

Clerk's Corner

September 2025

Current Affairs

Staffing

This summer has been a time of transition in the Clerk's Office. In June, we began recruitment for the Assistant Municipal Clerk position, and in July we welcomed Brian Schoenfelder as our new Assistant Municipal Clerk. At the same time, Holley Bayne stepped into the role of Deputy Municipal Clerk. Both Holley and Brian are settling into their new responsibilities, and we look forward to the contributions they will bring to the Clerk's Office and the community.

Your Clerks



Presenting the new face of the
Municipal Clerk's Office:

Sara Peterson

Municipal Clerk

Holley Bayne

Deputy Municipal Clerk

Brian Schoenfelder

Assistant Municipal Clerk

Current Affairs

Citizen Initiative

Last quarter, the Clerk's Office processed a citizen initiative filing, and prepared 16 petition booklets for distribution among the 11 sponsors to collect signatures. After review, we confirmed the petition met the sufficiency requirements to be placed on the October 7 Regular Municipal Election ballot. A total of 430 signatures were submitted; 12 were invalid, leaving 418 valid signatures – exceeding the required 368.

Election Preparations Underway

In July and August, the Clerk's Office focused on preparations for the October 7 Regular Municipal Election, including processing candidate filings, preparing and programming the ballot, and completing other essential election tasks.

Work Culture Initiative

Monthly AHODs Continue

Our 30-minute monthly AHOD meetings are going strong, featuring two presenters each session. Staff surveys highlighted a need for more communication, and these meetings are one way we're continuing to address that.

Culture Club News

The Culture Club hosted our first ever staff BBQ at HPR Rec, welcoming families and drawing a crowd of around 100! It was a great way to recognize our hardworking temp staff, especially during the busy summer months.

Staff Training Highlights

In August, we welcomed Karen Kirk, an experienced trainer from Anchorage, for sessions focused on customer service and managing tough situations. Attendance was strong, and staff left with practical tools to use on the job.

PRR

Public Records Requests:

June: 20 other, 6 Police

July: 8 other, 9 Police

August: 14 other, 3 Police





Municipal Clerk Expense Report

Date Range 07/01/25 - 06/30/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
5110									
5110.001	Regular Salaries/Wages	257,178.96	.00	257,178.96	.00	.00	15,560.24	241,618.72	6
5110.002	Holidays	.00	.00	.00	.00	.00	580.00	(580.00)	+++
5110.003	Sick Leave	.00	.00	.00	.00	.00	1,063.10	(1,063.10)	+++
5110.010	Temp Wages	25,814.32	.00	25,814.32	.00	.00	.00	25,814.32	0
5110 - Totals		\$282,993.28	\$0.00	\$282,993.28	\$0.00	\$0.00	\$17,203.34	\$265,789.94	6%
5120									
5120.001	Annual Leave	9,627.00	.00	9,627.00	.00	.00	1,291.20	8,335.80	13
5120.002	SBS	17,347.61	.00	17,347.61	.00	.00	1,136.01	16,211.60	7
5120.003	Medicare	4,103.40	.00	4,103.40	.00	.00	268.70	3,834.70	7
5120.004	PERS	56,579.32	.00	56,579.32	.00	.00	4,068.79	52,510.53	7
5120.005	Health Insurance	95,023.80	.00	95,023.80	.00	.00	4,298.25	90,725.55	5
5120.006	Life Insurance	30.96	.00	30.96	.00	.00	1.54	29.42	5
5120.007	Workmen's Compensation	735.80	.00	735.80	.00	.00	50.03	685.77	7
5120.011	PERS on Behalf	6,856.00	.00	6,856.00	.00	.00	.00	6,856.00	0
5120 - Totals		\$190,303.89	\$0.00	\$190,303.89	\$0.00	\$0.00	\$11,114.52	\$179,189.37	6%
5201									
5201.000	Training and Travel	16,525.00	.00	16,525.00	.00	.00	.00	16,525.00	0
5201 - Totals		\$16,525.00	\$0.00	\$16,525.00	\$0.00	\$0.00	\$0.00	\$16,525.00	0%
5204									
5204.001	Cell Phone Stipend	900.00	.00	900.00	.00	.00	37.50	862.50	4
5204 - Totals		\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$37.50	\$862.50	4%
5206									
5206.000	Supplies	10,500.00	.00	10,500.00	.00	.00	.00	10,500.00	0
5206 - Totals		\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$0.00	\$10,500.00	0%
5211									
5211.000	IT Fees	86,220.00	.00	86,220.00	.00	.00	.00	86,220.00	0
5211 - Totals		\$86,220.00	\$0.00	\$86,220.00	\$0.00	\$0.00	\$0.00	\$86,220.00	0%
5212									
5212.000	Contracted Services	159,700.00	.00	159,700.00	.00	.00	975.00	158,725.00	1
5212 - Totals		\$159,700.00	\$0.00	\$159,700.00	\$0.00	\$0.00	\$975.00	\$158,725.00	1%
5224									
5224.000	Dues and Publications	7,165.00	.00	7,165.00	.00	.00	.00	7,165.00	0
5224 - Totals		\$7,165.00	\$0.00	\$7,165.00	\$0.00	\$0.00	\$0.00	\$7,165.00	0%
5226									
5226.000	Advertising	41,000.00	.00	41,000.00	.00	.00	2,324.05	38,675.95	6
5226 - Totals		\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$2,324.05	\$38,675.95	6%
EXPENSE TOTALS		\$795,307.17	\$0.00	\$795,307.17	\$0.00	\$0.00	\$31,654.41	\$763,652.76	4%
Fund 100 - General Fund Totals		\$795,307.17	\$0.00	\$795,307.17	\$0.00	\$0.00	\$31,654.41	\$763,652.76	



Municipal Clerk Expense Report

Date Range 07/01/25 - 06/30/26

Include Rollup Account and Rollup to Account

Grand Totals	\$795,307.17	\$0.00	\$795,307.17	\$0.00	\$0.00	\$31,654.41	\$763,652.76
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