



**CITY CLERK REPORT**

**Reporting Period:** January 13, 2025 to February 10, 2025

**Prepared By:** Aubrey Wegeleben

**COMMUNITY**

The annual Christmas program was held, and the school and community performances were wonderful. The 5<sup>th</sup> graders held a new year fundraiser dance and food sale. Maskaraatan was held in the Rec on the 12<sup>th</sup>.

**HOUSING**

Five transient units were used during this time.

**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.

