



CITY CLERK REPORT

Reporting Period: January 14, 2022 – February 11, 2022

Prepared By: Monique Baker, City Clerk

Date: February 11, 2022

COVID-19

We continue to send out NIXLE messages in relation to COVID-19. The Quarantine Log is sent out via NIXLE and Facebook. Assist when needed with travel and other COVID related issues.

PERSONNEL

Held interviews for the Gas Station attendant with Ezra and Shannon. After a thorough review process Ezra and Shannon will be hiring Jonathan Mercurieff for the position.

Set up all the travel arrangements for Officer Carter to come to Saint Paul. After many flight cancelations he finally arrived February 6, 2022.

Preparing to send out all the annual employee evaluations starting this week.

Held an interview for the Parks and Recreation Coordinator and will be offering Andronika Emanoff the position.

HOUSING

The exterminator arrived and treated all the apartments, including the crawl space, attics and all levels of each unit at the 163 fourplex. He stated that we should be roach free within a few weeks.

Prepared housing agreements for all 3 officers for apartment 163d.

Working on refurbishing apartment 163c to get it ready for move in for contactors that will be coming for City projects.

