



**City Council 2020 Annual Workshop Report**  
Administration Department - Office of City Clerk  
Prepared by: Teri Swanson, City Clerk  
Meeting Date: January 22, 2021

**2020 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 managements systems and provides general administrative support to the Mayor, City Council and City Council Administrator. The City Clerk also staffs and coordinates the Board of Appeal and Equalization meeting, and serves as the staff liaison for the Charter Commission.

The City Clerk's office consists of one full-time employee Teri Swanson, City Clerk, and one casual employee Lana Horn.

**2020 Elections**

2020 was a most challenging year for the City Clerk's office with regard to elections. In an election year, work starts early with planning for an election. The Presidential Primary, Primary Election, and General Election, all required considerable staff time to fulfill statutory obligations involved with each of the elections. The City Clerk attended statutorily required training sessions held by Goodhue County. The City Clerk worked to ensure over 60 election judges received Goodhue County online training. For each of the elections, Healthcare facility absentee voting was conducted at two locations, i.e., St. Crispin Living Community and the Bay View Nursing and Rehabilitation. This involved coordination with each of the individual facilities. In addition, with the advent of "no excuse" absentee voting in 2016, it was extraordinarily busy with voters coming to City Hall for 46 days before each of the elections to cast their absentee ballots. Clerk Receptionist Dan Simonson was instrumental in processing absentee ballots.

**Records Retention Storage and Destruction**

Per the City Retention Schedule and approval from the Minnesota Historical Society the City Clerk's office was able to destroy approximately 165 boxes of old city hospital patient bedside records dating back to the early 1940's. Anjanette Schussler, State Archives Specialist, Minnesota Historical Society, came to Red Wing where it was determined they would archive the register of maternity patients, hospital record books, and patient registry-index cards at the Minnesota Historical Society for historical purposes. Thank you to Dan Simonson, Clerk Receptionist, who helped significantly with coordinating this effort and for working diligently on processing/archiving of documents and cleanup of the records retention storage area.

### **Cemetery Database Work**

This work was delayed after COVID began, but up until City Hall was closed, casual employee Lana Horn worked diligently on the cemetery records, going through old Oakwood Cemetery deed registers and entering any missing information into the new Cartegraph system. Discrepancies found from the old Cartegraph system 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. Lana will continue her work on the cemetery database when it is safe for her to return to City Hall.

### **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 101,681 documents and 788,473 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:

Ordinances adopted and published	11
Documents recorded with the county	25
Resolutions processed	126
3. Processed records management storage and destruction according to the adopted schedules; and advised department heads and staff accordingly:

Boxes in storage	1318
Boxes administered (logged/filed)	37
Boxes Destroyed	165
Transferred old city hospital records to MN Historical Society Archives:	
Register of Maternity Patients	7 Vol
Hospital Record Books	3 Vol
Patient Registry-Index Cards	3 Boxes
4. Processed the following liquor licenses:

Intoxicating, On-Sale (including Sunday sale)	19
Intoxicating, On-Sale (excluding Sunday sale)	1
Intoxicating, Off-Sale	5
Club, On-Sale (including Sunday sale)	3
Wine, On-Sale	2
3.2 Percent Malt Liquor (beer) on-sale	1
3.2 Percent Malt Liquor (beer) off-sale	9
Brewpub, Off-Sale	1
Temporary, On-Sale	6
5. Processed 29 miscellaneous information disclosure requests according to the Minnesota Data Practices Act.
6. Processed one City Charter change in 2020.

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.
- Attests the Mayor's signature on official documents.
- Receives sealed bids; presided at bid openings.
- 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., presiding at bid openings, 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 one time during 2020.
- Staffs the annual Board of Appeal and Equalization meeting.

### **2021 Priorities**

- Continue with document purge / continued organization of city archived documents.
- Organization of old deeds.
- Continue to reexamine current systems and procedures in an effort to be more efficient and effective, and to streamline processes when possible.