



MEMORANDUM

DATE: March 23, 2021
TO: Gregg Brelsford, Interim City Manager
FROM: Lori Goodell, City Clerk
SUBJECT: Department Staff Report

STAFF REPORT

BOE:

The City Assessor has been notified the BOE is scheduled for April 27, 5:30 p.m. Property assessment notices were mailed March 15th. The deadline for submitting an appeal is April 14th.

AAMC/IIMC Training:

The following course has been completed:

University of Wisconsin:

Introduction to Parliamentary Procedure: Dynamics of Leadership

Scheduled:

Oregon Association of Municipal Recorders

Mid-year academy; Built For The Storm, March 31 –April 1

Vermont Municipal Clerk

Virtual Athenian Leadership Dialogue, Rousey – My Fight/Your Fight, April 11

Maine Town & City Clerk Assoc.

Athenian Dialogue, Greenlights, April 21 – 22

The AAMC annual conference will be held the third week of November in Anchorage at the Hotel Captain Cook. If the budget allows for it, and travel is possible I will attend in person.

Ordinances:

There are four ordinances in the April 1st city council meeting packet.

Ordinance 2021-02; Introduced March 4th, public hearing scheduled April 1st. This ordinance extends the expiration date of Ordinance 2020-22(S)

Ordinance 2021-03; Update to DMC 8.16, Enhance 911 System

Ordinance 2021-04; Update to DMC 8.18 and 8.30, Review of Liquor License, and Marijuana Regulation

Ordinance 2021-05; FY21 Budget Revision

STANDING ITEM(S):

Liquor & Marijuana License Renewals/Transfers/New Licenses. (Indicate any licenses due to expire.) There are currently no licenses for review.

Commission/Board Seats Vacant.

- Library Advisory Board, two seats.
- School Facility Committee, one seat.
- Senior Advisory Commission, two seats.
- Friends of the Landfill, two seats.
- Planning Commission, two seats.

Helpful Tips:

Robert's Rules of Order, members should try to phrase their motions in such a way that he agrees with them. This is particularly important since the member who makes the motion is restricted from speaking against his motion during debate.

Unlike the maker of the motion, who should agree with the motion before making it, the person who seconds the motion doesn't have to agree with it – he must only believe the issue should be discussed and decided upon.