

Municipal Clerk Department Report August 9, 2021

For the month of July

- Met with the library board member candidates along with the City Manager
- Attended the interviews for fire chief, EMT's and Code Enforcer.
- Helped with the flooding, setting up an emergency meeting, live on Facebook, sent word to AG's office about the emergency meeting.
- Amy helped with the public Forum, setting up the room and video equipment.
- Amy & I set up Council Chambers to be able to have in persons meetings, making sure the public has adequate seating and still be able to maintain the IT portion in the room for all the meetings
- Processed the paperwork for the hiring of the candidates.
- Setup the agendas and minutes for the library board meetings with Municode
- Attended the NMML Policy Committee meeting with the City Manager
- UWS quarterly report (see attached)
- *** side note*** secretary of state proclamation for the election was issued on the 4th of August. (see attached)