

CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.

To: Mayor Kemper & Members of the City Council;
Administrator J.D. Cox

From: Chaz Schumacher
City Clerk

Date: October 6, 2022

Re: Clerk's Department Report – October 2022

- Received application from Chutes for transferring their retail liquor license from individual ownership to an incorporated business, it is the same individual. This will come before the council on October 24, 2022, as a public hearing item.
- Received notification of a sales tax delinquency for Cooper's Arena, this was resolved immediately, and they are current on their sales tax payments. This will come before the council on October 24, 2022, as a show cause hearing item.
- Working with Celebration Crew to organize and plan team meetings for city staff members.
- Organized and held ribbon cuttings for: firepit feature at Jackalope Square and Pearson Street Opening. We will be holding a ribbon cutting for the warming hut, now dubbed "The Bubble" along the walking trail by the river, on October 13th at 2pm. Brandon Frye worked with volunteers and donators for the pickle ball court's ribbon cutting and it was a huge success. I've attached pictures for reference.
- Continue to work with JD to strategize internal organizational needs, team meetings, and goal setting.
- Continue to work with Clara to take photos of community and local events, and staff pictures.
- Continue to develop and increase social media presence for the city and updates to the website.
- Maintain presence at Main Street Board meetings, providing a communication connection between the city and community activities.
- Records Maintenance, Filing, and regular responsibilities and duties.
- Received confirmation that Double D Liquors has paid their September Department of Revenue Invoice.
- **Boards/Commissions that will need members appointed:**
 - **Federal Urban Systems Advisory Committee** We have an opening for a citizen member of this committee with the open position's term ending January 31, 2025.
 - **Planning & Zoning Commission:** We currently have one open position coming up as of 10/25/2022. Terms on this board are 3 years.

***If Council is aware of anyone that would like to serve on these boards, please direct them to staff. Applications can be found at City Hall or on our website. Thank you!*

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