



CITY CLERK REPORT

Reporting Period: May 8, 2022 – June 3, 2022

Prepared By: Monique Baker, City Clerk

Date: June 3, 2022

COVID-19

I am resumed the COVID-19 response duties as of early May. Reviewing, approving travel and sending out quarantine logs each plane day and each day travelers are due to get of quarantine. Continue to coordinate quarantine housing for community members that request housing upon arrival. Stefan has been a great help with keeping the unit cleaned and sanitized.

There were 13 active cases in a span of 6 days. I did contact tracing for the second positive case and contacted each person to inform them to get tested and to place them into quarantine. Each person understood the circumstances and continued testing each day of their quarantine period. Each person was advised to monitor for symptoms and to test if they had any symptoms or felt unwell. All close contacts that are Essential Workers were instructed to test each day before going to work. I coordinated housing to isolate the positive individuals away from the others in the camp site.

PERSONNEL

Reviewing applicants and will be setting up interviews for Accounting Clerk and Accounting Supervisor again. A job offer was made to a potential candidate but after a few weeks of emailing back and forth he decided he needed to be near his family, so he respectfully declined.

An all-staff meeting was held on Friday, May 27, 2022 in the Rec Hall.

COMMUNITY

Absentee Voting for the Special election is available in the City Clerks office until June 10th.

All the supplies for the Fourth of July have been ordered and a few supplies have been received already. Prices for everything have gone up. I relied heavily on free shipping from amazon for a majority of the supplies, including all the dry goods for the BBQ rather than using the bypass group.

