone's first point of contact for County services, and we want their first impression of the County to be a great one.

We continue to deliver services based on community needs as well as statutory responsibilities. We, along with municipal clerks and election inspectors, invariably improve our skills in the administration of elections. As marriage and passport applicants continue to ebb and flow as the core service of our customer counter, the work ethic, combined knowledge, and experience of our Department allowed us to continue to meet or exceed customer expectations.

Passport application and photo business rebounded extremely well with applicant numbers for 2023 up 35% over 2022, and surpassing the norm of 1,000.

I look forward to another year of serving Sheboygan County.

Respectfully Submitted,

Jon G. Dolson  
County Clerk

## Mission Statement and Summary of Responsibilities

*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.*

- Act as the secretary for the County Board
- Administer County elections
- Process marriage license and domestic partnership applications
- Conduct passport acceptance agency services
- Administer dog licensing program for all 28 municipalities
- Compile and distribute annual County Board proceedings
- Maintain a state, county, and municipal official's directory
- Administer the County-owned Taylor Park pavilion reservations
- Maintenance of a myriad of records such as medical examiner's dockets, historical school records, highway relocation maps, veteran's grave sites, tax exempt properties, and farmland preservation.

## Goals and Objectives Achieved in 2023

- Marriage License Applications - Continuation of strong customer service.
- Passport Applications - Continuation of strong customer service and encouraged marriage applicants to consider a passport application.
- Dog License Administration - Continuation of streamlining process and accounting practices of dog license system
- Elections
  - Purchased and implemented new election tabulators with all 28 municipalities
  - Continual goal to expedite election results posting to our website

## Budget

	<b>2023 Budget</b>	<b>2023 Results</b>	<b>Variance</b>
<b>Revenues</b>	\$382,867	\$391,334	\$8,467
<b>Expenses</b>	\$382,867	\$419,434	-\$36,567
<b>Total</b>	\$0	-\$28,100	-\$28,100

The 2023 department budget of \$382,867 realized a negative variance at year's end of \$28,100. This is attributable to a retirement and overlapping training period of the replacement staff that was unknown when the budget was developed. The 2024 department budget is \$368,851 with a property tax levy of \$244,263.

The following table shows the fees collected for the past three years.

		<b>2021</b>	<b>2022</b>	<b>2023</b>
Marriage Licenses	Licenses Issued/Waivers Granted	564 / 70	581 / 84	573 / 47
	Total Fees Collected	\$49,700	\$51,505	\$49,880
	County's Share of Revenue	\$24,320	\$25,360	\$24,095
	Family Court Commissioner Fees	\$11,280	\$11,620	\$11,460
Passport Applications	Number of Applications Processed	556	787	1,068
	Total Fees Collected (County's Share 100%)	\$19,460	\$27,545	\$19,460
Passport Photos	Number of Photos Taken	741	1,013	1,353
	Total Fees Collected (County's Share 100%)	\$7,025	\$9,515	\$12,650

### **Issues and Challenges Ahead**

The County Clerk's Department will spend time on education for municipal election inspectors on election equipment training, chief inspector training, and administering elections as the legislature and elections commission continue to make changes in election law.

### **Goals and Objectives for 2024**

- Research credit/debit card acceptance for the Department
- Increase municipal utilization of Wisconsin Elections Commission's electronic poll book system
- Provide new election equipment training for municipal clerks and election inspectors
- Continual growth in customer service
- Continual search for office efficiencies
- Continuing education for staff
- Offer additional chief inspector training opportunities