



**CITY CLERK REPORT**

**Reporting Period:** March 23, 2024, to April 12, 2024

**Prepared By:** Aubrey Wegeleben

**COMMUNITY**

The Tribe's Light of Saint Paul event will be utilizing the rec hall on April 21.

**HOUSING**

I, Mac, and Daniel have started annual housing and building inspections. Stefan will focus on getting housing carpets and couches shampooed. Rich, the electrician, inspected housing smoke/CO detectors, new ones were purchased to replace and update the current ones; he will start to install them as soon as they arrive.

**STAFF**

Some new key cores are getting installed. I've been working with staff for a full account of keys in circulation and new ones to be issued. Staff continue to complete APEI assigned training.

**CLERK**

Completed various duties including sending update to code publishing, creating, editing and updating documents, personnel filing, communication with IT and IT assistance; Facebook updates, various meetings, provided support to staff, travel arrangements for Alpine electrician, and updates to local census.

