



City Council 2022 Annual Report
Administration Department - Office of City Clerk
Prepared by: Teri Swanson, City Clerk
Meeting Date: January 23, 2023

2022 Accomplishments

Introduction

The City Clerk serves as the City Clerical Officer appointed by the City Council to perform statutory and City Charter assigned responsibilities. The City Clerk coordinates and oversees election administration, records management systems and provides general administrative support to the Mayor, City Council and City Council Administrator. The City Clerk also serves as the staff liaison for the Charter Commission.

In 2022, the City Clerk's office consisted of one full-time employee Teri Swanson, City Clerk, and one casual employee Lana Horn. The casual employee position was cut through budget reductions as of December 31, 2022.

2022 Primary and General Elections

In an election year, work starts early in the year; 2022 was no exception with a Special Election held during the Primary Election on August 9, 2022, due to the resignation of Andy Klitzke. The General Election was held on November 8, 2022. Elections involve considerable staff time to fulfill all the statutory obligations involved with elections. The City Clerk attended several statutorily required training sessions held by Goodhue County. The Clerk's office worked to ensure over 50 election judges received training via the County or online. Health care facility absentee voting was conducted at two locations, i.e., St. Crispin Living Community and the Bay View Nursing and Rehab. This involved coordination with each of the individual facilities. It was busy with voters coming to City Hall for 46 days before the elections to cast their ballot. We processed approximately 476 absentee ballots.

Records Retention Storage and Destruction

In 2022, we destroyed 7 boxes, shredding them internally. We are in the process of comparing old paper council packets to Laserfiche to ensure they are retained properly and purging the paper once compared; this is an ongoing project. To free up additional space in the records room, we hope to coordinate a larger shred of document in 2023 for documents that have reached their retention period, per the general records retention schedule.

Cemetery Database Work

Lana Horn worked diligently on the cemetery records, going through old Oakwood Cemetery deed registers, and entering any missing information into the Cartegraph system. Discrepancies found were corrected, i.e., name spellings, mailing addresses, purchase dates, transfer dates, etc. This work also involves making sure the correct number of graves are set up for each cemetery lot and attaching any available monument photographs.

Other Top Accomplishments:

1. Processed numerous internal document searches requested by staff and residents utilizing Laserfiche, the city’s electronic document imaging system, which currently consists of 120,631 documents and 942,328 images.
2. Recorded documents with the County Recorder including deeds, mortgage releases, temporary construction easements; relating to various vacations, minor subdivisions, final plats, ordinances, and resolutions:

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Ordinances adopted and published	20	11	11	13
Documents recorded with the county	30	29	25	28
Resolutions processed	116	122	126	132

3. Processed records management storage and destruction according to the adopted schedules; and advised department heads and staff accordingly:

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Boxes in storage	1303	1218	1318	1209
Boxes administered (logged/filed)	53	18	37	48
Boxes Destroyed	7	10	165	215

Transferred
Old City
Hospital
Records to
MN Historical
Society

4. Processed the following liquor licenses:

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Intoxicating, On-Sale (including Sunday sale)	19	18	19	18
Intoxicating, On-Sale (excluding Sunday sale)	0	1	1	1
Intoxicating, Off-Sale	5	4	5	5
Club, On-Sale (including Sunday sale)	3	3	3	3
Wine, On-Sale	1	1	2	3
3.2 Percent Malt Liquor (beer) on-sale	1	1	1	1
3.2 Percent Malt Liquor (beer) off-sale	8	8	8	8
Brewpub, Off-Sale	1	1	1	1
Temporary, On-Sale	13	7	6	16
Consumption and Display Permit	0	1	0	1

5. Processed miscellaneous information disclosure requests in 2022 according to the Minnesota Data Practices Act:

<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
50	78	29	45

Other miscellaneous duties include:

- Assisted in preparation of assessment rolls and maintained official assessment records.
- Arranged and published legal notices of meetings, ordinances, elections, and other notices as requested and required by law.
- Time spent on three new liquor license applications.
- Processed annual liquor license renewals.

- Attests the Mayor's signature on official documents.
- Prepares and drafts ordinances, resolutions, memos, and reports for council consideration.
- Maintains records of City Council minutes, proceedings, ordinances, and resolutions.
- Responded to citizen inquiries intended to reduce conflict and increase understanding of City policy, procedures, and ordinances.
- Maintain litigation files of various lawsuits.
- Assisted the engineering and finance departments with improvement projects and assessment projects (i.e., coordinating publication of notices, mailing correspondence, etc.).
- Attendance at various weekly, semimonthly, and monthly meetings, i.e., council agenda, department/division heads, budget workshops.
- Staffs the Charter Commission meetings as liaison. Statutorily, the Charter Commission must meet once each year. The Charter Commission met once in 2022.
- Staffs the annual Board of Appeal and Equalization meeting; the 2022 meeting was turned over to Goodhue County as there was lack of a quorum of City Council members.