



Quarterly Clerk Report  
04-13-2026  
Submitted on 04-08-2026  
Submitted by: Liesl Barker

Happy Spring Gustavus! The last few months I have spent most of my spare time working on our new website. We are happy to be launching it at the end of this month!

I have been informed that the meeting management system I use is going to be upgraded/migrated to a new system. I don't have much information, but we will be fully on the new system by the end of June 2027. I also wanted to remind the council that our website will need to be ADA compliant by April of 2027. This requirement will involve paying for another added program called Audio Eye. Using Audio Eye in conjunction with inputting information properly into the backend of the website will make sure that the city is compliant with the new regulations. I am waiting for a quote for this program, it will need to be purchased during our upcoming fiscal year 2027.

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

For completion of my Certified Municipal Clerk (CMC) certification, I need to have completed 50 experience points and 60 education points. I currently have approximately 37.25/50 experience and 60/60 education points. I am looking forward to attending the International Institute of Municipal Clerks conference in Reno Nevada this May. This conference will be providing me with the points I need to complete my certification. I am excited for several of the sessions during this conference that are going to cover topics such as Tips for AI Productivity, Effective Policy Making and implementation, Moving beyond Making a motion, managing workplace personalities and team dynamics, de-escalating disruptive behaviors in municipal offices, public speaking, leading from the middle during a crisis just to name a few.

After completing the CMC I hope to have continued support of working towards my Registered Parliamentarian Certification and my Master Municipal Clerk Certification (MMC). I will use online training as much as possible to help achieve these certifications. During my last report I requested the opportunity to attend Northwest Clerks Institute this June to take Professional Development 3, the last part of a three-part series. I applied and was awarded a scholarship, so I will be attending this course. I am very grateful for this opportunity. These points earned should be able to apply to my MMC.

**Goals and projects for 2026**

- Launch new website
- Preparing website for ADA compliance
- Continuing to 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.
- Update our records retention schedule and records policy
- Continue to serve a lesion for the ordinance committee
- Start micro-training videos on topics for council



**The City Council attendance history.**

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

Meeting Date	Renee Patrick Seat A-exp. 2028	Open Seat B-exp. 2028	Hutten Seat C-exp. 2026	Kearns Seat D-exp. 2026	McLaughlin Seat E-exp. 2027	Beck Seat F-exp. 2027	M Taylor Seat G-exp. 2027
10-13-2025 General Council Meeting		VACANT					
10-20-2025 Special Council Meeting		VACANT					
11-03-2025 Work Session		VACANT					
11-04-2025 Special Work Session - Council training		VACANT	via zoom				
	Renee Patrick Seat A-exp. 2028	Marchbanks (exp. 2026) Seat B-exp. 2028	Hutten Seat C-exp. 2026	Kearns Seat D-exp. 2026	McLaughlin Seat E-exp. 2027	Beck Seat F-exp. 2027	M Taylor Seat G-exp. 2027
11-10-2025 General Council Meeting		sworn in					
12-01-2025 Work Session				via zoom			
12-08-2025 General Council Meeting						via zoom	
01-12-2026 Special Work Session							
01-19-2026 Special General Council Meeting				via zoom			
01-26-2026 Special Work Session - CIP				via zoom			
02-02-2026 Work Session	via zoom			via zoom			
02-09-2026 General Meeting				via zoom			
02-23-2026 Spcecial Meeting				via zoom			
03-02-2026 Work Session							
03-09-2026 General Meeting							
03-25-2026 Special Work Session Budget	via zoom		via zoom				
04-06-2026 Work Session			via zoom	via zoom			

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.							

Questions?

Respectfully Submitted,

Liesl Barker, City Clerk