

Clerk-Treasurer Council Report
March 2025

Meetings Attended:

Feb 12 & 26, March 5: Energy Meetings 12:30 zoom

Board of Review, Public Hearing and meeting on Cannabis and Municipal Building front

MN Clerks and Finance Officers Annual Conference

See Certificates

Clerk's Meeting, April 11

Meetings and Committees

Committees should be reviewed every 5 years

Are they needed? Can they be combined or held quarterly instead of monthly

Do not have meetings to have a meeting

Know the purpose of the meeting: everything on the agenda should include the purpose

Meetings are a way for staff to connect with board members

Office Staffing

Sarah Stone, Deputy Clerk, began Feb. 3 and will have a three-month review in May. Council members, please provide me with information regarding the review before May 1.

Projects Currently Working on:

Audit: 2024 information to auditor

EDA/HRA: Daycare, annual meeting.

Event Center: Brochure of services; advertising at events; party planner for birthday parties at VEC

Park: City Sales Tax

Planning Commission: Updating Ordinance book for Planning Commission to approve and recommend to Council

Proposal

There have been requests to fill out forms online for the event center, yard waste, and animal licenses. Please see the attached quote so that we can do so.