



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. In 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