



Quarterly Clerk Report  
04-14-2025  
Submitted on 04-08-2025  
Submitted by: Liesl Barker

Spring has arrived early this year or so, it seems. In the clerk's position the coming of spring means I will be busier than normal with meeting preparation and wrap up since there are more meetings as the City Council is working on the budget and we have two very active committees. All meetings are being recording and community members can watch the recordings on our website. [Meetings | City of Gustavus Alaska](#) The quality of these recording should be increasing with the new arrival and implementation of the owl recording device. With the coming of spring, it also means many community members are renewing their vessel registrations, ambulance services, business permits and more. I have begun working on the 2025 City of Gustavus Business directory. All registered businesses who would like there to have their information in the directory need to have their business permit submitted by May 1<sup>st</sup>, 2025.

On Monday 04-07-2025 I had a meeting with our Civics Plus website representatives. The good news is they will no longer be using Drupal. They have created their own proprietary system that they refer to as Central. They currently have over 4,000 municipalities using Central with a 95% efficiency rating. The Administration team along with our IT representative will be meeting with Civics Plus at the beginning of May to start our website migration process. There are several features that will be included in the base tier that we do not currently have such as pop-ups to call attention to important items and e-forms. The website migration will take our website cost from \$1,800 to \$4,000 a year and is expected to be completed by November of 2025. We will see this increase begin in February of 2026, so it is something we will need to address in this budget cycle.

**Clerk Development/Training** – As always, I am thankful for the City's investment in me professionally and giving me the opportunities to attend trainings both in-person and online.

- I have not attended any training since my last quarterly report. My participation in the International Institute of Municipal Clerks (IIMC) conference in May has been cancelled due to budgetary constraints. Thus, I needed to prioritize my training and chose the NCI training since I will provide me with more points towards my CMC.
- I have one more training course coming up this fiscal year.
  - Northwest Clerks Institute (NCI) Professional Development II (PD2) from June 8-13, 2025, at the University of Puget Sound.

For completion of my Certified Municipal Clerk, I need to have completed 50 experience points and 60 education points. I currently have approximately 32/50 experience and 37/60 education points. After completing my training this May I will have 57/60 education. I will most likely not be able to complete my certification until after next June. The main way to get experience points is by completing IIMC trainings and attending the AAMC conference.

**Completed projects**

- I have been working continuously on the City's website.
  - Removing outdated pages
  - Fixing broken links
  - Re-organizing pages/formats
  - Creating committee website pages
  - Updating all meeting information

- Calendar settings

- Met with a records management specialist (at no charge)- received help on creating a plan for updating/creating records management policy and naming conventions.
- Attended a webinar about ADA compliances with all websites, this could be a potentially large project. In April of 2024 DOJ updated regulations concerning web accessibility. There are new standards that we will have to comply with by April of 2027. We are in conversation with ATS about possible options.
- Helped prep for new PAC committee setting up members with necessary information to get started
- Worked on turning over two council seats which includes closing out one council member and preparing and providing basic materials and information to new council members

- **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
- Update our records retention schedule
- Work on updating the website to make it more user friendly – Continuously working on this
- \*Creating a portal (password protected) on the website to house EMS training drill videos to be used as a resource for responders. (waiting on migration)

## The City Council attendance history.

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

	Owens	Warner	Patrick	B Taylor	McLaughlin	Beck	M Taylor
Meeting Date	Seat A-exp. 2025	Seat B-exp. 2025	Seat C-exp. 2026	Seat D-exp. 2026	Seat E-exp. 2027	Seat F-exp. 2027	Seat G-exp. 2027
10/07/2024 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	Warner	OPEN	J.Kearns (exp. 2025)	McLaughlin	Beck	M Taylor
	Seat A-exp. 2025	Seat B-exp. 2025	Seat C-exp. 2026	Seat D-exp. 2026	Seat E-exp. 2027	Seat F-exp. 2027	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			

	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.