

CLERK'S REPORT
JANUARY 17, 2022
Submitted by Karen Platt

Council ATTENDANCE SHEET is attached

Training

- ✓ I completed a 5-day course with FEMA on Public Information Officer Basics.
This course was offered free through FEMA and is part of a series of courses in becoming a certified Public Information Officer.

Around the Office

- ✓ We have received and installed the equipment necessary to conduct hybrid in person / zoom meetings. The council chambers are still too small to accommodate many people in person however, there is room for 5 council members and 4 members of the public. Seating for the public will be on a first come first serve basis and masks are required in City Hall.
- ✓ This month, I have started cleaning the beach outhouses one time per week while Ben the Marine Facilities Coordinator is off for a few months. I will not be able to maintain/shovel the berm that builds near the entrance doors and if the outhouses become a problem to clean in terms of access and abuse to the facilities, they will have to be locked until the Marine Facilities Coordinator returns to work in late April.
- ✓ Paul Berry used to pop by City Hall on Wednesday to do paperwork and pick up our trash. He is no longer able to pick up our trash. I will be taking on the role of delivering City Hall trash to the DRC on Wednesdays for the foreseeable future.

Please know that city department duties sometime include more than what meets the eye.

- ✓ I will be going through records that are slated for destruction as time allows.
- ✓ I am working updating the Public Records Management Policy and Procedures that includes updates to the Records Retention Schedule.
- ✓ I met with Librarian, Jesse Soder and the library will be maintaining their own page on our website from now on which is a big help to me. Thank you!!!

[illegible]

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