

# Year in the Life of a Clerk

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# Welcome and Introductions

- Melissa Kono, Professor, UW-Madison Extension Community Development, Clark and Trempealeau Counties, and since 2013, Clerk for the Town of Burnside
- Daniel Foth, Local Government Specialist, Director WI-Certified Public Manager Program, UW Madison Extension Local Government Education Program



# How Long Have you been in your Local Government Position?

- Brand New
- 1-3 years
- 4-7 years
- 8-10 Years
- More than 10 years



# Are you a?

- a) Clerk
- b) Administrator
- c) Other Local Government Position
- d) Elected Official
- e) Other (please note in the chat)



# Tell Us About Your Calendar Questions- Concerns

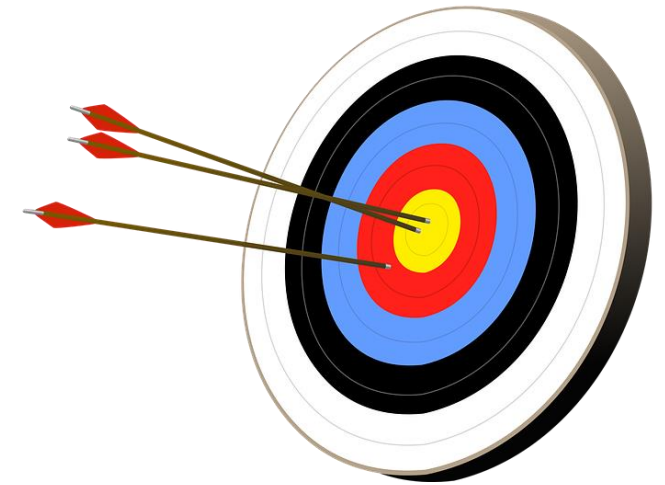
- Table Discussion – List all



# Agenda and Goals

- Purpose: to provide new clerks (town, village and city) with job duties and expectations of being a clerk
- Provide an overview of the deadlines for administrative duties required of the clerk
- Give clerks, especially new clerks, a “heads up” of tasks and their deadlines so that they can be prepared
- Ensure knowledge and understanding of local government law and operations
- Encourage you to attend additional upcoming training opportunities

## GOAL SETTING



# So Now You're a Clerk – Now What

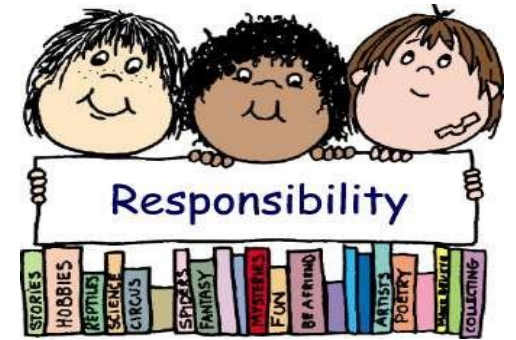
- Don't Panic - Yet
- Take a Deep Breath
- Help is on the way
- You Can Do This
- Let's Show You What Your Year Will Look Like



# Clerk Duties per State Statute

*Wis. Stats. § 19.33 61.25 (villages) and 62.09(11) (cities)*

- care and custody of the corporate seal and municipal papers and records and transfer of those records to the clerk's successor;
- allowing inspection of those records as permitted by Wisconsin's public records law;
- attending common council or village board meetings and keeping a full record of the proceedings;
- maintaining a minute book with governing body proceedings;
- countersigning all ordinances and resolutions adopted and publishing or posting as required by law and recording proof thereof;





# Clerk Duties per State Statute *(cont'd)*

- maintaining an ordinance book noting all ordinances adopted, in chronological order, with information pertinent to the adoption;
- maintaining records of all licenses and permits granted, as well as recording all bonds;
- responsibility for elections and voter registrations.
- notifying persons elected or appointed to municipal offices; notifying other governmental offices of elections as necessary;
- administering oaths and affirmations;
- drawing and countersigning orders on the municipal treasury in accordance with statutory requirements and maintaining accounts thereof in the appropriate books;



# Clerk Duties per State Statute cont'd

- keeping an accurate account with the treasurer and charging the treasurer with all tax lists presented for collection and with all moneys paid into the treasury; and notifying the county treasurer by February 20, of the proportion of property tax revenue and of the credits under sec. 79.10 that is to be disbursed by the taxation district treasurer to each taxing jurisdiction located in the municipality; village clerks must make and deliver a tax roll to the village treasurer and make and transmit to the county treasurer, on forms provided by the department of revenue, a statement showing the total amount of all taxes levied in the village;
- stamping or endorsing street trade permits at the request of an employer under sec. 103.25 (3m) (b) and stamping or endorsing traveling sales crew worker permits at the request of an employer under sec. 103.34 (11) (c);

# Other Duties Imposed by Statute

- Board of Review (BOR) comprised of municipal officials, *Wis. Stat. § 70.46* makes the clerk a member of the board, except in 1st class cities, as well as the recording secretary and BOR records custodian.
- Annexation which require the clerk to take certain actions when annexation petitions are filed or annexation ordinances are enacted.
- Numerous statutes require the clerk to convey information to specific state departments (e.g., the clerk must send a list of liquor licensees to the Department of Revenue annually).
- With a broad brush, *Wis. Stat. § 61.25(9)* requires the clerk to “perform all other duties required by law or by any ordinance or other direction of the village board.”



# Typical Clerk Duties Per Sample Job Description

- Administrative:
- Human Resources:
- Elections
- Taxes
- Records, Permits & Licenses
- Cemetery
- Meetings
- Miscellaneous:



# Records Custodian - *Wis. Stat. § 19.33*

- Maintains Records and makes decisions regarding access
- Elected officials are custodians unless an employee has been designated
- If none, highest rank officer or chief administrative officer
- Statutes designates clerks as record keepers
  - Custodial Services
    - Other Authority staff may participate or assist
- Recommend establishing an “internal records procedure”



# Records Notice & Hours

- Records Request Notice - Wis. Stat. § 19.34 (1)
  - Custodian identity
  - Times and locations to inspect records
  - No regular hours, advance notice required to inspect
  - Costs
- Hours – Wis. Stat. § 19.34 (2)(a)
  - Anytime if regular hours
  - No regular hours:
    - at least 2 hours per week; or permit access on 48 hours notice
- Consider Internal Procedures Manual
  - Electronic record requests – what is provided and its form
  - Working with Requestors on records requests



# Monthly

- Meetings:
  - Prepare for monthly meetings,
  - prepare and post agendas,
  - prepare minutes
- Report Sales Tax (if applicable)
- Financial:
  - pay bills,
  - prepare monthly budget recap
- Payroll:
  - withholding to Wisconsin Department of Revenue and IRS

Month / Year							Notes:
Sun	Mon	Tue	Wed	Thu	Fri	Sat	

Designed by 123FreeVectors.com

# Quarterly

- 941 report to IRS
- Unemployment Wages Report to Department of Workforce Development
- Report Sales Tax (if applicable)



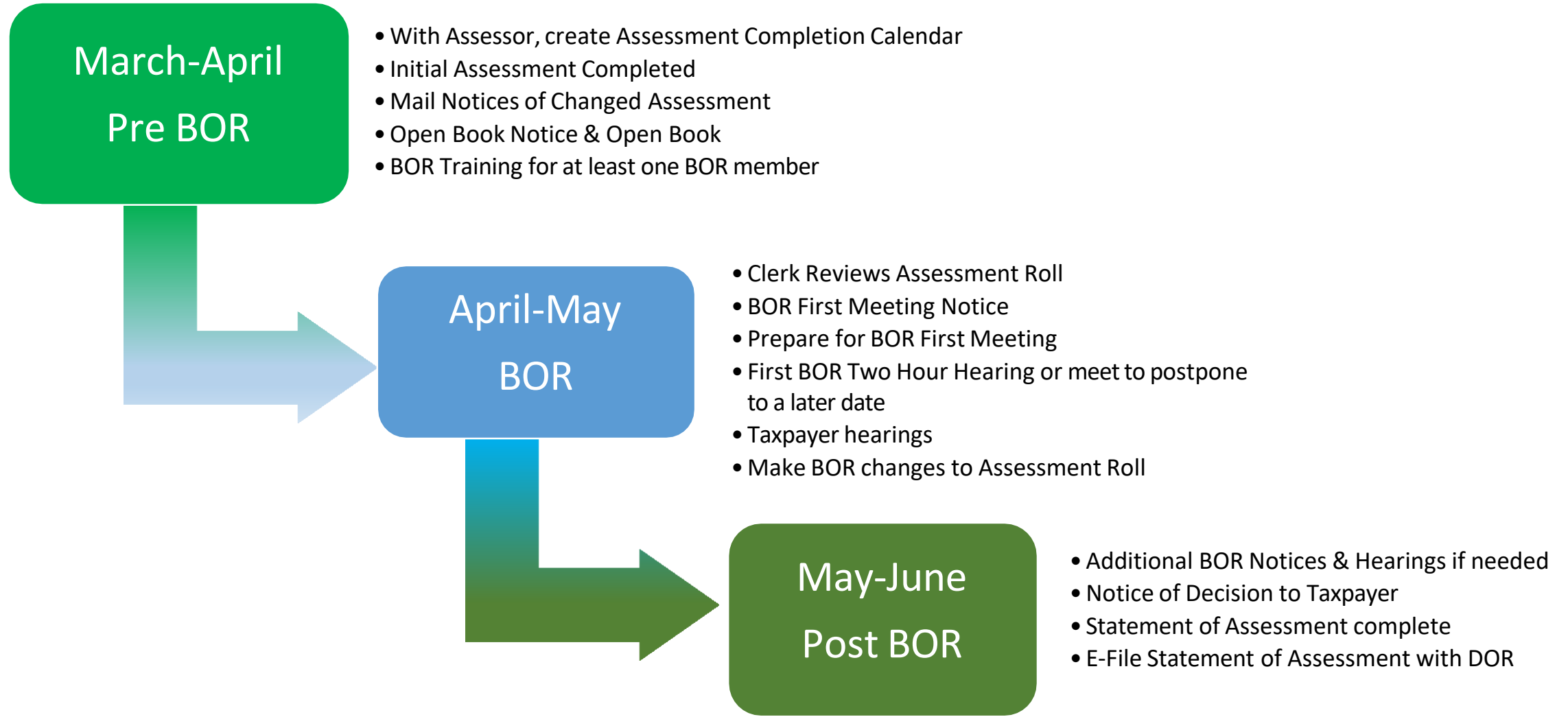


# Elections

- Absentee Voting: sending out absentee ballots, offering in-person absentee voting, post notices (Type E) for absentee voting, monitor requests and incoming ballots. Absentee ballots available 47 days prior to each election, in-person voting limited to 14 days prior to election
- Election Inspectors: train workers, schedule workers, workers are appointed Dec of odd years for 2 year terms.
- Public Test (and Pre-Lat test): Public Test within 10 days of election, Pre-Lat test once receive cartridges
- Polling place preparations: supplies, snacks/meals, contingency plans
- Equipment: test, charge, ADA equipment, supplies for equipment (paper, security seals, etc.)
- Essential Voting: Poll lists, tracking system for voter numbers (stickers, notepad, etc.), red pen/pencil for absentee, pens, pens/pencils for marking ballots, list of any registered write-ins, ineligible voter list
- Election materials from County Clerk: Inspectors Statement, Absentee envelopes & rejected absentee envelopes, ballot envelope/container and certificate, safety seals (if used), tally sheets
- Forms: Voter Registration, Supplemental Poll List, Provisional Voting forms
- Observers: designated area, sign-in sheet, instructions, name tags
- Phone numbers: County Clerk, Election Equipment vendor, election inspectors, radio/TV media stations, Emergency contact numbers
- Check “Clerk Communications” from Wisconsin Elections Commission as guidance can, and does, change at the last minute!



# Clerk Board of Review Basic Timeline Graphic



# The Budget Cycle

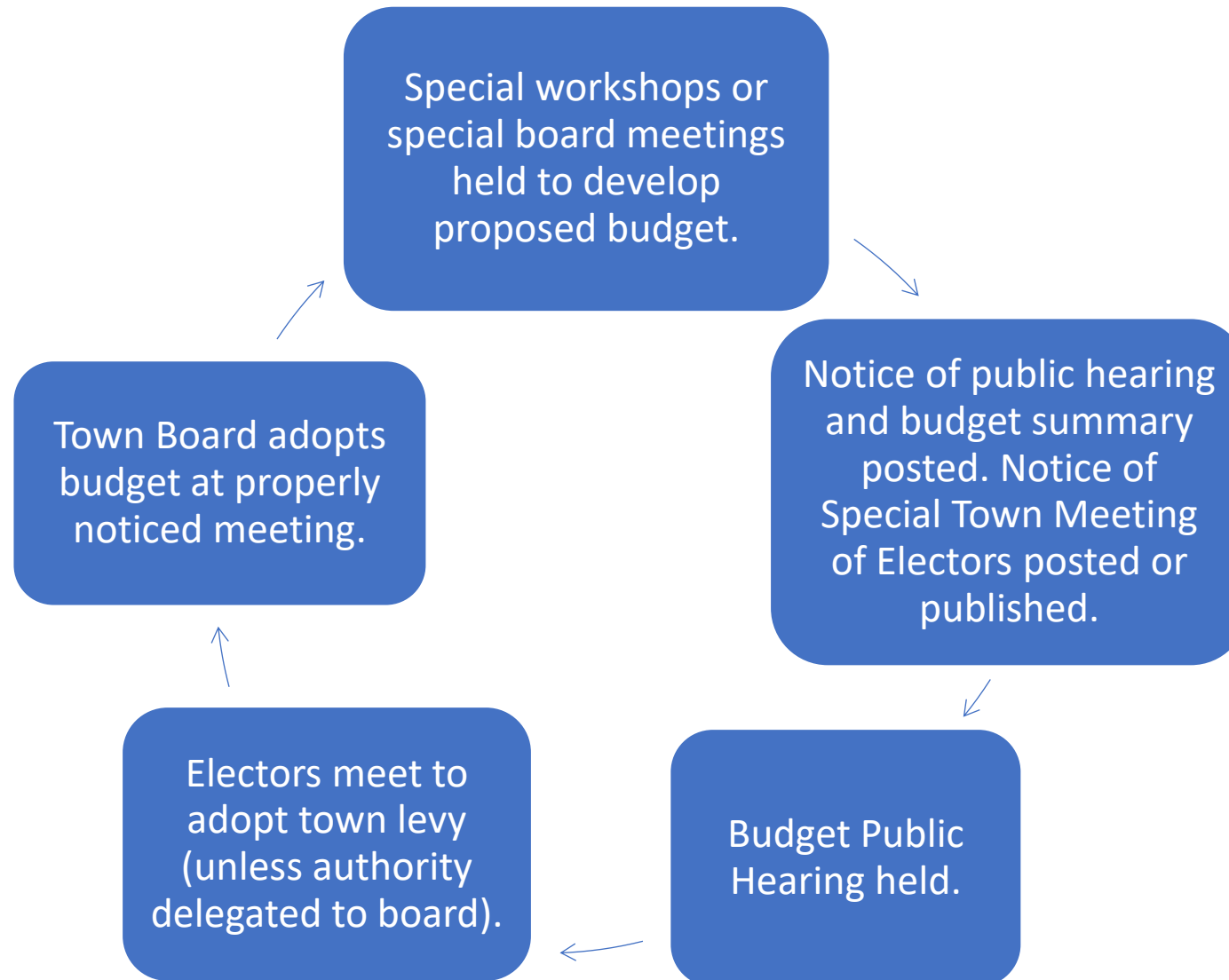
## Phases

- Preparation (Aug. to Early Oct.)
- Hearing Notices (Sept. to Oct.)
- Approval (Oct. to Nov.)
- Implementation (Jan. 1)
- Accounting & Financial Reporting

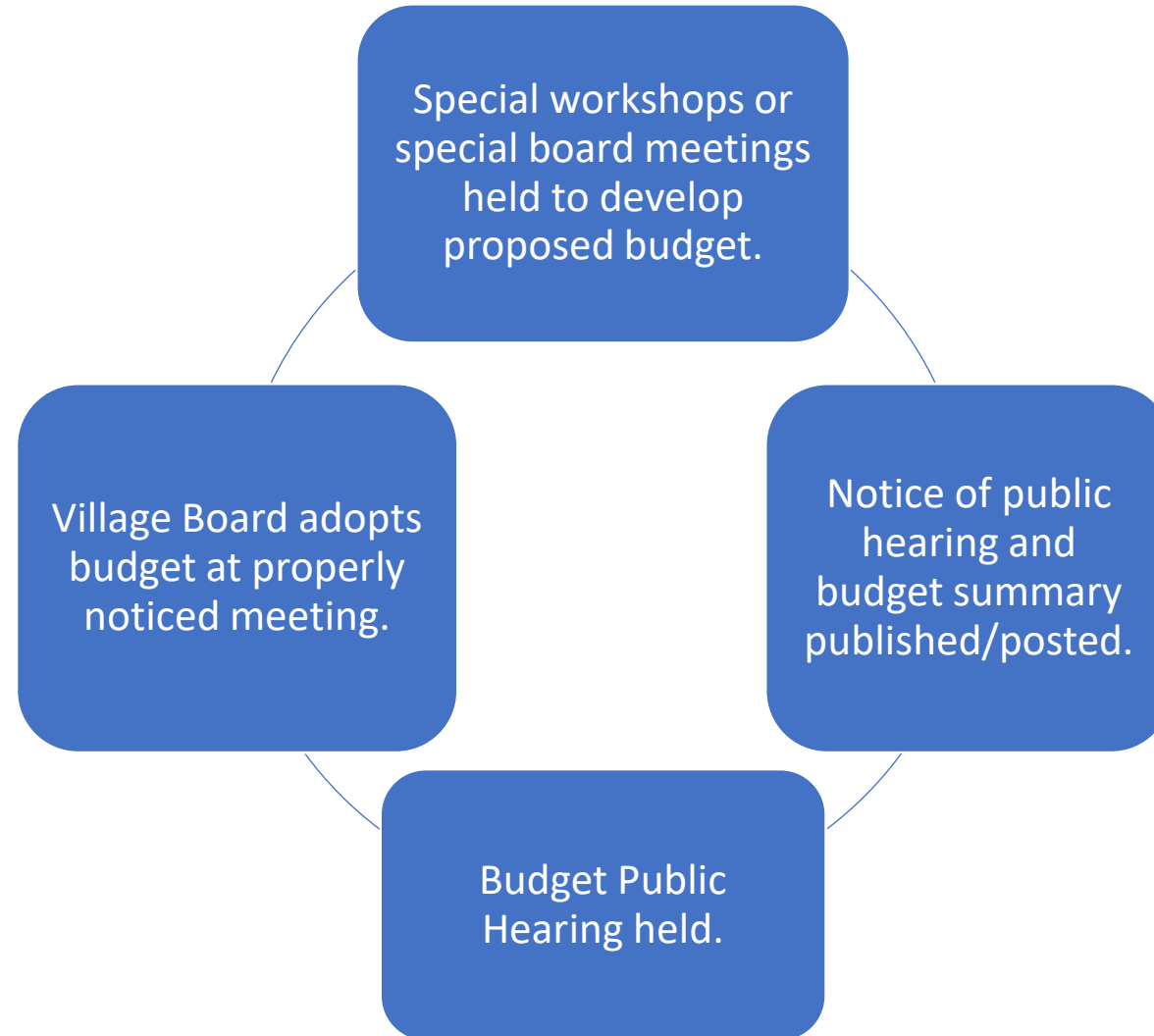
## Product of Each Phase

- Proposed Budget
  - Levy Limit Worksheet
  - Revenues/Expenditures
  - Possible board adoption of a resolution to exceed levy or resolution for a referendum
- Tax Levy & Budget Adoption
- Encumbrance & Distribution
- Municipal Financial Report (C/CT Form)

# The Budget Cycle - Towns



# The Budget Cycle – Cities & Villages



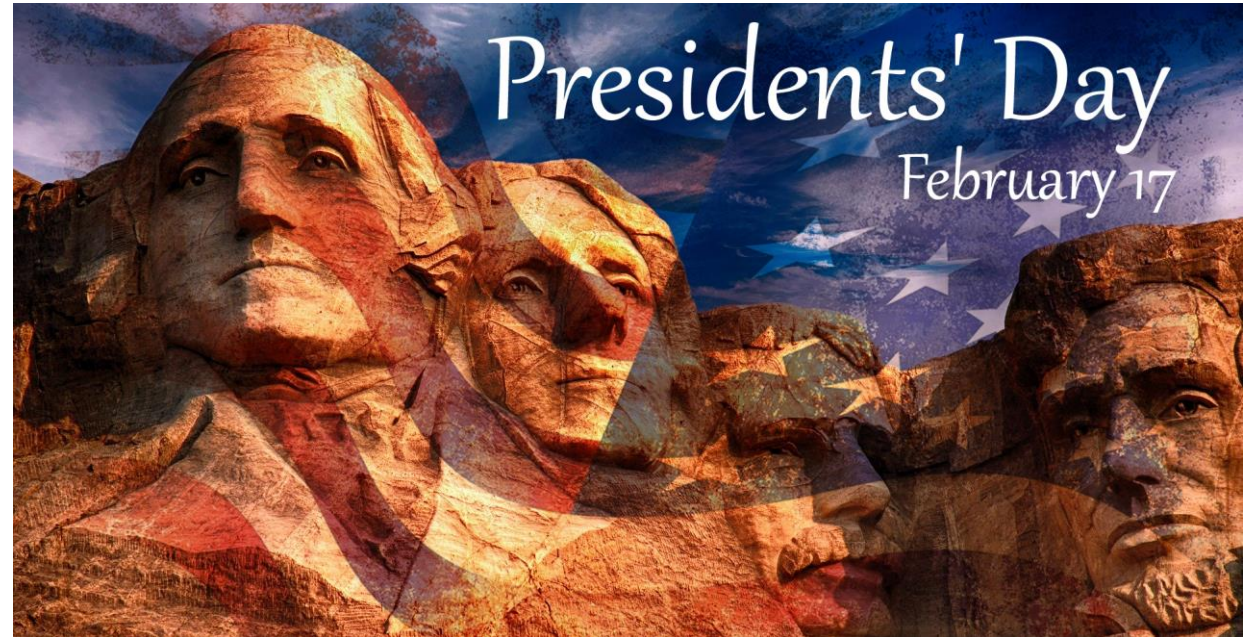
# January

- Nomination papers for Spring Election due (1<sup>st</sup> Tuesday)
- Prepare for February Primary (Third Tuesday in February)
- W2s for employees
- Annual Withholding to WI DOR
- Retirement Report due to ETF, if participating
- Quarterly payroll reports



# February

- February Primary (third Tuesday)
- Tax exemption reports are due in March (and July), even years



# March

- Notice of Annual Meeting (3<sup>rd</sup> Tuesday of April)
- Work on Annual Financial Report (Form C)
- Retail Alcohol Beverage Licenses
- Fire Dues Self Certification due by March 31<sup>st</sup>
- Prepare for Spring Election (1<sup>st</sup> Tuesday of April)
- Board of Review
  - Ensure that one member of your BOR is trained this year - (Local Government Education Program has BOR training videos to meet DOR's training requirement)





# April

- Spring Election (first Tuesday)
- Town Annual Meeting (3<sup>rd</sup> Tuesday unless otherwise noted)
- Annual Recycling Report for DNR (if applicable)
- Work on Annual Financial Report (Form C/CT)
  - Form C/CT are typically due by April 15th
- Open Book and Board of Review Notices
- Administer Oaths to any newly elected officials
- Quarterly payroll reports



# May

- Annual Financial Report (Form C/CT) Due
  - Final extended due date is May 15
- Open Book and Board of Review
- Expenditure restraint due 5/1, if qualified



# June

- Statement of Assessment
- Alcohol Licenses: Fees due June, expire June 30<sup>th</sup>
  - (UW Local Government Education Program provides alcohol licensing training)
- Start Budget Preparation
- CMAR due to DNR for sewer utility



# July

- Annual Exempt Personal Property Value Report
- Annual Maintenance of Effort submission
- Prepare for Fall Primary (Second Tuesday in August, even years)
- Take a look at mid-year financials and assess for budgeted spending
- Some Cities & Villages Start Budget Preparation
- Quarterly payroll report
- TID form PE-300 due by 7/1
- Tax exemption report due July (even years)



# August

- Fall Primary (second Tuesday, even years)
- Start Budget Data Collection Effort



# September

- Prepare budget
- Annual Dog List
- Continue Budget Data Collection



# October

- Prepare Budget For Presentation to Governing Body
- Post/publish budget hearing notices
- Prepare for Fall Election (following the first Monday in November, even years)
- Recycling Grant due to DNR
- Quarterly payroll report



# November

- Budget Hearing
- Fall Election (after the first Monday, in even years)
- Report election training to WEC (odd years)





# December

- Pavement rating report
- File Statement of Taxes
- Submit Municipal Levy Worksheet
- Appoint Election workers (odd years)
- Mail tax bills
- TID Worksheet Due



# Feel Free to Share Your Other Issues

- Any topic – if we don't know, we will get an answer to you

# Training Opportunities and Conferences

- UW Extension – Local Government Education Program Webinars & Workshops <https://localgovernment.extension.wisc.edu/>
- Wisconsin Towns Association and UW-Extension UW Extension Fall & Spring Workshops <https://www.wisctowns.com/workshops-form/>
- Clerks and Treasurer’s Institute, University of Wisconsin, Green Bay, <https://www.uwgb.edu/govt/clerks-treasurers-institute/general-information/>
- Municipal Clerk Core Course through Wisconsin Elections Commission for new clerks <https://elections.wi.gov/core-course-municipal-clerks>
- Wisconsin Municipal Clerks Association, <https://www.wisclerks.org/>
- League of Wisconsin Municipalities Clerks-Treasurer-Finance Director Conference, <https://www.lwm-info.org/760/Clerks-Treasurers-Finance-Officers-Insti>

# *Thank You!*

# *Questions?*

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