



April 9, 2024

***Town Clerk – Michelle Oeser***

*You will notice a change in the Clerk's Office Managers Report. Each Staff member will be providing in their own words what they are involved in or working on.*

Hannah

- Vehicle Take Home was added to employees who opted in. Payroll is monitoring it on timesheets, which are automatically formulated based on whether the employee worked hours. This helps to ensure employees don't have to complete extra tasks during payroll and accuracy.

Allison

- All Mayor's Tree Lighting décor has been inventoried, organized, and placed inside our new trailer.
- We received a visit from our Passports Customer Service Manager. He went over our setup and process with us and said we are doing a great job. He thanked us for all our work.

Harmony

- 6 more boxes of records material were cleaned out and shredded. These particular records were slated for complete destruction and were not saved electronically.
- Harmony is looking forward to attending the Laserfiche Empower conference during the 4<sup>th</sup> week in April. She is excited to become more proficient in utilizing our Laserfiche software to its fullest capabilities.

Michelle

- Working on providing Staff with more specific benefit information.
- Applied to DOLA for the Tier 1 grant. We have found that the County has applied for a grant as well, so it may impact the outcome of our application.
- Dairy Queen and Sonic will be providing ice cream coupons again this year for our Rocks Around the Town program.
- Working on updating the Town's employee evaluation forms.
- Harmony and Michelle have completed their recertification with the Criminal Justice Information Services Division (CJIS). This certification is required for the Clerk Staff working in our court.