



**CLERK'S REPORT
OCTOBER 10, 2022
Submitted by Karen Platt**

Council ATTENDANCE SHEET is attached

✓ **Gustavus Municipal Election**

It was a great election year with a good turnout by Gustavus voters and volunteers. I am thrilled to have the Municipal Election behind us and move forward with getting the new council members set up and up to speed. A warm welcome to our new council members and thank you for your dedication to this important volunteer position. There will be several training opportunities for current and new council members on which I am working.

Each year, as part of my election's duties, I review Title 5 on elections and make recommendations to the council for updates. This year I recommended updates to our section on contesting an election and adding a section addressing personal representative voting that were adopted at the September 19 General Meeting. Our code does not currently address write-in candidates. Next year along with my annual review of Title 5, I plan to recommend adding another section addressing write-in candidates.

✓ **General Election**

10-09-2022 Voter Registration Deadline for General Election

10-24-2022 In-Person Early Voting begins at City Hall for General Election

10-29-2022 Absentee by Mail Request Deadline for General Election

11-08-2022 General Election Day at the Gustavus Community Center

✓ **The Clerk Position Description Duties includes cross training with the City Treasure. In an effort to get started on this, I completed a four-day introductory course on QuickBooks. I found it an interesting and useful course. It also gave me a basic understanding of the treasurer processes. I appreciate the opportunity to take time out of my normal duties to attend this class and grateful for Kim Ney who volunteered at City Hall so that I could have uninterrupted.**

✓ **Public Outreach**

In response to requests from the public, I have added a calendar to each of the department pages on our website and the Library has started using their events page for special events.

I have also requested that the Community Chest create their own Facebook page.

✓ **Records Retention**

With the near future transition of our DRC Manager, I will be working with Paul Berry to catch up and organize his department records.

Meeting Date	Seat A-exp. 2022 Sharman	Seat B-exp. 2022 Vanderzanden	Seat C-exp. 2023 Lewis	Seat D-exp. 2023 Furr	Seat E-exp. 2024 Mackovjak	Seat F-exp. 2024 Bishop	Seat G-exp. 2024 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							
01-17-2022 General Meeting							
01-24-2022 Work Session CIP/Budget							
02-07-2022 Regular Work Session							
02-14-2022 General Meeting							
02-28-2022 Work Session Budget							
03-07-2022 Regular Work Session							
03-14-2022 General Meeting							
03-16-2022 Town Hall Budget							
04-04-2022 Regular Work Session							
04-11-2022 General Meeting							
04-25-2022 Special Meeting							
05-02-2022 Regular Work Session							
05-09-2022 General Meeting							
05-25-2022 Special Meeting							
06-06-2022 Regular Work Session							
06-13-2022 General Meeting							
06-21-2022 Special Meeting							
07-11-2022 Regular Work Session							
07-18-2022 General Meeting							
08-01-2022 Regular Work Session							
08-08-2022 General Meeting							
09-12-2022 Regular Work Session							
09-19-2022 General Meeting							
10-03-2022 Regular Work Session							
10-07-2022 Special Meeting							
10-10-2022 General Meeting							

	Special Meeting/Work Session Present
	General Meeting Present
	Absent (unexcused)
	Absent (excused)

Section 2.20.100 - Vacancies.

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

Section 2.30.040 - City council member attendance policy for regular meetings.

(a) Any absence of a city council member from a regular meeting of the city council shall be deemed to be unexcused unless the city council member is absent from the meeting as a result of attending to official business on behalf of the City of Gustavus, for extenuating medical reasons, or for other significant cause as determined by the city council, in which case the absence shall be deemed to be excused.