



CITY CLERK REPORT

Reporting Period: January 11 - February 10
Prepared By: Aubrey Wegeleben, City Clerk
Date: February 10, 2023

COVID-19

Assisted with reviewing and approving covid results for travel. Shared covid status updates and information through Nixle, and Facebook. Communicated with individual community members on how to submit their test results for travel.

COMMUNITY

Created a community reminder on the importance of reporting positive covid test results. Did a quick reference for the Emergency Ordinance to post to Facebook. Ordered 600 ALPAR yellow community cleanup bags.

STAFF

Participated in 4 interviews for the Public Works Administrative Assistant position; Caitlin Bourdukofsky was ultimately hired for the position. Hired an on-call dispatcher. Training with the Alert and Warning Technical

HOUSING

Completed exit housing walkthroughs. Coordinated and scheduled use of available housing. Rented out one of the 4plex units to an interested local with a staff member interested in a newly vacated unit.

CLERK

Assisted in moving office supplies/items from the Public Works building to the new desk location in the city office. Registered to participate in the Alert and Warning Technical Assistance Workshop. Started the FY24 Community Assistance Program application; this year it is estimated to be \$75,040.63 that will get allocated to Public Safety. Sent out Public Official Financial Disclosure forms. Completed various duties to include personnel filing, review and editing documents, communication, IT assistance, meeting attendance, and support to staff.