

COUNTY CLERK

4/21/2021

2021 QUARTER 1 - SUMMARY OF CURRENT ACTIVITIES

Election-Related: We successfully navigated through two spring elections with no issues. One in February and one in early April. Voter turnout was typical for spring non-partisan elections. There are no more elections this year.

Marriage Licenses: We did approximately 45 marriage licenses in the first quarter of 2021. This is a fairly normal amount. We anticipate things getting busier in the coming months as couples who delayed their wedding plans last year are proceeding with them this year.

Tax Deed: We started working on tax delinquent properties. There is some catch-up work to do as there was little activity last year due to the circumstances. We anticipate taking a number of tax deed parcels this year and having at least one tax deed sale.

Budget: Expenses so far have stayed on budget. All election expenses will be in by 2nd quarter.

Staffing: Deb Schaaf, our new full-time office associate, started on February 1st. Our office is now fully staffed and we will be taking some time this year to get everyone trained and up-to-speed on office duties.

In-house Directory: Our annual in-house telephone directory was completed and distributed

Official Directory: Work has begun on the annual official directory that will be published in June.

GOALS FOR NEXT QUARTER

- Meet with the newly elected/appointed municipal clerks and make sure they are aware of the training they need for election work and answer any questions they have of our office.
- Continue to make headway with the tax deed parcel list.
- Continue work on educating all new office staff on duties and timeline of office tasks.