



## Clerk's Department

### 2021 Annual Report

#### Department Staff

Tracy Oldenburg, City Clerk  
Jami Erickson, Deputy Clerk  
Ruth Becker, Administrative Receptionist  
Karla Tooley, Administrative Receptionist

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## Elections

- ▶ The 2021 Elections involved a Spring Primary and a Spring Election. This was another challenging year for Elections due to the COVID pandemic. Polling location set-up adjustments had to be made to accommodate the safety and health of Clerk's staff, Election workers and voters. This was another record year for the number of absentee voters in the City of Fitchburg.
- ▶ The February Spring Primary brought out 12% of the Fitchburg registered voters to narrow down the candidates for the State Superintendent of Public Instruction, Alder District 3, Seat 5, and Oregon School District Member Area 1.
- ▶ The Spring Election in April proved to be much busier for the Clerk's office with COVID still increasing the demand of voting by mail. Citywide turnout was 29% with 50% voting by absentee ballot. The April ballot consisted of the State Superintendent, Circuit Court Judge, County Executive, City Alders, and local school board races.
- ▶ Polling locations again had to be modified to accommodate social distancing as well as PPE being provided. Cleaning and sanitation of all commonly touched areas was provided as well. Plexiglass screens were used to protect the Election workers as well as the voters. Absentee voting increased by 40% prior to COVID. We cannot thank our very dependable election workers enough for all they do. We could not manage elections without their dedication to serving the community.



Mayor Richardson presented the proclamation of Clerk's Week to the Clerk staff at the April 27<sup>th</sup> Common Council meeting



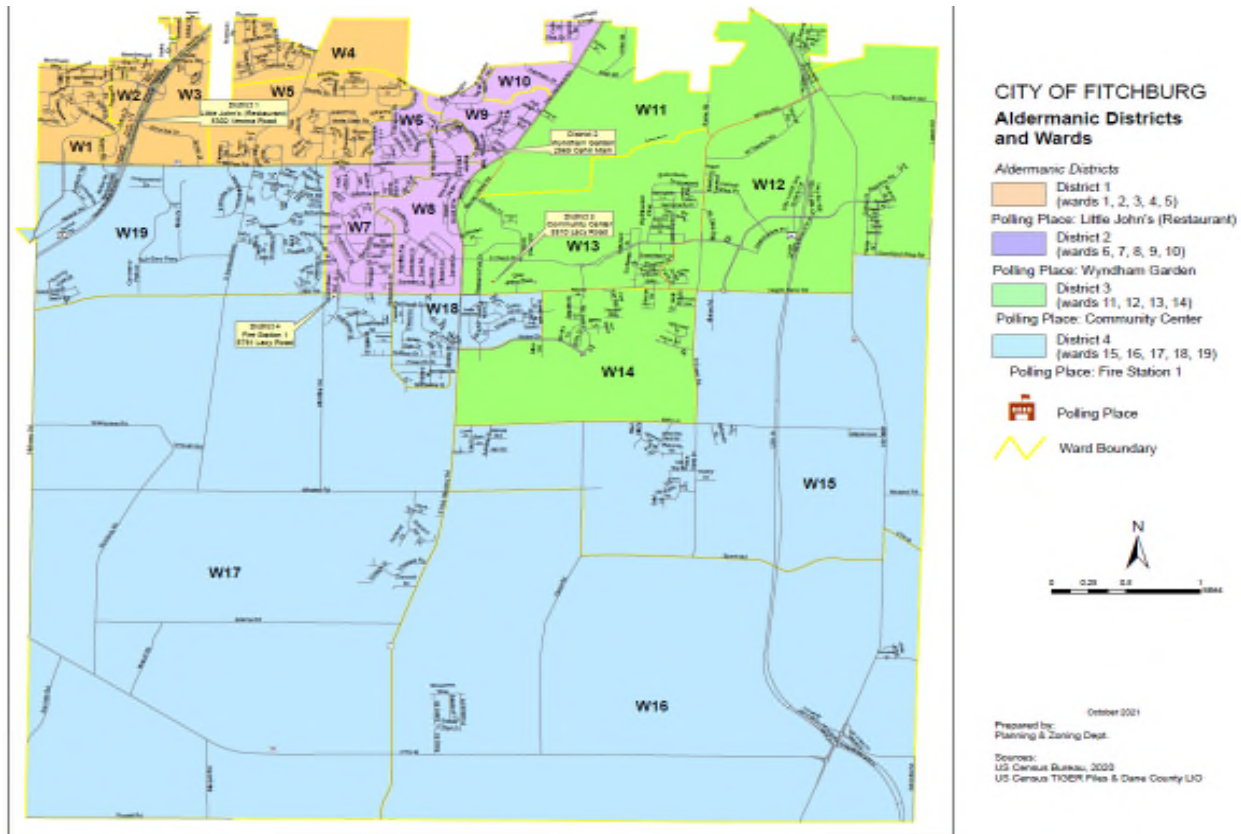
## ► Projects

### Redistricting of the Aldermanic Districts and Wards

The Redistricting Committee worked under an extremely limited deadline to re-draw the ward and aldermanic district lines based on the 2020 Census. Due to COVID the input of the Census information was delayed. This Committee met three times within one week to accomplish what normally would be a three-month process. The Common Council approved the final map option at a special meeting on November 2, 2021. Thank you to the members of the Redistricting Committee and our Community Development Planner, Wade Thompson, for all the hard work they contributed to accomplish this.

The Committee consisted of:

Randy Udell  
Suzie Genin  
Greg Jones  
Wendy Hathaway  
Huma Ahsan  
Bill Conzemius  
Gene Musser





#### **4-year Voter Maintenance and ERIC Movers List**

The Clerk's Department, under the direction of the Wisconsin Elections Commission, completed the 4-year Voter and ERIC Maintenance of voter records and mailed out the 30-day notice to those whose postcard was returned as undeliverable.

#### **Background:**

The WEC mailed approximately 32,700 postcards to Wisconsin residents who were identified as potentially moving. As part of Wisconsin's membership in the Electronic Registration Information Center (ERIC), the WEC is required to contact voters who ERIC

has flagged as having potentially moved. ERIC obtains data from a variety of sources, such as the Wisconsin Department of Transportation, other participating states, and the National Change of Address (NCOA) database from the United States Postal Service.

The postcard notifies voters that a transaction with the WisDOT Division of Motor Vehicles or an NCOA update indicates their address may be different than their voter registration address. Voters who receive the postcard and have moved within the State of Wisconsin may choose to reregister online, by mail, at their clerk's office, or at their polling place on the next Election Day. The postcard also provides affirmation options for the voter if they have not moved.

The voter records identified for this mailing will remain Active in WisVote but will have an updated status reason of "Movers" and a watermark will appear next to their names in the poll book. Clerks have discretion to assess each case individually and may elect to deactivate records or restore the record to "Active/Registered" status. If a postcard is returned to clerk's office and the clerk is choosing to pursue deactivation for this record, they **must** still send a 30-day notice letter to the voter before deactivating the voter

record. If the 30-day notice comes back as undeliverable, the clerk can process and inactivate the voter record. The voter status reason will be *Undeliverable* if it comes back without a forwarding or new address on return piece and *Moved* if it has a new or forwarding address. If a voter receives the 30-day notice and responds that they still reside at the same address and wish to remain registered, the clerk may return the voter record to “Active/Registered” status.

- ▶ **General:** Along with Elections and projects, the day-to-day tasks do not stop. Receipting of building permits, Court payments, issuing operator’s licenses, alcohol licenses, pet licenses, and other various tasks consume much of the department staff time. Coordination of all special events within the City throughout the year absorbs a good percentage of staff time. In addition to providing front reception to walk-in residents and visitors, the department also answers all incoming phone inquiries. Preparation of agendas, packets, and minutes for the Common Council, Committee of the Whole, as well as the Public Safety and Human Services Committee are part of the weekly tasks.



## Alcohol Licensing

- ▶ The City issued 49 Annual Renewal Alcohol Licenses in 2021. Fitchburg has 14 Reserve “Class B” Licenses available as of 12/31/2021.
- ▶ Class B Licenses generated over \$13,500 in 2021
- ▶ Fitchburg issued 229 Operator Licenses including Original, Renewal, and Temporary Operator Licenses. Operators Licenses generated \$14,700 in 2021
- ▶ In 1997 the Wisconsin Legislature adopted Act 27 and incorporated § 125.51(3) (e), requiring municipalities to establish a fee of not less than \$10,000 for an initial issuance of a Reserve “Class B” license. At this same time each municipality calculated the number of reserve licenses quota based on population and the state quota established by 125.51 (4) (1995-96). Fitchburg’s Reserve “Class B” License authorization was determined to be 17 in 1997. This number is adjusted with an increase of population of 500 thereof and is reduced when licenses are non-renewed. In 2020 the Federal Census added 2 additional licenses. Based on issuance and increase in population the City currently has available 14 Reserve Class B Licenses.

Overall Alcohol Licenses generated approximately \$34,000 for 2021.

### Temporary Expanded Premise Description Change

The City issued 4 permits this year to help expand or allow outdoor seating due to COVID-19 to the following businesses:

- **Funk’s Pub**
- **Me & Julio’s**
- **Tapatio’s**
- **Yahara Bay Distillers**

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## Public Safety & Human Services Amplified Sound & Street Use Permits

The City of Fitchburg is home to a variety of events that take place throughout the year. Most of these events require street and/or amplified sound permits, which go through several of the departments for review. The Clerk's Staff coordinates the staff review and schedules the Public Hearing review at the PSHS Committee

Examples of events that require Fitchburg Permits include:

- **Agora Art Fair**
- **Berbee Derby**
- **Christmas in the Park**
- **Italian Workman's Club-Festa Italia**
- **Ironman 70.3 Madison Wisconsin**
- **Sharon's Ride**
- **Susan G. Komen-Race for the Cure**
- **Walk for Wishes**
- **Whisper Walk**

Many events were canceled again this year due to COVID-19.



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## Pet Licensing



▶ The Clerk's Department Licensed over **1,600** Dogs and **189** Cats in 2021!  
Approximately **\$11,100.00** was collected for pet licenses.





## Personnel



Karla Tooley joined the Clerk's Department on September 7, 2021 and is one of the City's bilingual representatives. Welcome to the team Karla!

Ruth Becker has taken on the task of scanning the City's paper records into electronic format to enhance the ease of record retrieval and retention. She is doing this along with her many other job-related duties. We thank you, Ruth for taking on this extremely detail oriented task.

Jami Erickson completed her second year at the UW-Green Bay Municipal Clerk's Institute and will attend one more year in 2022 before graduating. Keep up the great work, Jami!

Thank you all for your hard work, dedication, and commitment to the City in 2021!