



August 13 , 2024

Town Clerk – Michelle Oeser

The Clerk's / Finance report reflects updates provided by individual Staff members.

Hannah

- We have had more employees wanting to learn the budget process this year and attend meetings to help them better understand!
- I have a meeting scheduled with Invoice Cloud to allow them to take screenshots of my reconciliation process to help other municipalities when reconciling Invoice Cloud, the bank, and Caselle.

Allison

- I attended my first Institute training and loved it. I learned a ton and became friends with many clerks from around the State.
- I am working on a few planning pieces for the Mayor's Tree Lighting. I am putting in a request for a donation from Black Hills Energy. I have reached out to a couple of food trucks and received a confirmation from one. I am also working on a banner for the Town train.
- I met with the new clerk for Deertrail to give her a demo of Caselle. She is looking to switch her utility billing database software. I showed her how Caselle works, along with Laserfiche. She was very grateful. I let her know that she could reach out with other questions anytime.

Harmony

- Michelle and I met with Allyant regarding our website accessibility audit. The audit is attached for your information. We have 60 issues that need to be addressed. Allyant mentioned in their call that this amount is actually lower than what they usually see so that is a great start! I've managed to already fix 4 of these issues on my own. Most of the issues however will have to be fixed on the programming side of the website. I will continue to work with CivicPlus on getting these issues resolved.
- I have been getting more comfortable with the CommonLook tools and have started creating accessible documents and templates for staff use.

Michelle

- Mayoral and Ward nomination petitions, election calendars, and welcome letters will be available for circulation on August 6th. Petitions are due back to the clerk no later than 5:00 pm on August 26th.
- Elizabeth's Birthday Bash and Movie Night plans are on schedule and moving forward.

- Chief Engel did an outstanding job presenting at the Senior Luncheon on August 24th. Chief's presentation was on Fraud Prevention and the Elizabeth Fire Department provided free blood pressure checks and gave out Epic Cards.
- Reminder to the Board that you are always welcome to come observe our Court proceedings on Court day.
- I attended a CIRSA-sponsored Recruitment and Retention Seminar last week. It contained a lot of good information and suggestions that can be applied to all of our departments.
- The 2024/2025 Student Liaison will be starting in October once soccer is over for the season. Landon is very excited to start representing and sharing information from the schools and taking information back as well.
- Included with this report is the next planned Senior Education Luncheon. This is open to everyone, not just seniors. Caregivers benefit from these luncheons as well.
- I have also included the Elizabeth Birthday Bash Movie Night Celebration flyer for you to share.