



## **CITY CLERK REPORT**

**Reporting Period:** April 8 to May 8  
**Prepared By:** Aubrey Wegeleben, City Clerk  
**Date:** May 9, 2023

### **COMMUNITY**

Started ordering supplies for the 4<sup>th</sup> of July events. Advertised the vacant City of Saint Paul Council seat on Facebook, and on bulletins around town. RecHall space was reserved for AMSEA the weeks of May 29 and June 5, and July 12 for Sts. Peter and Paul day.

### **STAFF**

Participated in an interview of David Mercurieff for CSO position, in an interview of Jason Cohen for officer position and two applicants for the EMT position. Organized a staff meeting with BBQ. Met with Katia to review available funding for Parks & Rec and identify items for purchase.

### **HOUSING**

We've had two tenants terminate their lease. One unit is out of commission as we wait for boiler parts. We have one interested community member requesting a unit, it is in the process of getting maintenance completed.

### **CLERK**

Completed the process to become a Notary and received my stamp. Attended the CEDS community open house and partners meetings. Scheduled to participate in a crisis intervention group as part of our partnership with the Tribe and their suicide prevention grant. Completed various duties to include personnel filing, review and editing documents, communication, IT assistance, meetings, support to staff and census updates.