



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

October 22, 2024

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

Hannah

- Hannah is at a conference this week; no report will be provided for this meeting.

Allison

- We are receiving a \$1,000.00 sponsorship from Tallgrass Energy for the Mayor's Tree Lighting. We are extremely grateful for their contribution and are naming the elf tent after them for this year.
- I completed 5 passport appointments while being under the "Shelter in Place". We kept everyone safe by running the appointments through the board and conference rooms. People who had come in from out of Town appreciated our extra efforts to proceed with their appointments while still ensuring their safety.

Harmony

- Town Hall staff had a great time dressing up and joining in the festivities for homecoming week. We appreciate being able to represent the Town and participating in the Homecoming Parade.
- I had the first meeting with the designer for our new website. We are hoping to have a mock-up ready to review within a week.

Michelle

- I am open to suggestions of places to put the Senior Basket Collection boxes.
- I had the opportunity to participate in the Oral Boards for prospective Officer candidates.
- Staff had a grand time supporting the EHS Homecoming week by dressing up each day to match the High School fun. It was great fun to participate in the parade.
- Harmony and I will be attending the Annual Clerks Association Conference next week. The conference is a great opportunity to attend training and network with clerks from around the state.
- We will be closing the office early on Thursday, October 24th, as Harmony and Allison have both been nominated for awards. The awards dinner is that evening at 6:00 pm.



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- Reminder: The Board has a space at the Boo Bash scheduled for October 26th. The chamber website shows it is from 10:00 am to 3:30 pm. I am unsure if you would like to do shifts or cover the entire day as a group.
- Reminder: The rescheduled Elizabeth Movie Night (drive-in) will be on October 26th from 6:30 to around 9:00 pm at the High School.
- The regularly scheduled November 26th Board Meeting has been moved to **November 21st**. This is due to the 26th being during Thanksgiving week.