



## CITY CLERK REPORT

**Reporting Period:** February 10, 2025, to March 14, 2025

**Prepared By:** Aubrey Wegeleben

### **COMMUNITY**

An auction of excess vehicles was held; two were auctioned off. On the 26<sup>th</sup>, in the Rec Hall, APIA conducted First Aid/CRP training, and Tribe sponsored a community health fair. On the 28<sup>th</sup> Preschool sponsored a fundraiser stereo dance. The tax prep group arrived on 2/27 and were immediately available to the community.

### **HOUSING**

Three transient units were used during this time.

### **STAFF**

Conducted a post 90day staff evaluation. Lead two weekly safety meetings. Some staff participated in the First Aid/CPR training.

### **CLERK**

Completed various tasks including pulling together a records retention schedule and corresponding chapters, sending updates to code publishing, creating, editing, and updating documents, personnel filing; communication with IT and IT assistance; Facebook updates on City activities and opportunities; attending various meetings, providing support to staff, and updates to local census and census requests.

