



Kelly Michaels, MMC, WCPC

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Career Appointments:

City Clerk
City of Brookfield, 2000 N Calhoun Rd., Brookfield WI 53005

Oct 3, 2011 – Present

Responsibilities

- Perform the statutory duties of the municipal clerk:
 - Care, custody and control of the official city seal.
 - Signature attesting to and certifying city records and documents.
 - Council meeting attendance; keeping a record of official proceedings.
 - Maintain official records for retention; respond to public inquiries and requests for public records.
 - Directing the preparation and posting of legal notices.
 - Administer oaths and affirmations.
 - Submittal of federal, state, and local reports, surveys and statistical data.
- Prepare and manage multi-divisional budgets:
 - Clerk's Office, Elections, Mail Center
- Manage and maintain agreements/contracts for professional and maintenance services related to the Clerk's Office:
 - Election equipment maintenance, mail center outsourced services, licensing program maintenance, council vote system and video streaming service (Deliberator, Peg Central and Leightronix), Municipal Code, document management software services, ADA document conversion software maintenance and records retention software maintenance.
- Administer elections pursuant to federal, state and local laws:
 - Serve as the Clerk of the Board of Canvasser (certification of election results).
 - Provide Emergency Operations and Accessibility Plan for 7 Polling Locations and 1 Central Count Location.
- Recruit, hire, train, evaluate and participate in progressive discipline of
 - Office staff and seasonal staff (3 full time and 2 seasonal staff members)
 - 175-200 Election Inspectors (seasonal staff utilized 2-4 times per year)
- Direct staff administrative services for the Common Council (14 elected members):
 - Meeting minutes, agendas, notices, public hearings, resolutions and ordinances in compliance with sunshine laws and city branding standards.

- Provide information and staff recommendation to the elected body for the creation of policies and ordinances. Assist in the implementation of adopted policies.
- Public Information Officer relating to Clerk Office responsibilities and services.
 - Issue informational press releases in written, oral and e-document formats.
- Provide presentations to media, community groups, schools and other public interests.
- Serve as the Clerk of the Board of Review and other quasi-judicial hearings.
- Serve as the liaison to the US Census.
 - Lead the reapportionment process for the redistricting of precinct maps
- Direct the review and issuance of licenses and permits including alcohol, bartender, pets, door to door solicitors and special events.
- Prepare and maintain website documents and services compliant with state and federal ADA accessibility laws.
 - Responsible for ADA accessible document templates
 - Software for ADA conversion software
 - Closed captioning solutions for video posting (new)
- Present a positive professional image while working in a politically charged and ever changing environment with differing points of view.
 - Professional and positive demeanor
 - Honesty and integrity
 - Respect for diverse opinions
- Annual performance evaluation and professional development goal setting for staff.

Prior Career Appointments:

City Clerk / Personnel Director City of Stoughton, 381 E Main St., Stoughton, WI 53589	Jan 2011 – Sept 2011
City Clerk / Customer Service Supervisor City of Wausau, 407 Grant St., Wausau, WI 54403	Aug, 2001 – Dec, 2010

Educational and Professional Certifications:

ACTCP, ADA Coordinator Certification Training Program Great Plains ADA Center (Certification Completion August 2022)	Ongoing
Master Municipal Clerk Certification	Oct, 2019
Certified Municipal Clerk Certification	Aug, 2003
International Institute of Municipal Clerks	

Master Municipal Academy Certification UW-Green Bay Master Academy for Civic and Public Affairs	July, 2019
Wisconsin Certified Professional Clerk	Nov, 2019
Wisconsin Certified Municipal Clerk	Oct, 2005
Wisconsin Municipal Clerk's Association	
Bachelor of Science, Business Management (major) Upper Iowa University - Fayette, IA (Wausau Campus) Summa Cum Laude	May, 2000

Affiliations:

International Institute of Municipal Clerks (2001-Present)

Wisconsin Municipal Clerks Association (1997-Present)

- President, 2018-2019
- Board member, 2014-2020
- Chairman, Legislative Communications & Advocacy Committee

Wausau Noon Optimist (2005–2010)

- President, 2009-2010
- 2007 Optimist of the Year

Women's Business Association, Wausau (1993-2010)

- President, 1998-2001

Notable Activities:

- Welcoming and Graduation Commencement Speaker, UW-Green Bay, Clerk's Institute, July 2019
- Instructor, UW-Green Bay Clerk's Institute teaching first year clerks
 - Course: Agendas/Minutes July 2021
- Authored article on Election Administration titled "Election Day; Not Just a One- Day Affair: for the League of Wisconsin Municipalities monthly magazine "The Municipality", Jan 2020 edition.
- Successfully administered 5 elections in a pandemic, April 2020 - April 2021
- Successful in working with Wisconsin State Representative Gregory Huber to propose and get adopted state legislation allowing a hospitalized voter to register by agent creating 6.86(3)(a)2, following a situation in which an elector in Wausau was unable to obtain an absentee ballot as he was hospitalized and due to a move, was not registered at the time. 2001 Assembly Bill 589, (2001 Wisconsin Act 51 (enacted April 2, 2002)

Equipment and Software Use:

Clerk's Office Software

- Word, Excel, Powerpoint, Outlook Calendar and Email
- Internet Browsers
- Adobe Acrobat and Nuance Professional PDF Writer
- License Manager Licensing & Permit System
- Munis Budget, Financial and Payroll Software
- VLC Media Player
- Cisco Jabber

Council / Meeting Software

- Deliberator Electronic Vote System
- Leightronix and Peg Central Council Video Recording Software
- Digital Audio Recorder
- Enterprise Document Management System
- Zoom Meetings

Document Imaging and Retention Software

- CT Access Record Retention
- Fujitsu Document Scanner
- Cloud Link Creator

Election Equipment and Software

- WisVote Election Management Software, Fido Key Security
- MyVote Public Access Site
- ES&S DS200 Tabulator, Express Vote, Automark,
- DS450 High Speed Central Count Tabulator
- Dymo Label Maker, Wasp Barcode Scanner

Technologies Recording and Sound System

- Projector and Screen, Overhead Viewer, Digital Recording Software

Office Equipment

- Calculator, Computer/Keyboard, Laptop, Omni Telephone Switchboard, Multi-button Phones, Cisco Jabber, Laptops, USB Flash Drives, Printers, Fax, Panic Alarm, Cash Drawer, TDK telephone, Vault Operations, Postal Scale, and Postal Machine

Print Shop Equipment

- Electronic Three Holer, Paper Cutter, Folder and Laminator, Copier

References:

Available upon request.