



Staff Report

Subject: City Clerk Duties

Department/Program: Administration

Explanation:

Polly Moore recently left employment with the City. In addition to her duties as an Administrative Assistant, she also served the role of City Clerk. In her absence, I am recommending that Megan Freeman be appointed as City Clerk. She currently works as the City's Marketing and Communications Specialist. She will continue with those duties in addition to handling City Clerk duties. Additionally, since Megan will be taking some time off for maternity leave, I am recommending that the Board appoint Linda Lechner as Interim City Clerk until Megan returns from leave early next year. Linda has been with the City for many years and serves as the clerk for the Planning and Zoning Commission currently, which makes her well suited for this role.

Recommendation:

Staff recommends the Board make a motion to appoint Linda Lechner as the Interim City Clerk and Megan Freeman as the City Clerk upon her return from leave.

Submitted By: Eric Stermann

Date: 10/18/22