



**TO:** City Council  
**FROM:** Michelle Hayes-Finance Director  
**SUBJECT:** 2023 Clerks Academy  
**DATE:** July 11, 2023

**Background:**

With the deputy clerk being new this year and the addition of the incoming Lent Township clerk to the city once the annexation is complete, I would like to send both of them to the 2023 City Clerks Academy training held by the League of Minnesota Cities in September. The registration of this has to be done by August in order to attend.

Now that the annexation approval by the administrative law judge has been postponed until September 1, 2023, it would require us to register the Lent Township clerk prior to her being an actual employee of the city. The current budget for the clerks training and travel expenses for 2023 is \$1500.00. To date, we have used \$1221.10 of that budget. To send the current deputy clerk and the township clerk to this training would add \$294.20 for the training and mileage. No hotel would be needed. This would put the final spent at \$1515.30 which is \$15.30 over budget. No other training is planned for 2023.

My current plan is to send the deputy clerk regardless so she continues her training. Doing so without the township clerk would mean that we remain under budget since adding the township clerk is \$125 which is what puts us over budget.

**Action Requested:**

Requesting that the council consider approving to send the current Lent Township clerk to the 2023 City Clerks Academy training in September with the city deputy clerk. Since she is not a current active employee, and would not be at the time of registration, the council would need to approve this.