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

Council ATTENDANCE SHEET is attached

Training

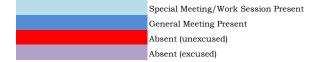
✓ I completed a 5-day course with FEMA on Public Information Officer Basics.

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!!!

	Seat A-exp. 2022	Seat B-exp. 2022	Seat C-exp. 2023	Seat D-epx. 2023	Seat E-epx. 2024	Seat F-epx. 2024	Seat G-exp. 2024
Meeting Date	Sharman	Vanderzanden	Lewis	Furr	Mackovjak	Bishop	Taylor
10/11/2021 General Meeting							
11-01-2021 Regular Work Session							
11-08-2021 General Meeting							
11-22-2021 Work Session							
11-23-2021 Special Meeting							
11-30-2021 Work Session							
12-06-2021 Regular Work Session							
12-13-2021 General Meeting							
01-10-2022 Regular Work Session							
01-1702022 General Meeting							
01-24-2022 Work Session CIP/Budget							



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