

**STAFF REPORT**

**Agenda Item: 6.c**

<b>Council Meeting:</b> November 13, 2025	<b>Prepared By:</b> Karen Heiden, Deputy Clerk
<b>Topic:</b> Resolution 2025-104 Appointing Karen Heiden as Acting City Clerk	<b>Action Required:</b> Approval

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**Summary**

City Clerk Johnson will be out on medical leave for a period of November 4, 2025 to November 21, 2025. The city wished to designate Deputy Clerk, Karen Heiden as acting City Clerk to act on the city's behalf during this period.

**Financial/Budget**

N/A

**Recommendation**

Staff recommends that City Council approve Resolution 2025-104 Appointing Karen Heiden as Acting City Clerk

**Council Action**

Staff recommends that City Council approve Resolution 2025-104 Appointing Karen Heiden as Acting City Clerk

**Attachments**

1. [Resolution 2025-104 Appointing Karen Heiden as Acting City Clerk.docx](#)