



Quarterly Clerk Report
07-14-2025
Submitted on 07-09-2025
Submitted by: Liesl Barker

Summer is in full swing. The City Community Business Directory was published on June 1, 2025. I am looking for feedback on whether the directory is a frequently used resource by residents and visitors. I have also been working on creating City Council member training for the fall. The goal is to have a save the date for when people register for candidacy. This year we will have 4 open council seats in the election. Today (7/9) starts my 90 days till election countdown.

The City has signed a contract with Civics Plus to renew our website including the change over to their new system, Central. The new updated website should be up and running by the end of 2025. I am looking forward to the new look and hopefully increased functionality the website should have.

Clerk Development/Training – Thank you for your continued support and invest in me professionally!

- Northwest Clerks Institute (NCI) Professional Development II (PD2) from June 8-13, 2025, at the University of Puget Sound.
 - During the week I had sessions in Time Management, understanding yourself and others, creating successful results and relationships for leaders, power talk, keys to supervision, self-care and collaboration, approaching human resources issues with confidence, creating your own personal vision statement, governance groove: mastering municipal records management, Crisis Communications & Emergency preparedness for City Clerks
 - The most valuable sessions for me were the sessions about records managements, crisis communication and emergency preparedness, and the collaboration sessions. I also had a lot of valuable conversations and connections outside of the structure classroom time.
 - As the clerk there is a lot to do to be prepared for emergency situations. I plan on working through a few lists of items such as making a “clerk go bag” this bag would have hard and digital backup copies of city ordinance, policy, emergency resolutions, meeting notices, templates for public communications, and much more. I hope to make this a focus over the coming months.

For completion of my Certified Municipal Clerk (CMC) course, I need to have completed 50 experience points and 60 education points. I currently have approximately 32/50 experience and 57/60 education points (once all my paper work is finished from PD2). I will most likely not be able to complete my certification until after next June. The main way to earn experience points is by completing IIMC trainings, conferences, and attending the AAMC conference.

Completed projects

- I have been working continuously on the City’s website.
- Met with Civic’s plus along with the City Administrator and Mayor and chose a new design for our website. This new site should be up and running by the end of the calendar year.
- Lead and collaborated on several ordinance and policy updates.
- Published the 2025 Registered Business Directory – it can be found on our website [community business directory cy25 05-29-2025.pdf](#)
- City Hall window furnishing update
- Serving on three AAMC committees
- Started the City Newsletter



Goals and projects for 2025 (in no order). * = carried over from 2024

- *Creating a COG document titling guide to assist with continuity in naming documents. (in progress working with an expert)
- *Continue Review of City Ordinance and policy updates
- Work to change the city hall set up so community members as well as council members can see the electronically displayed packet and improve the camera/video recording to help make the zoom experience better and more personable for our community members attending meeting remotely or viewing the recording.
- Implement an ECM system such as Laserfiche to work on our digital records – not able to complete due to budgetary constraints but working on other methods to help organize our electronic records
- Update our records retention schedule
- Work on updating the website to make it more user friendly – Continuously working on this

The City Council attendance history.

This record starts with October 7, 2024, special meeting where the new council was sworn in.

Meeting Date	Owens Seat A-exp. 2025	Warner Seat B-exp. 2025	Patrick Seat C-exp. 2026	B Taylor Seat D-exp. 2026	McLaughlin Seat E-exp. 2027	Beck Seat F-exp. 2027	M Taylor Seat G-exp. 2027
10/7/2024 Special Meeting - Swearing in new council memb.				via zoom		(not sworn in)	
10-07-2024 Work Session Meeting				via zoom		(not sworn in)	
10-14-2024 General Meeting	via zoom			via zoom		(not sworn in)	
10-22-2024 Special Meeting - swearing in L. Beck	via zoom			via zoom			
11-4-2024 Special Meeting - cyber security review				via zoom		via phone	
11-12-2024 General Meeting							
12-02-2024 Work Session Meeting (entire meeting via zoom)	via zoom	via zoom	via zoom	via zoom	via zoom	via zoom	via zoom
12-16-2024 General Meeting							
01-06-2025 Work Session				(5 min late)			
01-13-2025 General Meeting							
01-27-2025 Work Session CIP							
02-03-2025 Work Session							
02-10-2025 General Meeting							
03-03-2025 Special Meeting							
03-03-2025 Work Session			resignation 3-3-25	resignation 3-9-25			
	Owens Seat A-exp. 2025	Warner Seat B-exp. 2025	OPEN Seat C-exp. 2026	J. Kearns (exp. 2025) Seat D-exp. 2026	McLaughlin Seat E-exp. 2027	Beck Seat F-exp. 2027	M Taylor Seat G-exp. 2027
03-10-2025 General Meeting							
03-12-2025 Special Meeting							
03-12-2025 Special Budget Work Session							
04-07-2024 Work Session		Via zoom - left early		via zoom			
	Owens Seat A-exp. 2025	Warner Seat B-exp. 2025	Fosse (exp. 2025) Seat C-exp. 2026	J. Kearns (exp. 2025) Seat D-exp. 2026	McLaughlin Seat E-exp. 2027	Beck Seat F-exp. 2027	M Taylor Seat G-exp. 2027
04-14-2025 General Meeting	via zoom			via zoom			
04-16-2025 Budget Town Hall Meeting	via zoom			via zoom			
05-05-2025 Work Session							
05-12-2025 General Meeting							
06-02-2025 Work Session							
06-09-2025 General Meeting							
07-07-2025 Work Session							

	Special Meeting/Work Session Present						
	General Meeting Present						
	Absent (unexcused)						
	Absent (excused)						
Section 2.20.100 - Vacancies.							
(f) Is unexcused from any five (5) meetings in a calendar year including, but not limited to work sessions, and regular or special meetings.							
Section 2.30.040 - City council member attendance policy for regular meetings.							
(a) Any absence of a city council member from a regular meeting of the city council shall be deemed to be unexcused unless the city council member is absent from the meeting as a result of attending to official business on behalf of the City of Gustavus, for extenuating medical reasons, or for other significant cause as determined by the city council, in which case the absence shall be deemed to be excused.							