



The Office of the Milwaukee County Clerk

George L. Christenson
Milwaukee County Clerk



County Clerk's Mission

The mission of the Office of the County Clerk is:

- ❑ To support the legislative activities of the Milwaukee County Board of Supervisors and the general operations of County government; and
- ❑ To provide the highest quality services to the public at the lowest cost to the taxpayers.

Our Customers

- ❑ County Board of Supervisors
- ❑ County Government Departments
- ❑ Citizens of Milwaukee County
- ❑ General Public

County Clerk Lead Staff

George L. Christenson – County Clerk

Stefan Dostanic – Deputy County Clerk

Julietta Henry – Election Commission Director

Janelle Jensen – Legislative Services Division Manager

Eddie Cullen – Communications Division Manager



Election Commission

Our Mission:

- ❑ It is the mission of the Milwaukee County Election Commission to administer federal, state and local elections in a manner that fosters public trust in the accuracy, efficiency and fairness of elections and develops public confidence in the democratic process.
- ❑ Milwaukee County Election Commission maintains cooperative working relationships with State election administrators and the 19 municipal clerks to efficiently administer elections in Milwaukee County.



Election Commission

Duties:

- ☐ Serves as a resource to municipal clerks, school district clerks, elected officials, candidates for public office and the general public regarding election information, voter registration and procedures in accordance with Wisconsin Statutes, Chapters 5 – 12;
- ☐ Designs and proofreads ballots; coordinate ballot printing and electronic programming of voting machines with vendors; prepares election notifications; delivers election supplies to municipalities; oversees record retention; stores and destroy ballots as required by law.
- ☐ Accepts and reviews candidate's nomination papers; reviews challenges filed against candidates and prepares written filings; coordinates Election Commission Appeal Hearings;
- ☐ Coordinates recount and recall elections for all municipalities including ballot preparation and distribution, schedules and logistics for such elections;
- ☐ Ensures Compliance with all Campaign finance laws.
- ☐ Conducts, organizes and promotes voter education and maximize voter participation.

Legislative Services Division

Duties:

- ❑ Takes Receipt of and Maintain All Legislative Files
- ❑ Maintains the Online Legislative Database – County Legislative Information Center (CLIC)
- ❑ Tracks Files Through the Referral Process/Tracks Follow-up Reports From Previously Approved Files
- ❑ Reviews All Submitted Reports, Resolutions, Ordinances, and Fiscal Notes to Ensure Standard Form
- ❑ Prepares Agendas and Records the Minutes for all Committee and County Board Meetings
- ❑ Staffs all Standing Committee and County Board Meetings
- ❑ Ensures Open Meetings Law Compliance



Legislative Services Division

❑ Staff Standing Committees:

| | | |
|---|-----------------------------|--|
| Transportation, Public Works, and Transit | Personnel | Health Equity, Human Needs, and Strategic Planning |
| Parks, Energy, and Environment | Intergovernmental Relations | Judiciary, Safety, and General Services |
| Economic and Community Development | Finance | Audit |

*Committee of the Whole



Legislative Services Division

- ❑ Staff Ad Hoc Committees and Taskforces:
 - Milwaukee County Task Force on the Mitchell Park Conservatory Domes
 - Fair Deal for Milwaukee County Workgroup
 - American Rescue Plan Act Task Force
 - Capital Improvements Committee
 - Select Committee on Deferred Compensation

Communications Division

Duties:

- ☐ Draft and distribute press releases, media advisories, and public statements.
- ☐ Act as liaison to the media, respond to media inquiries, facilitate media interviews, and assist Supervisors in preparation for media interviews.
- ☐ Assist in producing and distributing print and electronic newsletters.
- ☐ Assist with social media engagement and County Board website content.
- ☐ Plan public events such as press conferences and town hall meetings.
- ☐ Assist in drafting constituent communications such as emails, letters, and fact sheets for Supervisors.
- ☐ Develop and implement comprehensive communications plan with a goal of educating the public and generating positive earned media coverage of initiatives and accomplishments.



Communications Division

Graphic Design Services:

- Newsletters
- Postcards
- Posters
- Flyers
- Ads
- Banners
- Coordination of mailings
- Stationery
- Letterhead
- Business Cards
- Envelopes
- Labels
- Notepads
- Note cards



Communications Division

Graphic Design Services (Cont'd):

□ Graphic and Digital Support

- District e-newsletters
- Social media graphics
- County website updates
- Electronic signatures
- Image library

□ Photography:

- County Board meetings
- Portraits
- Camera lending
- Photo library



Services to Departments

- ❑ Maintain records, relocation orders, contracts, and corporate documents for the County
- ❑ Process and forward all claims, summons and complaints, and other legal documents
- ❑ Signs Deeds per Wisconsin State Statutes
- ❑ Administer oaths of office
- ❑ Provide and maintain database of bid numbers
- ❑ Often first point of contact with County Government

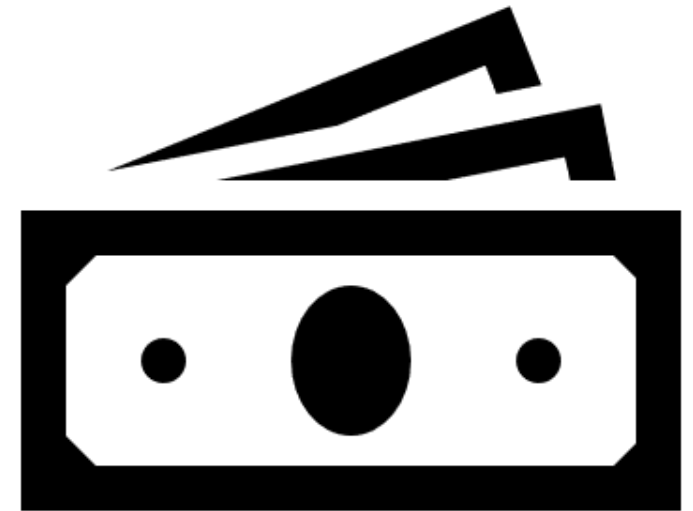


Services to the Public

- ☐ Issue Marriage Licenses
- ☐ Accept U.S. Passport Applications
- ☐ Sell Milwaukee County Transit System Fare Cards
- ☐ Sell Wisconsin DNR Licenses
- ☐ Register lobbyists and report on lobbying activity
- ☐ Accept lawsuits and claims filed against Milwaukee County
- ☐ Respond to Open Records Requests
- ☐ Provide Notary Public Services

Finances

- ❑ Revenue sources
 - Marriage license fees
 - Passport application fees
 - DNR, Transit, and Notary fees
 - Tax levy
- ❑ Budget
 - 40% Fee Revenue
 - 60% Tax Levy



Contact the County Clerk's Office

County Clerk George Christenson: 278-4625

Deputy County Clerk Stefan Dostanic: 278-4275

Legis. Div. Manager Janelle Jensen: 278-4228

Communications Division Manager Eddie Cullen: 278-4230

General Office: 414- 278-4067

Election Commission: 414-278-VOTE (8683)

Web Site: county.milwaukee.gov/EN/County-Clerk

Email: countyclerk@milwaukeecountywi.gov





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