



MEMORANDUM

To: Board of Trustees
From: Michele Martin, Town Clerk
Date: August 19, 2014
Re: Clerk's Report – July 16 through August 14

Update in the Clerk's Office:

Licenses and Permits

I issued Special Event permits for Old Timers Day and the CCFB WineFest. Held TRC meetings with staff for NedFest on August 22-24 and the Oktoberfest Bike Race on September 13, both events will have liquor. The public notices for those liquor permits were posted on July 18 for a tentative August 5 BOT meeting if protests were heard back, there were none.

I have processed our first retail cultivation facility application for 91 Big Springs Drive, as per Code no public hearing is required.

Deputy Clerk Bakke processed 8 Business Licenses: 4 new business, and 4 renewals.

Building

Deputy Clerk Bakke processed 11 building permit applications and attended 11 pre-build meetings to go over building requirements with applicants.

Planning & Zoning

The Deputy Clerk attended 11 meetings regarding property queries with regard to Land Use applications and guiding applicants through the process. Several site visits were conducted. The Planning Commission met on July 23 to hear applications.

CIRSA

All Volunteer and Community Service Worker Accident Medical Plan forms have been updated and distributed to all advisory boards, BOT and staff with the proper instructions clearly stated to all. Deputy Clerk Bakke conducted our CIRSA property walk through on August 6.

Training

The Deputy Clerk attended a webinar on July 30 hosted by ICMA on Angry Citizens on July 30.

Emergency Management and Records

I attended the WebEOC training on July 22, which brought records management up on my priority list. After attending the Clerk's Institute in July, it was driven home again the importance of proper record keeping. As far as I can tell there are two different categories of record projects: plain old record management, and then Emergency Records. Both are quite the undertaking, because I don't believe the Town has ever prepared either. Record management would start by going through all paper files to weed out duplicates, search through the server for duplicates, and then scan files onto the server for preservation. Depending upon how many files we have, the size, and the time consumed it would take may require us to seek out additional services either through grants or by budgeting. There are many firms out there to assist in document management. I also need to become familiar with the State's Retention Schedule that the Town adopted and have all documents either ready for scanning or disposed of as per the Retention Schedule prior to scanning. This project would not only bring us in compliance with the State's retention schedule, but would also make Town Hall more efficient in finding documents, it would clean up the server of duplicates and disposable files, as well as our filing cabinets to give us more room in an already cramped working environment.

Emergency Records Management consists of identifying, analyzing, and determining what are the Town's essential documents to support its functions, prioritize them, evaluate the risk to them, and then figure out how to access them during an emergency.

Emergency Records for the Town should consist of:

- Copy of emergency plan
- Emergency contact information
- Delegations of authority
- Infrastructure and utility plans
- Maps and building plans
- COOP plans
- Deeds, mortgages, land records
- Contracts

- Leases
- Payroll
- Insurance records
- Geographic (GIS) data
- Tax records
- Historical documents
- Historical photographs

When I saw this first photo, I thought of all our records in the CC bathroom and knew we needed to get started on this. I provided a presentation to department heads during our most recent staff meeting to kick-off the project and handed out a questionnaire for each department head to fill out in regards to their individual department files. Our Administrative Intern has begun the process, by starting with a smaller project – our Town cemetery. Local historian Glenna Carline has kept a photo album for the Historical Society of all the gravestones at the cemetery, documented by CU students one summer. She has allowed the Town to duplicate those photos for our records. Alex is scanning those images to the server. This will be a long, time consuming task, but hopefully one day it will be complete and a process in order, so that all new records are managed properly.





These other photos then capture the importance of how vital good records management can be.



Documents drifted through lower Manhattan on 9/11

Katrina destroyed public buildings ...



The Iowa floods underscored the need for government preparedness at all levels.





Damage from 2008 flood in Cedar Rapids, Iowa.
Photo/Joan McCalmant, Linn County (IA) Recorder
