

# The Office of the Milwaukee County Clerk

George L. Christenson  
Milwaukee County Clerk



# County Clerk's Mission

**The mission of the Office of the Milwaukee County Clerk is:**

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



# Services to the Public

- ☐ Issue Marriage Licenses
- ☐ Accept U.S. Passport Applications
- ☐ Sell Milwaukee County Transit System Fare Cards
- ☐ Sell Wisconsin Department of Natural Resources 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
- ☐ Administer Elections / Election Commission

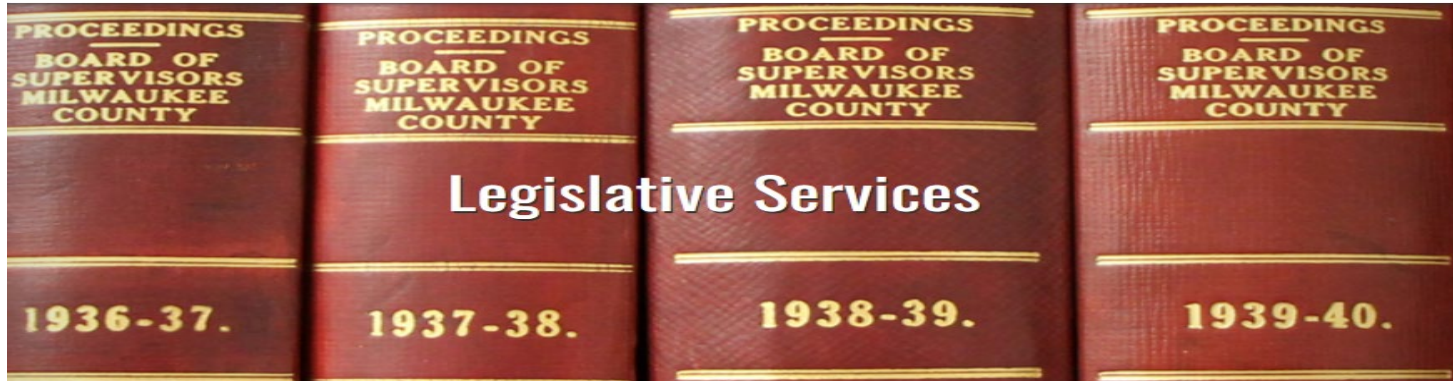


# Services to Departments

- ❑ Maintain Records, Relocation Orders, Contracts, and Corporate Documents for Milwaukee County
- ❑ Process and Forward all Claims, Summons and Complaints, and other Legal Documents
- ❑ Sign Deeds per Wisconsin State Statutes
- ❑ Administer Oaths of Office
- ❑ Provide and Maintain Database of Bid Numbers
- ❑ Often the First Point of Contact with County Government



# Legislative Services Division (LSD)



- ❑ Assists Milwaukee County departments in preparing matters for introduction and consideration by the County Board; and
- ❑ Follows these matters as they progress through the legislative process.

# LSD Responsibilities

- ❖ Takes Receipt of and Maintains All Legislative Records
- ❖ Maintains the Online Legislative Database – [County Legislative Information Center](#) (CLIC)
- ❖ Tracks Files Through the Referral Process / Tracks Follow-up Reports From Previously Adopted Files

## County of Milwaukee Interoffice Communication

**DATE:** March 19, 2021

**TO:** Supervisor Marcelia Nicholson, Chair, Milwaukee County Board of Supervisors

**FROM:** Donna Brown-Martin, Director, Department of Transportation

**SUBJECT:** **Public Hearing – Proposed Federal Transit Administration Section 5310 Program of Projects within the Milwaukee Urbanized Area. Opening Statement by the Committee Chairman**

As required by the Federal Transit Administration, the Transportation, Public Works and Transit Committee will now conduct a public hearing on the subject of Milwaukee County's Proposed 2021 and 2022 Section 5310 Federally Assisted Program of Projects for the Milwaukee Urbanized Area.

The program consists of projects as described on the attachment. Financial assistance for these projects will be requested under Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program of the Federal Transit Act, as amended.

Persons wishing to speak here today on these projects should fill out a witness identification card and return it to the clerk.

Prepared by: John Rodgers, Sr. Manager Grants Compliance, Department of Transportation

Approved by:

*Julie Esch, Deputy Director*

Donna Brown-Martin, Director  
Department of Transportation

# LSD Responsibilities (continued)



## Milwaukee County

### Meeting Agenda

#### Health Equity, Human Needs and Strategic Planning

*Chairperson: Supervisor Felesia A. Martin*  
*Vice Chairperson: Supervisor Shawn Rolland*  
*Supervisor Sheldon A. Wasserman*  
*Supervisor Ryan Clancy*  
*Supervisor Russell Antonio Goodwin, Sr.*

*Committee Coordinator: Allyson R. Smith, 414-278-4225*  
*Research Analyst: Lottie Maxwell-Mitchell 414-278-3967*

Wednesday, January 26, 2022

9:00 AM

County Legislative Information Center

#### VIRTUAL MEETING

This meeting will be live-streamed on the County Legislative Information Center:  
<https://milwaukeecounty.legistar.com/Calendar.aspx>

Per Section 1.01(d) of the Milwaukee County Code of General Ordinances, this meeting is being conducted remotely.

Anyone who would like to speak to committee members during a virtual meeting is welcome to provide live public comment by visiting:  
[www.milwaukee.gov/PublicComment](http://www.milwaukee.gov/PublicComment) and following the instructions provided.

If a member of the public does not have access to an internet capable device they can join the meeting remotely from the Milwaukee County Courthouse (901 N. 9th Street, Room 201, Milwaukee, WI).

As an alternative to live public comment, individuals may submit a written eComment via the County Legislative Information Center (CLIC) at:  
<https://milwaukeecounty.legistar.com>, upon publication of a committee agenda.

The Office of the County Clerk collects eComments via CLIC, and appends these official public records to Reference File No. 22-33 at the conclusion of each meeting.

- Reviews all Submitted Reports, Resolutions, Ordinances, and Fiscal Notes to Ensure Standard Form
- Prepares Agendas, and Records the Minutes for all Standing Committee and County Board Meetings
- Provides Staffing Support for all Standing Committee and County Board Meetings
- Ensures Compliance with State of Wisconsin Open Meeting Law Requirements



# Ad Hoc Committees

- In addition to 10 standing committees, the County occasionally establishes *ad hoc* committees to facilitate policy development and implementation, which are supported by LSD.

## Recent Examples:

- American Rescue Plan Act Task Force
- Cultural, Artistic, and Musical Programming Advisory Council
- Fair Deal for Milwaukee County Workgroup
- Independent Redistricting Committee
- Milwaukee County Task Force on the Mitchell Park Conservatory Domes
- Small Cell Wireless Facilities Workgroup



## Milwaukee County

### Meeting Agenda

#### American Rescue Plan Act Task Force

*Co-Chairperson: Ricardo Diaz*  
*Co-Chairperson: Shawn Rolland*  
*Member: Ashley Adsit*  
*Member: Jason Haas*  
*Member: Scott Manske*  
*Member: Jeff Roman*

*Task Force Coordinator: Shanin R. Brown*

---

Thursday, March 10, 2022

9:00 AM

Room 203-R & Microsoft Teams  
County Legislative Information Center

---

#### HYBRID MEETING

This meeting will be held in Room 203-R, and will be live-streamed on the County Legislative Information Center: <https://milwaukeecounty.legistar.com/Calendar.aspx>

This meeting is being conducted in a hybrid format. In addition to in-person attendance in Room 203-R, per Section 1.01(d) of the Milwaukee County Code of General Ordinances, this meeting is also being conducted remotely via Microsoft Teams.

Anyone who would like to speak to Task Force members during a hybrid meeting is welcome to provide public comment by:

- Filling out a Public Comment Card in Room 203-R, or
- Visiting: [milwaukee.gov/PublicComment](https://milwaukee.gov/PublicComment) and following the instructions provided to participate via Microsoft Teams.

Individuals may submit a written eComment via the County Legislative Information Center (CLIC) at: <https://milwaukeecounty.legistar.com> upon publication of a committee agenda.

The Office of the County Clerk collects eComments via CLIC, and appends these official public records to HRA Reference File No. 22-25 at the conclusion of each meeting.



# Public Notice and Open Meeting Laws

*Open meetings law require all meetings of all State and local governmental bodies be publicly held in places reasonably accessible to members of the public and open to all citizens at all times unless otherwise expressly provided by law.*

- Every public notice must give the time, date, place, and subject matter of the meeting.
- Information in the notice must be sufficient to alert the public to the importance of the meeting, so that they can make an informed decision whether to attend.
- Every public meeting notice must be given at least 24 hours in advance of the meeting.
- A governmental body may not address any topics that are not reasonably related to the information in the notice.

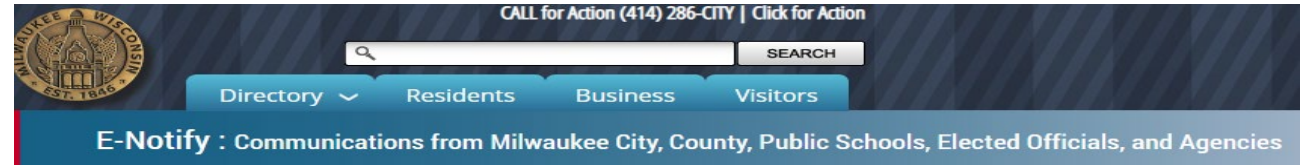


# Public Notice and Open Meeting Laws

(continued)

## The LSD provides Public Notices:

- ✓ In the Courthouse Rotunda
- ✓ Outside of the County Board offices
- ✓ In CLIC
- ✓ By forwarding Public Notices to Media Contacts
- ✓ Via the City of Milwaukee's E-Notify System\*



\* Creating an [e-Notify](#) account will allow you to sign up for automated emails for designated Committees

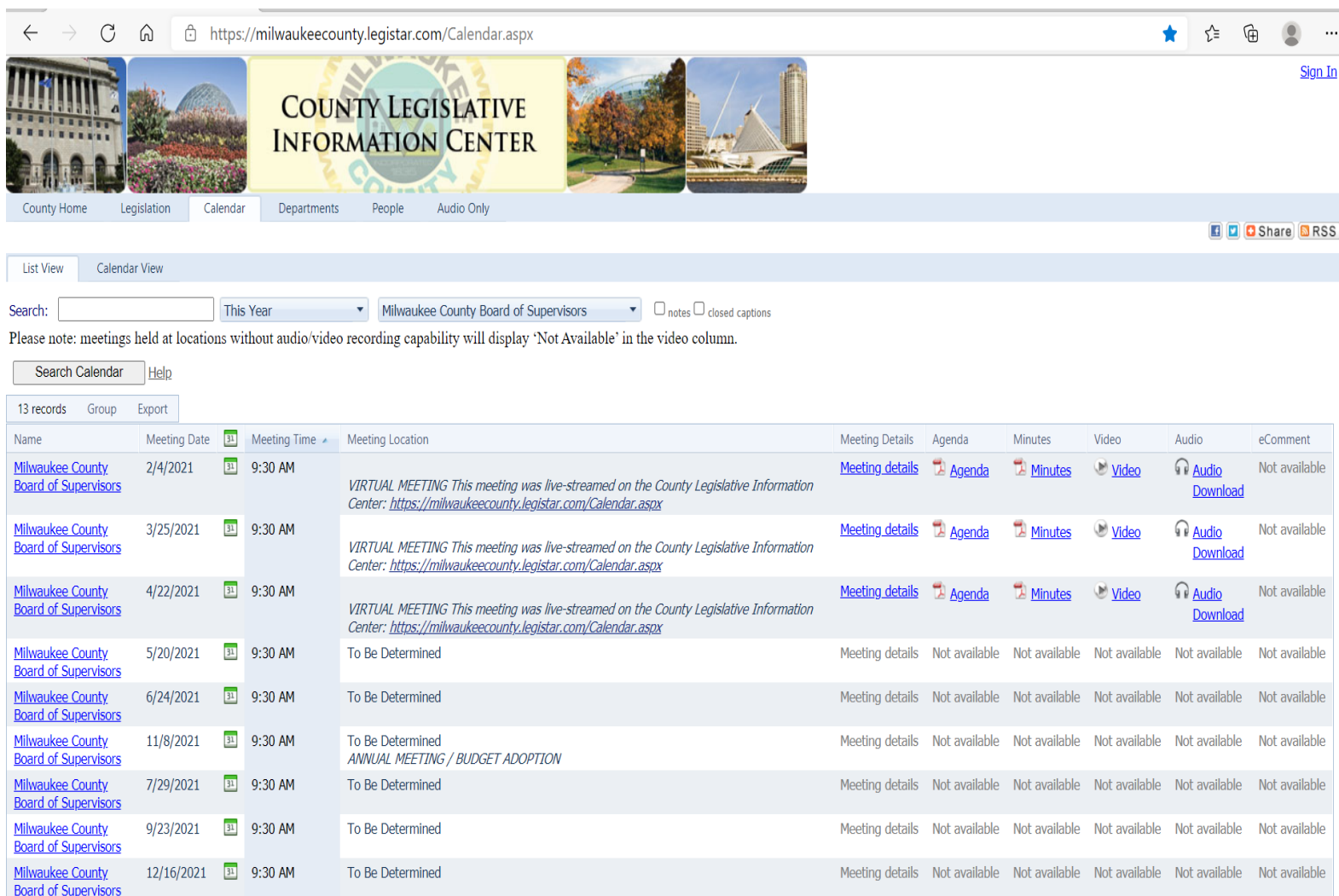
## County Committee Meetings

- |                                                             |                                                                 |                                                                   |
|-------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Audit Committee                    | <input type="checkbox"/> Finance Committee                      | <input type="checkbox"/> Mental Health Board                      |
| <input type="checkbox"/> Capital Improvements Committee     | <input type="checkbox"/> Health and Human Needs                 | <input type="checkbox"/> Parks, Energy and Environment            |
| <input type="checkbox"/> Committee of the Whole             | <input type="checkbox"/> Intergovernmental Relations            | <input type="checkbox"/> Personnel Committee                      |
| <input type="checkbox"/> County Board Digest                | <input type="checkbox"/> Judiciary, Safety and General Services | <input type="checkbox"/> Transportation, Public Works and Transit |
| <input type="checkbox"/> Economic and Community Development |                                                                 |                                                                   |

# County Legislative Information Center (CLIC)

<https://milwaukeecounty.legistar.com/Calendar.aspx>

- ❖ Online Public Access to Legislative Documents
- ❖ Standing Committee Meeting Agendas and Minutes
- ❖ Online Live Streaming of Standing Committee Meetings
- ❖ County Board Meeting Digests and Journals of Proceedings
- ❖ Online Live Streaming of County Board Meetings
- ❖ Archived Video and Audio



The screenshot displays the Milwaukee County Legislative Information Center (CLIC) website. The header features a banner with the text "COUNTY LEGISLATIVE INFORMATION CENTER" and navigation links: County Home, Legislation, Calendar, Departments, People, and Audio Only. Below the banner, there is a search bar and a dropdown menu for "This Year" and "Milwaukee County Board of Supervisors". A note states: "Please note: meetings held at locations without audio/video recording capability will display 'Not Available' in the video column." Below this, there is a "Search Calendar" button and a "Help" link. The main content area shows a table of 13 records, with columns for Name, Meeting Date, Meeting Time, Meeting Location, Meeting Details, Agenda, Minutes, Video, Audio, and eComment. The table lists several meetings, including "VIRTUAL MEETING" and "ANNUAL MEETING / BUDGET ADOPTION".


Name	Meeting Date	Meeting Time	Meeting Location	Meeting Details	Agenda	Minutes	Video	Audio	eComment
<a href="#">Milwaukee County Board of Supervisors</a>	2/4/2021	9:30 AM	VIRTUAL MEETING This meeting was live-streamed on the County Legislative Information Center: <a href="https://milwaukeecounty.legistar.com/Calendar.aspx">https://milwaukeecounty.legistar.com/Calendar.aspx</a>	<a href="#">Meeting details</a>	<a href="#">Agenda</a>	<a href="#">Minutes</a>	<a href="#">Video</a>	<a href="#">Audio Download</a>	Not available
<a href="#">Milwaukee County Board of Supervisors</a>	3/25/2021	9:30 AM	VIRTUAL MEETING This meeting was live-streamed on the County Legislative Information Center: <a href="https://milwaukeecounty.legistar.com/Calendar.aspx">https://milwaukeecounty.legistar.com/Calendar.aspx</a>	<a href="#">Meeting details</a>	<a href="#">Agenda</a>	<a href="#">Minutes</a>	<a href="#">Video</a>	<a href="#">Audio Download</a>	Not available
<a href="#">Milwaukee County Board of Supervisors</a>	4/22/2021	9:30 AM	VIRTUAL MEETING This meeting was live-streamed on the County Legislative Information Center: <a href="https://milwaukeecounty.legistar.com/Calendar.aspx">https://milwaukeecounty.legistar.com/Calendar.aspx</a>	<a href="#">Meeting details</a>	<a href="#">Agenda</a>	<a href="#">Minutes</a>	<a href="#">Video</a>	<a href="#">Audio Download</a>	Not available
<a href="#">Milwaukee County Board of Supervisors</a>	5/20/2021	9:30 AM	To Be Determined	Meeting details	Not available	Not available	Not available	Not available	Not available
<a href="#">Milwaukee County Board of Supervisors</a>	6/24/2021	9:30 AM	To Be Determined	Meeting details	Not available	Not available	Not available	Not available	Not available
<a href="#">Milwaukee County Board of Supervisors</a>	11/8/2021	9:30 AM	To Be Determined ANNUAL MEETING / BUDGET ADOPTION	Meeting details	Not available	Not available	Not available	Not available	Not available
<a href="#">Milwaukee County Board of Supervisors</a>	7/29/2021	9:30 AM	To Be Determined	Meeting details	Not available	Not available	Not available	Not available	Not available
<a href="#">Milwaukee County Board of Supervisors</a>	9/23/2021	9:30 AM	To Be Determined	Meeting details	Not available	Not available	Not available	Not available	Not available
<a href="#">Milwaukee County Board of Supervisors</a>	12/16/2021	9:30 AM	To Be Determined	Meeting details	Not available	Not available	Not available	Not available	Not available

# Public Participation

Per [Section 1.01](#) of the Milwaukee County Code of General Ordinances (the Code), Standing Committee Meetings may be held in-person, or per [Section 1.01\(d\)](#) of the Code, via telephone conference, video conference, or other electronic communication provided that the meeting is live-streamed, televised live, or otherwise broadcast live to the public.

**OPTION 1:**

Attend in Room 203-R of the Milwaukee County Courthouse for an in-person or hybrid meeting, and fill out a blue Public Comment Card, which may be given to LSD staff.



BOARD OF SUPERVISORS

PUBLIC COMMENT CARD

Please return this card to the Committee Coordinator.

DATE: \_\_\_\_\_ COMMITTEE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ORGANIZATION REPRESENTED: \_\_\_\_\_

SUBJECT/AGENDA ITEM #: \_\_\_\_\_

SPEAKING:

☐ In Favor

☐ Against

☐ For Information Only

OR

REGISTERING BUT NOT SPEAKING:

☐ In Favor

☐ Against

# Public Participation

(continued)

## OPTION 2:

Participate virtually by signing up via the “[Standing Committee’s](#)” webpage, to receive a Microsoft Teams link to join the meeting.

[www.milwaukee.gov/publiccomment](http://www.milwaukee.gov/publiccomment)

### Audit

The Committee on Audit reviews all county audit reports to ensure other county departments implement the program improvements and cost-saving recommendations of the County Board, as well as to measure our progress in achieving racial equity and health in Milwaukee County.

#### Audit

Felesia A. Martin - Chair  
Anthony Staskunas - Vice-Chair

#### Committee Members

Deanna Alexander  
Ryan Clancy  
Liz Sumner  
Dyango Zerpa



#### Committee Staff

Committee Coordinator: Kelsey A. Evans, (414) 278-4013  
Research Analyst: Ciara Miller  
Legislative Assistant to Chairwoman Martin: Dan Brophy, (414) 278-5213

To see the agenda of the next Audit Committee meeting, [go here](#).

To watch the next meeting of the Audit Committee live or on demand, stream it [here](#).

To submit an official written comment for Audit Committee agenda item, [go here](#). (Please be sure to log in/create your Granicus account before submitting your eComment. Comments submitted when not logged in to an account may not be transmitted to the committee.)

### Audit Committee

Would you like to speak at the next Audit Committee meeting?

Sign up below **only** if you would like to testify live, in person (virtually) at the next Audit Committee meeting on meeting.

First name:

Last name:

Email address:

Phone number:

Home address:


Verify that you have the required technology:

- ☐ Yes, I have a working computer, tablet, or phone with internet access
- ☐ Yes, the speakers (sound) on my device work.
- ☐ Yes, the microphone on my device works.
- ☐ Yes, the camera on my device works.

Agenda number or issue/topic of the item you wish to speak to:

☐ By checking this box, I affirm that I will join the meeting virtually after the start time and will participate in a courteous and respectful manner, or risk being removed from the meeting.

☐ I'm not a robot

  
reCAPTCHA  
[Privacy](#) [Terms](#)

Submit



# Leave an eComment


- Individuals may submit a written eComment via CLIC at: <https://milwaukeecounty.legistar.com>, upon publication of a committee agenda.
- All eComments become part of the official public record, and are appended to dedicated standing committee files in CLIC upon meeting adjournment.

Please note: this meeting's minutes have not been finalized yet. Actions taken on legislation and their results are not available.


Details			
Meeting Name:	<a href="#">Parks, Energy and Environment Committee</a>	Agenda status:	Final
Meeting date/time:	4/13/2021 9:00 AM	Minutes status:	Draft
Meeting location:	County Legislative Information Center <i>VIRTUAL MEETING This meeting will be live-streamed on the County Legislative Information Center: <a href="#">h</a></i>		
Published agenda:	<a href="#">Agenda</a>	Published minutes:	Not available
Meeting video:	Not availableNot available	eComment:	<a href="#">eComment</a>
Attachments:			


Home Meetings Select Language Sign In Sign Up

Milwaukee County

 Meeting: Judiciary, Safety and General Services Committee on 2021-10-27 9:00 AM - VIRTUAL MEETING This meeting will be live-streamed on the County Legislative Information Center (CLIC): <https://milwaukeecounty.legistar.com/Calendar.aspx>


Meeting Time: October 27, 2021 at 9:00am CDT

 Comments Open


 Agenda Items


Select an Agenda Item to Comment on. Or, Register to Speak at the Public Meeting.

Per Section 1.01(d) of the Milwaukee County Code of General Ordinances, this meeting is being conducted remotely. Anyone who would like to speak to committee members during a virtual meeting is welcome to provide live public comment by visiting: [www.milwaukeecounty.legistar.com/Calendar.aspx](https://milwaukeecounty.legistar.com/Calendar.aspx) and following the instructions provided. If a member of the public does not have access to an internet capable device they can join the meeting remotely from the Milwaukee County Courthouse (901 N. 9th Street, Room 201, Milwaukee, WI). As an alternative to live public comment, individuals may submit a written eComment via the County Legislative Information Center (CLIC) at: <https://milwaukeecounty.legistar.com>, upon publication of a committee agenda. The Office of the County Clerk collects eComments via CLIC, and appends these official public records to Reference File No. 21-14 at the conclusion of each meeting.

 Comment

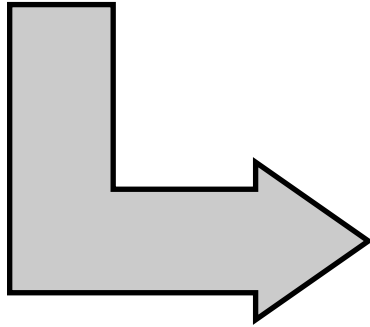
Public Notice

SIGN UP  Connect

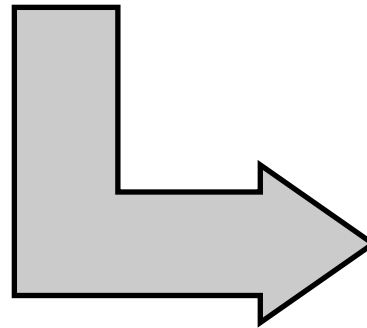
email address  

# The Legislative Process

A file is submitted by a County department, or County Supervisor, to the LSD, Office of the County Clerk.



The LSD reviews the file to verify all required components and to ensure standard form for consideration by a Standing Committee.

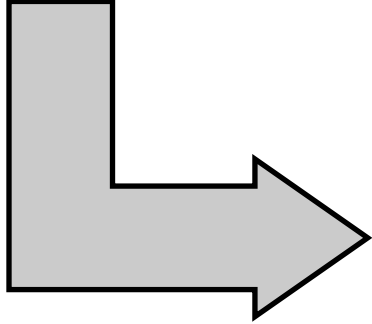


The file is referred by the Chairperson of the County Board to a Standing Committee.

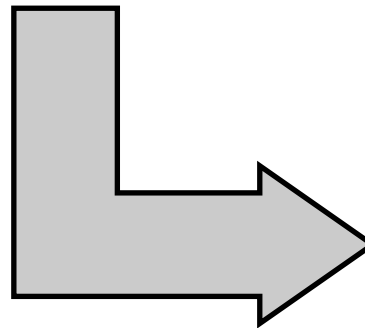


# The Legislative Process (continued)

The LSD collaborates with the Chairperson of the Standing Committee to schedule the file for a Public Hearing.



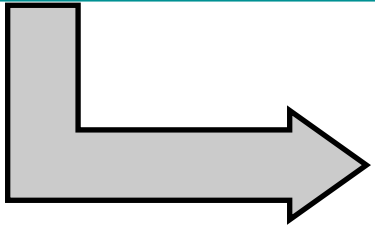
The LSD prepares the agenda, and Publicly Notices the meeting in compliance with Wisconsin Open Meeting law requirements.



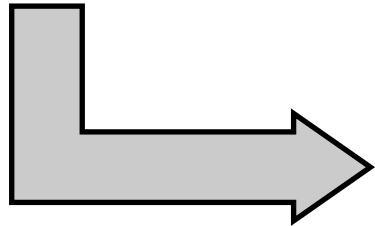
The LSD staffs the meeting, records testimony and roll call votes, and publishes the minutes.

# The Legislative Process (continued)

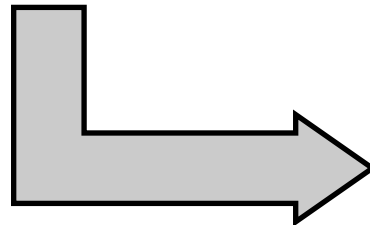
The LSD incorporates amendments (if applicable) and standardizes formatting for full County Board consideration / vote.



The LSD collaborates with the County Board Chairperson to draft and publish the agenda (Digest) for the meeting of the County Board.



The LSD staffs the County Board meeting, records all actions and votes, and publishes the Journal of Proceedings in CLIC.



The County Clerk publishes new, amended, or repealed ordinances in the Daily Reporter.

# Contact the Office of the Milwaukee County Clerk

County Clerk George L. Christenson: 414-278-4625

Deputy County Clerk Stefan Dostanic: 414-278-4275

Legislative Services Division Manager: Janelle M. Jensen 414-278-4228

General Office: 414-278-4067

Web Site: [county.milwaukee.gov/EN/County-Clerk](http://county.milwaukee.gov/EN/County-Clerk)

Email: [countyclerk@milwaukeecountywi.gov](mailto:countyclerk@milwaukeecountywi.gov)

