

CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.

To: Mayor Kemper & Members of the City Council;
Administrator Jonathan Teichert

From: Chaz Schumacher
City Clerk

Date: January 6, 2022

Re: Clerk's Department Report – January 2022

- **Boards/Commissions that will need members appointed:**

- **Douglas Historic Preservation** currently has 4 terms expiring at the end of the month, only 2 will be re-applying; this is a 7-9 member board, there are currently 8 members; Council appoints all of these positions; to date we will have 2 of the 4 positions up for consideration at the first meeting in January, there are 5 total position that could be filled, with 3 having to be filled.
 - **Converse County Joint Justice Center (CCJJC) Joint Powers Board** has 3 Council appointed positions; Council will need to re-appoint/appoint a councilmember to this board as Mayor Kemper's term ends at the end of January 2022.
 - **Wyoming Community Gas Board** has 2 Council appointed positions, both expiring at the end of December 2021; Council will need to appoint 2 Councilmembers to this board, both for 1-year terms.
- **2022-2023 Liquor License renewals** are mostly turned in, deadline is January 7th with the Public Hearing scheduled for February 21st.
 - Received confirmation that Double D Liquors has paid their January Department of Revenue Invoice, on January 4, 2022.
 - **Cemetery:** Have been coordinating with Community Development Director Chaffin and Parks & Cemetery Supervisor Frye to update the databases for the previously platted cemetery spaces and clean up any existing errors.
 - Maintenance of cemetery files and long-term record storage.
 - Maintenance of bid files and long-term storage.
 - Records Maintenance, Filing, and regular responsibilities and duties.