



CITY CLERK REPORT

Reporting Period: May 9 to June 16
Prepared By: Aubrey Wegeleben, City Clerk
Date: June 16, 2023

COMMUNITY

Ordered supplies for 4th of July, they have started to come in. The Rec Hall was used for AMSEA and CPR/FA training through CBSFA as well as a dance fundraiser for the basketball team.

STAFF

Arranged travel for Alpine contractors and EMS. Managed requests for information on past staff.

HOUSING

Two units were rented out for long term lease.

CLERK

Attended 3-day Critical Incident Stress Management training. Submitted the FY24 Community Assistance Program application. Completed various duties to include personnel filing, review and editing documents, communication, IT assistance, meetings, support to staff and census updates.