



Quarterly Clerk Report
08-13-2025
Submitted on 08-08-2025
Submitted by: Liesl Barker

Autumn is in full swing which also means the clerk's office has been busy. The onset of fall goes hand in hand with the clerk's busy season due to elections. Over the last 90 days I have spent a good bit of time preparing for our city elections as well as offering early in-person and special needs voting for both the city and the state throughout my workday. I have also been working on completing a City Council in-house, 4-hour training that will be divided into two evenings. As well as working on gathering people and information for our emergency preparedness as a city. With elections winding up emergency preparedness planning will become my next focus.

Our new city website was supposed to launch on October 8th but has been delayed due to things out of my control. We should still have our new site up and running before the new year. I would like to encourage the council to think of ways we could get new pictures to feature our beautiful city on our website go along with our refresh. We will be able to change our image ourselves. For the best look they should be 2000 pixels wide by 700-900 pixels in height.

I would like the City Council to think about taking steps towards implementing some of the suggested changes we received from our cyber security audit. I have a company that has been recommended to me by another business we work with as well as a fellow clerk. If the council is interested, I would be happy to get quotes. At the very least I believe this will be helpful as budgeting season will be upon us before we know it.

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

- o I have had the opportunity to attend 3 trainings sessions online through the University of Wisconsin, Green Bay.
 - o Adult and Lifelong Learning Principles
 - o Instructional Design
 - o Facilitating Sessions

I really enjoyed participating in these sessions as I have been working on creating council member training and hope to continue to work on developing several other courses in the future. The sessions I attended were accredited by IIMC and have earned 2.25 points towards my CMC.

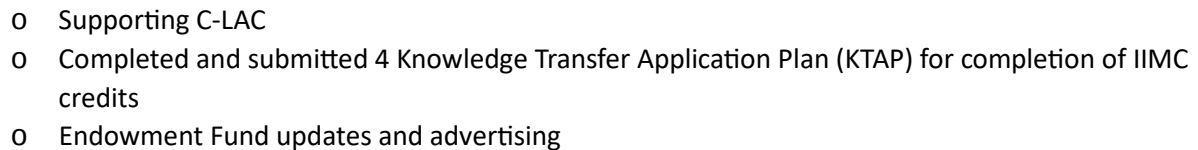
I have also begun taking the Public Information Officer Program through FEMA's courses. There are two courses I have started IS-29 Public Information Officer Awareness. This program is asynchronous. I have not worked much on it since elections have been in full swing. It is my hope to pick it back up before November.

I also attended an online webinar through National Association of Government Archives and Records Administration (NAGARA) about "Emergency Preparedness for archivist and records management".

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 39.25/50 experience and 57/60 education points. 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 AAMC Conference (December 2025) and IIMC Conference (May 2026).

Completed projects

- o Completed 2025 elections season



- 0 *Continue Review of City Ordinance and policy updates – A committee is being created to work on this initiative.
- 0 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.
- 0 Update our records retention schedule
- 0 Work on updating the website to make it more user friendly – Continuously working on this

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

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.