



## **CITY CLERK REPORT**

**Reporting Period:** October 28 to December 7

**Prepared By:** Aubrey Wegeleben, City Clerk

**Date:** November 29, 2023

### **COMMUNITY**

Use of the Rec Hall during reporting period included a Public Health presentation on TB on November 13<sup>th</sup>. Scheduled use of Rec Hall in December includes a Christmas Program on the 14<sup>th</sup> and 24<sup>th</sup>, CBSFA meeting on the 17<sup>th</sup>, and Christmas Fair on the 20<sup>th</sup>. Candy for the annual Christmas candy bags were ordered and received.

### **HOUSING**

Itinerant housing was used on 4 separate occasions. For December two units are scheduled to be utilized.

### **PERSONNEL**

Scheduled mechanic position interviews.

### **CLERK**

Completed various duties to include creating, reviewing, and editing documents; personnel filing, communication with IT and IT assistance, Nixle and Facebook updates, meetings, support to staff and census updates.