



Quarterly Clerk Report  
10-14-2024  
Submitted on 10-09-2024  
Submitted by: Liesl Barker

This past quarter has been a busy one. Most of this time has been spent working on elections; primary, city, and REAA. One of the biggest accomplishments during this time was updating our title 5 election ordinance for our city's election. For all state/federal elections City Hall serves as the early in-person absentee voting location. It falls under my job requirement to set up and run these including training my co-workers to fill in during my absence. This voting during our business hours for the two weeks prior to the election day. Our final AVO will start on October 21<sup>st</sup> for the general election.

Over this last quarter I have also been working on finalizing adding video recording of our meetings to the website. I am in the final stages of this and hope to have it up and running in the next month. I would urge the council to consider upgrading our recording devices to help increase the quality of the meeting recording for our community members who watch online. I have spoken with vendors and clerks, the device that has had the best reviews is the OWL recording device. The basic set up would roughly cost \$1,200 but I have not had the chance to do extensive research and pricing. If this is an item the council would be interested in, I will gladly pursue researching this more extensively. [Meeting Owl 3 - 360 Degree, 1080p HD Video Conference Camera \(owllabs.com\)](#)

Civicsplus has reached out and our website migration from drupal 7 to drupal 10 should begin shortly. I had wished to have more information for you, but our representative had to cancel our meeting due to a family emergency. I am hoping with this update that that some of my other year goals will come fruition.

I have also set up the email distribution list through our website. I met with our Library Administrative Director, Melisa Gomb and have helped her set up an email distribution for library patrons on the website. It is my hope to hold a training for other department heads in the next month.

### **Clerk Development/Training**

- 10/10 I am registered to attend a digital records management training session with one of the best instructors in the industry. Our digital records management is currently lacking in policy and follow through. I am hoping to gain much from this course to help improve our city's digital records management.
- 12/7-12/12 I will be in Anchorage to attend the AAMC conference plus the additional training opportunities offered to clerks on Sunday and Wednesday. I am also participating in two committees. All these items help me earn points towards my CMC (certified municipal clerk). I am trying to get the most out of my trip up there. At the end of the week, I will have earning 11 points towards my CMC where if I just did the conference, I would have earned 3. I will be applying for a scholarship to help offset the cost.
  - One of the committees I am serving on is helping with the banquet and the silent auction. This silent auction will be viewed by over 110 senior level municipal officials from all over Alaska as well as people from all over the United States as it is live online too. If anyone would like to donate an item to the silent auction, please let me know, it could be great advertising. All the money raised goes to the clerk scholarship fund.



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- **Goals and projects for 2024 (in no order) as listed in my January report.**
  - To work on transparency and communication with the public.
    - ~~Making it easier for the public to access information. One way is with the use of QR Code for public notices and forms.~~
  - Adding video of the meeting to the website-continuing to work with our IT firm.
  - Updating the website to include but not limited to giving all department director access to their page, making sure the correct micro sites are used to make it easier to manage.
  - Creating a portal (password protected) on the website to house EMS training drill videos to be used as a resource for responders. (waiting on drupal update)
  - ~~Working with the library to start having COG website training to help citizens learn how to use the website.~~
  - Creating a COG document titling guide to assist with continuity in naming documents. (in progress working with an expert)
  - Review City Ordinance to update with current City structure and to check continuity throughout. This will take months, and I would like to have 1-2 council members collaborating with me on this project.
    - I have started a list of edits needed as I see them. This will not be completed this year, but I hope to make more progress in the next few months.
  - ~~Change our NEWS distribution list to an email subscription through our municode website, this was a suggestion given by Atlantic Technical Support, our contracted IT group. — Hoping to have this implemented by June.~~
  - ~~Updating COG election regulations to include special needs voting. The state already does this, and we would be mimicking the state's forms and policy.~~

**The City Council attendance history.**

This record starts with the October 2023 general meeting through this past week's special meeting where we swore in our newly elected 2024 council members. (please see next page)



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Meeting Date	Owens Seat A-exp. 2025	Driscoll Seat B-exp. 2025	Patrick Seat C-exp. 2026	B Taylor Seat D-exp. 2026	Mackovjak Seat E-exp. 2024	Bishop Seat F-exp. 2024	M Taylor Seat G-exp. 2024
10.9.23 General Meeting					via zoom		
11.6.23 Work Session Meeting					via zoom		
11.13.23 General Meeting		via zoom					
12.4.23 Work Session Meeting	via zoom	via zoom	via zoom		via zoom		
12.11.23 General Meeting		via zoom		via zoom	via zoom		
01-08-2025 Work Session Meeting		via zoom		via zoom	via zoom		
01-16-2024 General Meeting		via zoom		via zoom	via zoom		
01-25-2024 Work Session LBC Meeting		via zoom			via zoom		
01-29-2024 Work Session CIP Meeting		via zoom		via zoom			
02-12-2024 Work Session Meeting		via zoom	via zoom	via zoom	via zoom		
02-20-2024 General Meeting			via zoom	via zoom	via zoom late 1915hrs		
03-04-2024 Work Session Meeting					via zoom		
03-11-2024 General Meeting							
04-01-2024 Work Session Meeting					via zoom		
04-08-2024 General Meeting					via zoom	via zoom	
04-15-2024 Special Meeting					via zoom		
04-15-2024 Budget Work Session Meeting					via zoom		
04-24-2024 Special Meeting		via zoom			via zoom		
04-24-2024 Townhall Budget Work Session Meeting		via zoom			via zoom		
05-06-2024 Work Session Meeting			via zoom		via zoom		via zoom
05-13-2024 General Meeting			via zoom		via zoom		
06-03-2024 Special Meeting					via zoom	via zoom	
06-03-2024 Work Session Meeting					via zoom	via zoom	
06-10-2024 General Meeting							
06-21-2024 Special Meeting		via zoom			via zoom		
07-01-2024 Work Session Meeting					via zoom	via zoom	
07-08-2024 General Meeting		resigned			via zoom		
08-05-2024 Work Session Meeting					via zoom		
08-12-2024 General Meeting			via zoom		via zoom		
09-03-2024 Work Session Meeting					via zoom	via zoom	
09-09-2024 General Meeting					via zoom	via zoom	via zoom
10-4-2024 Special Meeting Election review committee							
10-7-2024 Special Meeting Swearing in new Council				via zoom			

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 yet sworn in	
10-07-2024 Work Session Meeting				via zoom		not yet sworn in	
10-14-2024 General Meeting							

	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.