

March 13, 2014 Safety & Licensing Committee Meeting - City Clerk Report:

1. The Biannual Tax Exempt Forms were mailed out on Friday, February 28 to an estimated 100 entities. There is approximately 766 parcels tax exempt in the city out of 26,185 total parcels. Every two years, the Wisconsin Department of Revenue, Section 70.337(1) of the Wisconsin Statutes, requires the owner of each parcel of property that is exempt to file this form with the City Clerk by March 31 of each even-numbered year.
2. Renewals for the Annual 2014-2015 Beer/Liquor Licenses will be sent out on March 14 to approximately 200 licensed premises. Renewal applications must be filed by April 15th to receive the reduced renewal fees and guarantee issuance before the expiration date, which is June 30th. Included with this mailing is a notice to be posted on their premise to serve as a reminder for their Operator (Bartender) Licensees for any that need to renew their Operator License. To allow adequate time for the police investigation and processing, a renewal Operator License Application should be filed with the City Clerk's office no later than Friday, May 16th. Applications received after May 16 may require a provisional license, which is \$82.00 (\$67.00 + \$15.00 provisional fee).
3. Absentee ballots for the April 1st Election will be mailed out on Tuesday, March 11th for all valid requests on file. Monday, March 17th is the first day to issue absentee ballots in person in the clerk's office and the last day to vote in person is Friday, March 28th.
4. The last day for electors to register by mail to vote for the April 1st Election is March 12th. Mailed registrations must be postmarked no later than this date. After this date, electors must register in person in the Clerk's office or at the polls on Election Day and provide proof of residence with current name and address where they have been residing for the last 28 consecutive days.
5. Todd from Information Technology Services and I worked on adding a link on our website re-directing people to view the Outagamie and Winnebago County election results located in the area where our local election results can be viewed. This is to provide a "one stop shop" so to speak for our citizens making it more convenient for them. Calumet County currently does not have a link. They have a fairly new website and are working on how to have live results on their website. When they have accomplished this, they will provide the link to us.
6. Granicus Update: This week I have learned we can now utilize a new feature on our website that will be most helpful for everyone internally and externally. When viewing the respective committees, boards, commission and council meeting agendas, minutes & videos on the website, to the LEFT of the tab labeled "Agenda", there is a tab "Meeting Details". By clicking on this tab, you will be able to access and print off the entire meeting packet with one click. After clicking "Meeting Details", find the word "Attachments" located on the left hand side, and then click the meeting/date labeled "Agenda Packet" located to the right. This new feature is now available beginning with the week of March 10's meetings going forward.

That concludes my report.

Respectfully submitted,

Char Peterson

Char Peterson, CMC/WCMC
City Clerk