

---

**STAFF REPORT**

**TO:** TOM DUBOIS, CITY MANAGER  
**MEETING DATE:** SEPTEMBER 15, 2025  
**FROM:** AARON WOLCOTT, CITY CLERK  
**SUBJECT:** CITY CLERK REPORT – AUGUST 2025

---

**RECOMMENDATION:**

Information only.

**BACKGROUND:**

August continued as a slower month for the City Clerk with only one City Council meeting. I was able to complete work on an updated record retention schedule and also spent time exploring options for an updated website. Additionally, I organized a staff breakfast which was held at the Grammar School. The below items represent the key functions of the role and activities completed in the month of August.

**DISCUSSION:**

- **City Clerk:**
  - Agendas and minutes created for 1 City Council meeting and 1 Design Review Committee meeting.
  - 2 Public Record Requests. Both were for police records. This adds additional administrative burden on the Police Department
  - 3 City Council Resolutions
  - Permits: 2 Event Permits, 4 Encroachment Permits
  - Record Retention: A new Record Retention schedule was completed. I have identified gaps in our minutes from 2006-2011 and so far have not found any backup of these files.
  - Website: I held multiple calls with CivicPlus to discuss changes to our website. I am hopeful that we can get a better look to our site and also better functionality for editing and managing our content going forward.
- **Risk Management**
  - We have one pending historical Workers Compensation claim that is being worked on. This claim has been slow going as the staff member seeks appropriate treatment.
  - A presentation on our RMA was given to Council. Council members can contact myself or Mason for additional information as needed.
- **Human Resources**
  - I attended the JPA meeting for our health insurance. New rates were voted on and the new rate is going to 9.85% higher than last year for premiums.