

CLERK'S REPORT APRIL 10, 2023 Submitted by Karen Platt

Council ATTENDANCE SHEET is attached.

Public Outreach

- ✓ Working on YouTube closed captioning for our website.
- ✓ Librarians and volunteers will start inviting folks to the Newsgroup email distribution list for City related information upon checkout.
- ✓ Working with Librarians and Council Member Driscoll to create a public session on how to navigate the City Website and obtain City related information through the Public Records Request process.

Records Retention

In preparation for Paul Berry's retirement the end of June, we met to update and organize the DRC's records. A Resolution is on this agenda to update the Records Retention Schedule to include a series for the DRC's records. The May General Meeting will have a Certificate of Records Destruction that will include DRC's records no longer needed.

Resignation

I have submitted my resignation effective April 21, 2023. I have truly enjoyed serving as the Gustavus City Clerk and all the support from the community, staff and council. Please be on the lookout for a potential candidate to fill this roll. I preparation for my departure, I have been busy with the following:

- ✓ Updating Clerk Desk Handbook
- ✓ Updating all Position Descriptions for accuracy and consistency in formatting
- ✓ Updating Council and Staff onboarding procedures
- ✓ Updating weekly, monthly, and annual calendars

	Seat A-exp. 2025	Seat B-exp. 2025	Seat C-exp. 2023	Seat D-epx. 2023	Seat E-epx. 2024	Seat F-epx. 2024	Seat G-exp. 2024
Meeting Date	Owens	Driscoll	Lewis	B Taylor	Mackovjak	Bishop	M Taylor
10-10-2022 General Meeting							
10-26-2022 Special Meeting							
11-07-2022 Regular Work Session							
11-14-2022 Genearl Meeting							
12-01-2022 Regular Work Session							
12-12-2022 General Meeting							
01-09-2023 Regular Work Session							
01-16-2023 General Meeting							
01-30-2023 Work Session CIP							
02-06-2023 Regular Work Session							
02-13-2023 General Meeting							
02-27-2023 Work Session FY24 Budget							
03-06-2023 Regular Work Session							
03-13-2023 General Meeting							
03-15-2023 Town Hall FY24 Budget							
03-20-2023 Work Session FY24 Budget							
04-03-2023 Regular Work Session							
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Section 2.20.100 - Vacancies.

(f) Is unexcused from any five (5) meetings in a calendar year including, but not limited to work sessions, and regular or special meetings.

Section 2.30.040 - City council member attendance policy for regular meetings.

(a) Any absence of a city council member from a regular meeting of the city council shall be deemed to be unexcused unless the city council member is absent from the meeting as a result of attending to official business on behalf of the City of Gustavus, for extenuating medical reasons, or for other significant cause as determined by the city council, in which case the absence shall be deemed to be excused.