



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, July 14, 2025 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

Mayor Sally McLaughlin
Vice Mayor Shelley Owens
Council Members: Susan Warner, Geoff Fosse,
Jim Kearns, Lucas Beck, Mike Taylor

CITY HALL

City Administrator – Kathy Leary
City Clerk – Liesl Barker
City Treasurer – Ben Sadler
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/mr2rec9k>

ID: 515 501 9406

PASSCODE: 8521

TEL: 253-215-8782

ROLL CALL

Reading of the City of Gustavus Mission Statement

APPROVAL OF MINUTES

- [1.](#) 06-09-2025 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

- [2.](#) Gustavus Volunteer Fire Department Quarterly Report
- [3.](#) City Clerk Quarterly Report
- [4.](#) City Treasurer Monthly Report
- [5.](#) City Administrator Monthly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

- [6.](#) CY26-01NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 for AMLIP Repair and Replace Fund (Public Hearing August 11, 2025)

ORDINANCE FOR PUBLIC HEARING

- [7.](#) FY25-27 Ordinance providing for the amendment of Title 4 Chapter 13 Section 110 Grant Awards (Public Hearing 07-14-2025)
- [8.](#) FY25-28NCO Ordinance providing for the amendment of Department Budgets for Fiscal Year 2025 (Public Hearing 07-14-2025)
- [9.](#) FY25-29NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 providing funding for the Gravel Pit Project (Public Hearing 07-14-2025)
- [10.](#) FY25-30NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 AMLIP Accounts clean up (Public Hearing 07-14-2025)

UNFINISHED BUSINESS

NEW BUSINESS

- [11.](#) QUASI-JUDICIAL Matter City of Gustavus waives the right to file a protest of the renewal of the Snug Harbor LLC Package Store Liquor License
- [12.](#) Approve Job Description for City Administrator
- [13.](#) CY25-14 Establishing Policy and Procedure for Plat Review and Signing
- [14.](#) Addendum to the Policy and Procedure for Applying for and Awarding Grants from the Endowment Fund Earnings Section II; Endowment Fund Scoring Matrix

CITY COUNCIL REPORTS

- [15.](#) Mayor Monthly Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: Month Day, 202X at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

ADA NOTICE

Any person with a disability who requires accommodations in order to participate in this meeting should telephone the City Clerk's office at (907) 697-2451, at least 48 hours prior to the meeting in order to make a request for a disability related modification or accommodation.

MISSION STATEMENT

The City of Gustavus is a distinctive Alaskan City that provides high quality public services in a thoughtful, cost effective and professional manner to sustain a safe, beautiful tolerant environment to live, work, and play with respect for individual freedom and each other.



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, June 09, 2025 at 7:00 PM
Gustavus City Hall

Item #1.

COUNCIL MEMBERS

Mayor Sally McLaughlin
Vice Mayor Shelley Owens
Council Members: Susan Warner, Geoff Fosse,
Jim Kearns, Lucas Beck, Mike Taylor

CITY HALL

City Administrator – Kathy Leary
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MINUTES - PENDING

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/2f9fj78h>

ID: 515 501 9406

PASSCODE: 8521

TEL: 253-215-8782

ROLL CALL

PRESENT

Mayor Sally McLaughlin
Vice Mayor Shelley Owens
Council Member Susan Warner
Council Member Lucas Beck
Council Member Mike Taylor
Council Member James Kearns

ABSENT

Council Member Geoff Fosse (unexcused)



Reading of the City of Gustavus Mission Statement

Mission Statement read by Council Member Beck.

APPROVAL OF MINUTES

- 05-12-2025 General Meeting Minutes

Motion made by Council Member Taylor to approve by unanimous consent the 05-12-2025 Meeting Minutes.

Seconded by Vice Mayor Owens

Public Comment: None

Council Comment: None

Hearing no objections, the 05-12-2025 General Meeting Minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

City of Gustavus, Alaska
City Council General Meeting Minutes - PENDING
June 9, 2025
Page 1 of 8

Hearing no objections, Mayor McLaughlin announced the agenda set as presented by unanimous consent.

Item #1.

COMMITTEE / STAFF REPORTS

2. Gustavus Visitors Association Quarterly Report
Gustavus Visitor Association President, Leah Okin provided a written report and an oral summary.
Council Clarifying Questions:
Council Member Taylor
3. Conservation Lands Advisory Committee Quarterly Report
Committee Chair, Mike Taylor submitted a written report and provided an oral summary.
Council Clarifying Questions: None
4. Policy Advisory Committee (Endowment Fund) Monthly Report
Policy Advisory Committee member, Lucas Beck provided an oral report. The Policy Advisory Committee, secretary, Sandi Marchbanks submitted a written report.
Council Clarifying Questions: None
5. Library Quarterly Report
Library Administrative Director, Melisa Gomb submitted a written report and provided an oral summary.
Council Clarifying Questions: None
6. City Treasurer Monthly Report
City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.
Council Clarifying Questions:
Council Member Warner
7. City Administrator Monthly Report
City of Gustavus City Administrator, Kathy Leary provided a written report and provided an oral report.
Council Clarifying Questions:
Council Member Warner

PUBLIC COMMENT ON NON-AGENDA ITEMS

Whitney Rapp - Transparency with Conservation Lands Advisory Committee

CONSENT AGENDA

8. FY25-27 Ordinance providing for the amendment of Title 4 Chapter 13 Section 110 Grant Awards (Public Hearing 07-14-2025)
9. FY25-28NCO Ordinance providing for the amendment of Department Budgets for Fiscal Year 2025 (Public Hearing 07-14-2025)
10. FY25-29NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 providing funding for the Gravel Pit Project (Public Hearing 07-14-2025)
11. FY25-30NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 AMLIP Accounts clean up (Public Hearing 07-14-2025)

Motion made by Council Member Kearns to adopt the consent agenda by unanimous consent as presented.

Seconded by Council Member Warner

Hearing no objections, the motion passed.

ORDINANCE FOR PUBLIC HEARING

12. FY25-25 Providing for the amendment of Title 1 Chapter 2 Section 030 ordinance procedure (Introduction 05-12-2025)

Mayor McLaughlin opened the public hearing at 7:50 PM.

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:50 PM.

Motion made by Vice Mayor Owens to approve FY25-25 Providing for the amendment of Title 1 Chapter 2 Section 030 ordinance procedure.

Seconded by Council Member Warner

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns

6 yea/ 0 nay

Motion Passed

13. FY25-26NCO Ordinance providing for the establishment and adoption of the budget for Fiscal Year 2026 (Introduction 05-12-2025)

Mayor McLaughlin opened the public hearing at 7:52 PM.

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:52 PM.

Motion made by Council Member Beck to approve FY25-26NCO Ordinance providing for the establishment and adoption of the budget for Fiscal Year 2026.

Seconded by Council Member Warner

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns

6 yea/ 0 nay
Motion Passed

Item #1.

UNFINISHED BUSINESS

None

NEW BUSINESS

14. Approve the City of Gustavus to Write-Off Ambulance Bad Debts from fiscal year 2023 in the amount of \$710.00 and fiscal year 2024 in the amount of \$1,255.00 as uncollectable for a total of \$1,965.00.

Motion made by Council Member Warner to approve the City of Gustavus to Write-Off Ambulance Bad Debts from fiscal year 2023 in the amount of \$710.00 and fiscal year 2024 in the amount of \$1,255.00 as uncollectable for a total of \$1,965.00.

Seconded by Council Member Kearns

Public comment: None

Council debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns

6 yea/ 0 nay

Motion Passed

15. Approve Gravel Pit Scoping Document

Motion made by Council Member Kearns to approve the Gravel Pit Scoping Document.

Seconded by Council Member Taylor

Public comment: None

Council debate:

Council Member Warner

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns

6 yea/ 0 nay

Motion Passed

16. Approve Gravel Pit Contract

Motion made by Council Member Taylor to approve the Gravel Pit Contract with Fairweather Construction.

Seconded by Council Member Owens

Public comment: None

Council debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns

6 yea/ 0 nay

Motion Passed

17. CY25-11 A resolution establishing Policy and Procedure clarification, changes and implementation of the Gustavus Endowment Fund

Motion made by Council Member Kearns to approve CY25-11 A resolution establishing Policy and Procedure clarification, changes and implementation of the Gustavus Endowment Fund.

Seconded by Council Member Taylor

Public Debate: None

Council Debate:

Vice Mayor Owens

Motion by Vice Mayor Owens to amend Whereas number 5 to strike Mayor and replace it with City Council.

Seconded by Council Member Beck

Council Debate:

Vice Mayor Owens

Council Member Warner

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns

6 yea/ 0 nay

Motion Passed.

Council debate continued:

Council Member Warner

Council Member Beck

Vice Mayor Owens

Motion made by Vice Mayor Owens to amend page 4 of 4 of section two of the P&P to strike "(A Gustavus resident who maintains their primary home or residence in Gustavus)".

Seconded by Council Member Warner

Council Debate:

Vice Mayor Owens

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns

6 yea/ 0 nay

Motion Passed.

Back to main motion

Council Debate Continued:

Council Member Beck

Council Member Warner

Motion by Council Member Warner to amend the motion to remove the Endowment Fund Grant application form from CY25-11.

Seconded by Vice Mayor Owens

Council Debate:

Council Member Taylor

Council Member Beck

Council Member Kearns

Mayor McLaughlin

Council Member Warner

Voting Yea: Vice Mayor Owens, Council Member Warner

Voting Nay: Mayor McLaughlin, Council Member Beck, Council Member Taylor, Council Member Kearns

2 yea/ 4 nay

Motion Fails

Back to main motion: No further Council Comment

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Beck, Council Member Taylor, Council Member Kearns

Voting Nay: Council Member Warner

5 yea / 1 nay

Motion Passed

18. CY25-12 Resolution establishing policy and procedure for City Committees and repealing resolution CY19-20 City Advisory Committees

Motion made by Council Member Kearns to approve CY25-12 Resolution establishing policy and procedure for City Committees and repealing resolution CY19-20 City Advisory Committees.

Seconded by Council Member Beck

Public comment: None

Council debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns

6 yea/ 0 nay

Motion Passed.

19. CY25-13 Resolution pertaining to the authorized investments of and establishing appropriate benchmarks to measure performance of the City's Endowment Funds

Motion made by Council Member Taylor to approve CY25-13 Resolution pertaining to the authorized investments of and establishing appropriate benchmarks to measure performance of the City's Endowment Funds.

Seconded by Council Member Kearns

Public comment: None

Council debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns

6 yea/ 0 nay

Motion Passed.

CITY COUNCIL REPORTS

Council Member Kearns - Finding a lot support for PIPD grant project

20. Mayor Monthly Report

Mayor McLaughlin submitted a written report and provided an oral summary.

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Taylor - response to public comment about C-LAC

Council Member Kearns - re-arrange skiff floats due to windy weather

Council Member Warner - requesting EFG scoring rubric for WS

Vice Mayor Owens - City docks/boats and harbor

Council Member Taylor - harbor

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:37 PM.

POSTED ON: June 4, 2025 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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Sally A. McLaughlin, Mayor

Date

Attest: Liesl M. Barker, City Clerk

Date



GVFD Quarterly Report- July 2025

****April****

I have been researching training options to find a Firefighter 1 course. Due to the length and complexity of the class, it has been challenging to find a suitable option. However, I found an instructor at the University of Alaska Fairbanks (UAF) who is willing to work with me to set up a hybrid course. The Firefighter 1 class would involve a significant amount of online work, with approximately two weeks spent in Fairbanks. I have looked into other departments, but due to decreased recruitment levels, they are struggling to gather enough participants for a class.

Also, due to recent changes in airport regulations, ambulance drivers are now required to carry an airport badge while in the fenced area of the airport. I have been reviewing our ambulance drivers to ensure they receive their badges.

I have enrolled the Gustavus Volunteer Fire Department in the Knoxbox program. For those unfamiliar, this is a lockbox that the local fire department can access with a key. Property owners provide a key to their building, allowing us access without causing damage. I recommend this for anyone who keeps their building locked for extended periods.

****May****

I want to thank everyone who attended and participated in the Health Fair, as well as the volunteers who assisted.

We collaborated with the park for some EMS training led by an outside instructor. We also brought the ambulance to the training, along with the Lifepak.

I replaced the batteries in both Tanker 1 and Engine 1.

I began cleaning out a Conex container, which I plan to use as a burn trailer. I still need to review the materials inside to ensure they are safe for us to use.

We partnered with the airport for our triennial mass casualty drill. I want to thank all the volunteers who helped, whether as responders or patients. This drill allows us to meet regulations so that jets can land in Gustavus.

****June****

Thanks to a generous donation, we were able to order replacements for some bad radio batteries. However, I have learned that shipping the batteries can take some time.



We have finally secured a truck for the wildland firefighting unit, which we were granted through a legislative grant. We plan to have the truck and its accessories ready by the end of the year, but it may arrive sooner.

I worked with Leah to revise the PCR report for EMS calls.

EMS Calls: 10

Fire Calls: 1



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.						

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Returned Check Charges	24.00			
Admin Fees	14.70			
Business License Fees	3,600.00	3,500.00	100.00	102.9%
Donations	2,700.50	500.00	2,200.50	540.1%
DRC Income				
C Chest paid at City Hall	961.20			
Community Chest Sales	14,567.00	13,000.00	1,567.00	112.1%
Landfill Fees paid @ City Hall	45,103.30			
Landfill Fees/Sales	67,590.85	100,000.00	-32,409.15	67.6%
Recyclable Material Sales	14,932.54	3,600.00	11,332.54	414.8%
Total DRC Income	143,154.89	116,600.00	26,554.89	122.8%
Federal Revenue				
Natl Forest Receipts-Encumbered	1,130.27	45,000.00	-43,869.73	2.5%
Payment In Lieu of Taxes	160,917.19	150,000.00	10,917.19	107.3%
Total Federal Revenue	162,047.46	195,000.00	-32,952.54	83.1%
Fundraising	521.00	800.00	-279.00	65.1%
Grant Income	8,855.32	10,000.00	-1,144.68	88.6%
GVFD Income				
Ambulance Billing	10,556.83	9,000.00	1,556.83	117.3%
ASP	1,145.00	1,000.00	145.00	114.5%
Training	470.00	150.00	320.00	313.3%
Total GVFD Income	12,171.83	10,150.00	2,021.83	119.9%
Interest Income	280.17	67,089.10	-66,808.93	0.4%
Lands Income				
Gravel Pit Gravel Sales	39,126.00	40,000.00	-874.00	97.8%
Gravel Pit Bond (Bond - Gravel Pit Contractor)	200.00			
Total Lands Income	39,326.00	40,000.00	-674.00	98.3%
Lease Income				
Rent	0.00	2,000.00	-2,000.00	0.0%
Lease Income - Other	19,059.24	14,000.00	5,059.24	136.1%
Total Lease Income	19,059.24	16,000.00	3,059.24	119.1%
Library Income	1,359.55	2,000.00	-640.45	68.0%
Marine Facilities Income				
Facilities Usage Fees				
Landing Craft Use Fee	2,300.00			

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Single Use Fee	145.00			
Facilities Usage Fees - Other	0.00	2,600.00	-2,600.00	0.0%
Total Facilities Usage Fees	2,445.00	2,600.00	-155.00	94.0%
Commercial Vessel Registration				
Kayak Registration	30.00			
Commercial Vessel Registration - Other	14,120.00	12,500.00	1,620.00	113.0%
Total Commercial Vessel Registration	14,150.00	12,500.00	1,650.00	113.2%
Private Vessel Registration	4,575.00	5,000.00	-425.00	91.5%
Storage Area Fee	2,520.00	2,600.00	-80.00	96.9%
Total Marine Facilities Income	23,690.00	22,700.00	990.00	104.4%
State Revenue				
Community Assistance Program	82,906.22	75,122.49	7,783.73	110.4%
Shared Fisheries Business Tax	557.43	258.69	298.74	215.5%
Total State Revenue	83,463.65	75,381.18	8,082.47	110.7%
Tax Income				
Retail Tax Income	478,983.44	440,000.00	38,983.44	108.9%
Remote Sellers Retail Tax	80,466.41	75,000.00	5,466.41	107.3%
Room Tax Income	100,802.49	100,000.00	802.49	100.8%
Fish Box Tax	6,670.00	8,000.00	-1,330.00	83.4%
Penalties & Interest	11,887.52	2,000.00	9,887.52	594.4%
Tax Exempt Cards	290.00	300.00	-10.00	96.7%
Total Tax Income	679,099.86	625,300.00	53,799.86	108.6%
Total Income	1,179,368.17	1,185,020.28	-5,652.11	99.5%
Gross Profit	1,179,368.17	1,185,020.28	-5,652.11	99.5%
Expense				
Bad Debt	1,965.00			
Bank Service Charges	11,203.62	13,050.00	-1,846.38	85.9%
Building				
Insurance	15,777.35	17,198.67	-1,421.32	91.7%
Maintenance & Repair	5,578.79	6,015.00	-436.21	92.7%
Total Building	21,356.14	23,213.67	-1,857.53	92.0%
Contractual Services				
City Engineer	8,230.00	10,000.00	-1,770.00	82.3%
Ambulance Billing Expense	1,101.52	1,300.00	-198.48	84.7%
Managed IT Services	25,020.00	25,020.00	0.00	100.0%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Contractual Services - Other	35,096.79	26,814.00	8,282.79	130.9%
Total Contractual Services	69,448.31	63,134.00	6,314.31	110.0%
Dues/Fees	9,706.12	15,087.78	-5,381.66	64.3%
Economic Development Services				
GVA	27,200.00	27,200.00	0.00	100.0%
Total Economic Development Services	27,200.00	27,200.00	0.00	100.0%
Election Expense	-57.81	250.00	-307.81	-23.1%
Emergency & Disaster	0.00	50,000.00	-50,000.00	0.0%
Equipment				
Equipment Fuel	2,157.58	2,200.00	-42.42	98.1%
Equipment Purchase	9,449.05	10,891.00	-1,441.95	86.8%
Insurance	316.11	342.80	-26.69	92.2%
Maintenance & Repair	2,416.16	4,400.00	-1,983.84	54.9%
Equipment - Other	347.57			
Total Equipment	14,686.47	17,833.80	-3,147.33	82.4%
Events & Celebrations	3,763.32	4,700.00	-936.68	80.1%
Freight/Shipping	29,901.49	34,600.00	-4,698.51	86.4%
Fundraising Expenses	511.82	500.00	11.82	102.4%
General Liability				
Public Entity Crime Coverage	137.56			
Cyber Liability	2,379.00			
General Liability - Other	13,603.38	17,841.00	-4,237.62	76.2%
Total General Liability	16,119.94	17,841.00	-1,721.06	90.4%
Gravel Pit Fund	6,000.00	6,000.00	0.00	100.0%
Library Materials				
Donated/Fundraised	-70.00			
Library Materials - Other	6,659.53	11,000.00	-4,340.47	60.5%
Total Library Materials	6,589.53	11,000.00	-4,410.47	59.9%
Marine Facilities				
Insurance	6,641.26	2,965.31	3,675.95	224.0%
Total Marine Facilities	6,641.26	2,965.31	3,675.95	224.0%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses				
Wages	414,507.54	438,621.61	-24,114.07	94.5%
Payroll Taxes	40,106.71	41,622.74	-1,516.03	96.4%
Paid Time off	22,647.65	22,862.74	-215.09	99.1%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Sick Leave	5,377.77	8,419.85	-3,042.08	63.9%
Health Insurance (company paid)	36,249.20	23,645.52	12,603.68	153.3%
Health Insurance Stipend	9,850.00	12,200.00	-2,350.00	80.7%
457(b) Employer Contribution	22,553.76	31,209.39	-8,655.63	72.3%
Workers Comp Insurance	9,473.37	10,325.96	-852.59	91.7%
Payroll Expenses - Other	-15,429.58	230.00	-15,659.58	-6,708.5%
Total Payroll Expenses	545,336.42	589,137.81	-43,801.39	92.6%
Professional Services	3,957.50	15,000.00	-11,042.50	26.4%
Public Relations	727.00	700.00	27.00	103.9%
Repair & Replacement Fund	18,554.91	18,554.91	0.00	100.0%
Road Maintenance	234,491.98	215,000.00	19,491.98	109.1%
Stipend	3,135.00	4,500.00	-1,365.00	69.7%
Supplies				
Donated/Fundraised	0.00	800.00	-800.00	0.0%
Program	1,822.52	2,050.00	-227.48	88.9%
Supplies - Other	18,067.09	19,200.00	-1,132.91	94.1%
Total Supplies	19,889.61	22,050.00	-2,160.39	90.2%
Telecommunications	23,094.14	17,921.00	5,173.14	128.9%
Training	6,243.96	13,200.00	-6,956.04	47.3%
Travel	17,710.36	19,700.00	-1,989.64	89.9%
Utilities				
Electricity	8,294.34	11,200.00	-2,905.66	74.1%
Fuel Oil	8,400.72	7,900.00	500.72	106.3%
Total Utilities	16,695.06	19,100.00	-2,404.94	87.4%
Vehicle				
Fuel	1,144.58	1,200.00	-55.42	95.4%
Insurance	3,844.19	4,181.00	-336.81	91.9%
Maintenance & Repair	2,439.68	5,000.00	-2,560.32	48.8%
Mileage Reimbursement	1,777.51	1,900.00	-122.49	93.6%
Total Vehicle	9,205.96	12,281.00	-3,075.04	75.0%
Total Expense	1,124,077.11	1,235,020.28	-110,943.17	91.0%
Net Ordinary Income	55,291.06	-50,000.00	105,291.06	-110.6%
Other Income/Expense				
Other Income				
Encumbered Funds	20,000.00			
Prior-Year Cash Balance	0.00	50,000.00	-50,000.00	0.0%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Total Other Income	20,000.00	50,000.00	-30,000.00	40.0%
Net Other Income	20,000.00	50,000.00	-30,000.00	40.0%
Net Income	75,291.06	0.00	75,291.06	100.0%

9:06 AM

07/01/25

Accrual Basis

City of Gustavus
Balance Sheet
As of June 30, 2025

Item #4.

	Jun 30, 25
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	265,417.54
AMLIP Capital Improv Long-Term (0630598.2)	651,606.37
AMLIP Repair & Replacement (0630598.3)	398,818.41
AMLIP Gravel Pit Fund (0630598.8)	33,018.45
AMLIP Reserve (0630598.12)	1,273,665.02
APCM.Endowment Fund	1,669,074.98
FNBA - Checking	197,484.60
FNBA Endowment Fund - Checking	10,709.73
Petty Cash	265.29
Total Checking/Savings	4,500,060.39
Accounts Receivable	
Accounts Receivable	6,374.11
Total Accounts Receivable	6,374.11
Other Current Assets	
Undeposited Funds	1,000.00
Total Other Current Assets	1,000.00
Total Current Assets	4,507,434.50
TOTAL ASSETS	4,507,434.50
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	107,740.59
Total Liabilities	107,740.59
Equity	
Fund Balance	3,256,311.15
Opening Bal Equity	1,084,743.57
Net Income	58,639.19
Total Equity	4,399,693.91
TOTAL LIABILITIES & EQUITY	4,507,434.50

Accounts Receivable Detail**As of 06/30/2025**

\$1,699.92	Delinquent Sales Tax
\$5,052.51	Ambulance Transport Billing - In Progress
\$35.00	ABS Customer Invoice
(\$413.32)	Net of Other Customer Account Balances
\$6,374.11	Total

FNBA Checking Account - Unrestricted Funds Balance**As of 06/30/2025**

FDIC: The standard deposit insurance coverage limit is \$250,000 per depositor, per FDIC-insured bank, per ownership category.

City of Gustavus has a tri-party agreement in place that collateralizes our account, providing protection for the full value of our account balances.

FNBA Checking Account Balance: \$197,484.60

Obligated Funds Currently in Checking Account:

Library SoA OWL Internet Subsidy (\$1,140.00)

Unrestricted Funds: \$196,344.60

Pending Transfers:

Per the Unrestricted Fund Balance Policy (Res. CY18-18), the unrestricted fund balance should be 17-35% of the 35% of the current Fiscal year's operating expenses, with a target of 25%.

FY26 budgeted operating expenses:	\$1,153,958.66
25% =	\$288,489.67
17% =	\$196,172.97
35% =	\$403,885.53

0630598.1 AMLIP Capital Project Current - Funds allocated through NCOs for funded

Capital Projects

Date and NCO

		AMLIP	Project	Remaining	
Admin	CP19-03 Gustavus Beach Improv.	\$4,433.54	\$0.00	\$4,433.54	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP19-06 DRC Composting Facility	\$67,315.85	\$0.00	\$67,315.85	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Roads	CP21-03 Good River Bridge Repairs	\$0.00	\$0.00	\$0.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP21-05 DRC Main Bldg Replacement: Design	\$826.60	\$0.00	\$826.60	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP24-01 DRC Balefill Expansion	\$46,454.19	\$0.00	\$46,454.19	Moved to AMLIP Current 05/13/2024 - NCO FY24-13
RM	CP24-02 Same Old Road Drainage	\$69,003.00	\$0.00	\$69,003.00	Moved to AMLIP Current 06/10/2024 - NCO FY24-17
Admin	CP24-04 Heat Pump Project	\$29,585.71	\$0.00	\$29,585.71	Moved to AMLIP Current 09/11/2024 - NCO FY25-03
GVFD	CP24-05 AFG FEMA Match	\$33,404.77	\$0.00	\$33,404.77	Moved to AMLIP Current 10/21/2024 - NCO FY25-05
Admin	CP25-01 City Hall Meter	\$16,089.26	\$0.00	\$16,089.26	Moved to AMLIP Current 05/12/2025 - NCO FY25-24
		\$267,112.92	\$0.00	\$267,112.92	

Pending Transfers:

Amount

Introduced

Public Hearing

FY25-XXNCO	FY25 Budget Amendment	\$0.00	6/9/2025	7/14/2025	Amending FY25 Budget Income/Expenses
FY25-XXNCO	Capital Project Funding	\$40,000.00	6/9/2025	7/14/2025	FY26 Gravel Pit Funding
FY25-XXNCO	AMLIP Accounts Clean Up	\$0.00	6/9/2025	7/14/2025	FY26 AMLIP Transfers

- **Grants update:**

- National League of Cities – Advancing Economic Mobility - Match AP&T for heat pump acquisition.

Update – All applicants have been paid 600.00 incentive per application. The grant is officially closed, and the final report was submitted. Council member Taylor and I participated in a presentation via Zoom with a final Rapid Grant Cohort Follow-Up Meeting. We received 18/20 surveys from participants (missing 2 from one person who installed two heat pumps) but still need to compile the data. There is a follow up convening in Chicago in October that NLC will fund, if we choose to participate.

- Compost Facility

No Update – We made it through the Threshold Review process which qualifies us to advance to the Merit Review. After completion of the Merit Review process, the EPA will update us on the status and disposition of our application and any whether there are any next steps.

DRC - Recycling Center

Update – Good news - the Grant Agreement has finally been approved. The EPA Project Officer we have been working with at Region 10 decided to leave and now we have a new contact. We had a grant handoff meeting which generated several follow up (mostly administrative) questions and for which I am waiting on a response. There will also need to be an update to the documentation regarding the change in program officer. Now begins the work!

- Good River Bridge Repair and Embankment Stabilization Project

Update – RESPEC was the sole bidder for engineering and project services. They provided an outstanding proposal. I met with their team while I was in Anchorage. Now we need to award them the contract. I am currently working on that process.

- PIDP – Dock/Floats Protection

Update – The new deadline for submittal is September 10, 2025. We just met with ADOT on 7/8 to address briefly where we are at in the timeline. ADOT has a draft of the updated narrative and Scope and Sequence. They will submit to the federal dot contact for review. They received the indirect calculation letter they were waiting for to be able to update the budget. Jim Kearns is collecting data the boating community to use in the process. I am sending out requests for letters of support to include in the grant submittal.

- FEMA – AFF Water Tender

No Update - Still researching various options for an alternative tender or whether we can get a waiver for the emissions controls.

- Septage Study

Update – We just received the 95% PER (Preliminary Engineering Report). This will be sent out to the community and posted on our website to solicit comments to provide to ADEC. We need to regroup with ADEC on next steps.

- Safe Streets for All (SS4A)

No Update – The grant agreement has now been submitted for legal review. We are still waiting to hear from Federal Highways grants staff.

- **Xunaa Borough Update:** Mayor will update on this.
- **Continued dialogue with ADOT Commissioner Anderson:** ...regarding using the ferry ramp to unload materials more easily and economically - not much movement. Internet cell booster connected to the dock – The cell booster details are mostly worked out. We recently had a Teams meeting with ADOT and ATS to go over technical and MOU details. I have signed a MOU with ADOT that will facilitate hooking up the booster at the dock. It is awaiting Commissioner Anderson's signature. DOT&PF will provide a Starlink connection, including the equipment and installation and we will be responsible for the AT&T cell booster installation and maintenance. If the signal strength ends up being too low once installed inside the building, we will need to procure and install an outdoor weather-resistant NEMA-rated enclosure. We hope this installation will occur sometime in August.
- **Roads** – Roadwork continues – GBC has completed the work to improve drainage at the south end of Wilson Road this week. They have been grading. Due to the public concern about the car counters that were recently placed around our roads, I solicited information to send to the public which Liesel recently published. We need to send out a reminder to the community regarding the Civil Work Permit process when working in city easements and in Right of Ways.
- A list of other items:
 - Continue to participate in weekly Infrastructure Office Hours and other related meetings and seminars, including discussions with ADOT on various projects
 - Responding to resident septage concerns
 - Work with Alaska Technical Solutions on various issues, including a site visit and the cell booster
 - Various HR matters – including Public Services Librarian interview and hire, updates to employment status documents for City Administrator and Fire Chief, and updating Job Descriptions, Workshield contract and paperwork.
 - New fiscal year items, such as ongoing professional services contracts
 - Staff meeting – Reviewed Employee Benefits Policy - timekeeping, holidays. Leave accrual, etc.
 - Working with City Clerk to gather and collate comments to Same Old Road project proposal. We have been soliciting input from the stakeholders on the proposed ditch restoration project. Liesl will be adding those to the website. At some point we will have a meeting of the stakeholders.
 - The new gravel pit model is underway. There are still some accounting and reporting processes being worked out and we hope to have more information about this new process later in the year.
 - AFFF disposal of two containers still underway – in contact with Shannon and Wilson for this process
- Any Council Questions or Comments?

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY26-01NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
AMENDMENT OF THE CITY HELD ACCOUNTS IN FISCAL YEAR 2026 FOR AMLIP
REPAIR AND REPLACEMENT FUND**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. Classification. This is a **Non-Code Ordinance**

Section 2. For the Fiscal Year of 2026, the following City held account balance transfers are to be made for the reasons stated.

Section 3. For the Fiscal Year of 2026, the City held accounts are amended to reflect the changes as follows:

Amounts

CITY HELD ACCOUNTS	Account Balance*	Amended Balance	Change
	<i>*Approximate, this is a dynamic value.</i>		
FBNA Checking account	\$193,161.69	\$ 174,606.78	<\$ 18,554.91>
AMLIP – Repair & Replacement	\$398,818.41	\$ 417,373.32	\$ 18,554.91
<i>FY25 budgeted contributions to a Repair and Replacement Fund for every department.</i>			

Total Change in Account Balances	\$ 0.00
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Section 4. The FY26 City held accounts are hereby amended as indicated, and any portion of the approved budget inconsistent with this amendment is repealed.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: *July 14, 2025*

DATE OF PUBLIC HEARING: *August 11, 2025*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2025.

Sally A. McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-27**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 4 CHAPTER 13 SECTION 110 GRANT AWARDS.**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 4 Chapter 13 Section 110 to be amended as follows :

Bold and Underlined items are additions. Strikeout items are deletions.

TITLE 4 – Revenue and Finance

Chapter 4.13 – Gustavus Endowment Fund

Section 4.13.110 – Grant awards

- (a) The city council will develop and maintain an Endowment Fund Grant Policy and Procedure which will include a means of determining the amount available for dispersal, grant application process and form, application schedule, evaluation criteria, payment process and other pertinent information to further address the following:
- (b) By July 31 of each year, the city council shall determine the average annual market value (AAMV) of the fund. Up to three (3) percent of the AAMV of the fund may be added to the portion of the fund designated "available for grants," provided that the inflation adjusted principal of the fund is maintained.
- (c) Eligible recipients: Grants may be awarded to city departments, non-governmental organizations within the City of Gustavus, or other local entities whose proposals the city council deems worthy based on criteria outlined in in the Endowment Fund Grant Policy and Procedure. At least one applicant for each project must be at least ~~sixteen~~ **(16) eighteen (18)** years of age and a Gustavus resident. All applicants must be current on city taxes (if applicable).
- (d) Eligible purposes: Capital outlays, grant matching funds, and projects of broad community value may be funded in accordance with the Endowment Fund Grant Policy and Procedure.
- (e) Solicitation of proposals: The city council shall establish a procedure and timeline for soliciting proposals for community needs desiring funding. Proposals should, at minimum, include a written justification of need, explanation of benefits, and itemized

budget showing how the funds will be spent in accordance with the Endowment Fund Grant Policy and Procedure.

- (f) (f) Awards of grants: The city council, after due public input, shall decide by roll call vote which, if any, of the submitted proposals receive funding and in what amount, up to the total "available for grants." Any amount "available for grants" but not appropriated shall be carried forward as "available for grants" the following year. The council shall notify the investment advisor, if any, of the timeline for withdrawals from the fund.
- (g) Payments: The treasurer may make withdrawals from the fund as needed to pay for appropriated grants. Payment may be reimbursable or direct-to-third party basis as needed to assure the grant is used for the intended purpose. Payments may be made in advance in special circumstances.
- (h) Follow-up report: The grantee shall submit to the council, no later than one (1) year after the date of the award, a report describing the progress of award expenditure and evaluation of results. This report shall include, if necessary, a request for grant extension beyond one (1) year.
- (i) Retracting awards: Awards not paid out of the fund after one (1) year may be retracted by the city council for failure to 1) proceed in a timely fashion, 2) submit an acceptable and timely follow-up report, or 3) failure to obtain a grant extension. Retracted awards are returned to the amount "available for grants."
- (j) Inappropriate expenditure: If expenditures for the project are determined to be inappropriate or excessive, the grant award may be retracted and recipients required to repay expenses immediately.

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: June 9, 2025

Date of Public Hearing: July 14, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 20XX

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY25-28NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2025**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. Classification. This is a **Non-Code Ordinance**

Section 2. For the Fiscal Year of 2025 estimated income and expenditures have changed from the estimates in the approved budget.

Section 3. For the current fiscal year the budget is amended to reflect the changed estimates as follows:

Budget Category	Amounts		
INCOME	Original Budget	Amended Budget	Change
DRC Income:Community Chest Sales	\$ 13,000.00	\$ 15,528.20	\$ 2,528.20
DRC Income:Recyclable Material Sales	\$ 3,600.00	\$ 14,932.54	\$ 11,332.54
DRC Income:Landfill Fees	\$ 100,000.00	\$ 112,694.15	\$ 12,694.15
Federal Revenue:PILT	\$ 150,000.00	\$ 160,917.19	\$ 10,917.19
Federal Revenue:NFR	\$ 45,000.00	\$ 1,130.27	\$ <43,869.73>
State Revenue:CAP	\$ 75,122.49	\$ 82,906.22	\$ 7,783.73
Tax Income:Retail Tax	\$ 440,000.00	\$ 478,971.44	\$ 38,971.44
Tax Income:Remote Tax	\$ 75,000.00	\$ 80,466.41	\$ 5,466.41
Tax Income:Penalties & Interest	\$ 2,000.00	\$ 11,289.97	\$ 9,289.97
Total Change in Income			\$55,113.90

EXPENSE	Original Budget	Amended Budget	Change
Building Maintenance:Library	\$ 5,000.00	\$ 7,093.91	\$ 2,093.91
Contractual Services:ADMIN	\$ 6,226.00	\$ 11,117.39	\$ 4,891.39
Contractual Services:GVFD	\$ 2,991.00	\$ 3,315.90	\$ 1,315.90
Health Insurance	\$ 23,645.52	\$ 36,249.20	\$ 12,603.60
Insurance:Marine Facilities	\$ 2,965.31	\$ 6,641.26	\$ 3,675.95

Professional Services	\$ 15,000.00	\$ 30,000.00	\$15,000.00
Telecommunications	\$ 17,921.00	\$ 23,094.14	\$ 5,173.14
Road Maintenance	\$ 215,000.00	\$ 225,360.01	\$10,360.01
Total Change in Expenses			\$55,113.90

Section 4. The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: *June 09, 2025*

DATE OF PUBLIC HEARING: *July 14, 2025*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2025.

Sally McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY25-29NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2026 PROVIDING FUNDING FOR THE
GRAVEL PIT PROJECT**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. Classification. This is a **Non-Code Ordinance**

Section 2. For the Fiscal Year of 2026, the following City held account balance transfers are to be made for the reasons stated.

Section 3. For the current fiscal year, City held accounts are amended to reflect the changes as follows:

CITY HELD ACCOUNTS	Amounts		Change
	Account Balance*	Amended Balance	
	*Approximate, this is a dynamic value		
AMLIP Capital Current <i>Funding for first year Gravel Pit single operator model project</i>	\$ 375,713.19	\$ 415,713.19	\$ 40,000.00
AMLIP Capital Improv Long-Term	\$ 649,319.31	\$ 609,319.31	\$ <40,000.00>
Total Change in City Held Account Balances			\$ 0.00

Section 4. The City held accounts are hereby amended as indicated.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: *June 09, 2025*

DATE OF PUBLIC HEARING: *July 14, 2025*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2025.

Sally McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY25-30NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2026**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. Classification. This is a **Non-Code Ordinance**

Section 2. For the Fiscal Year of 2026, the following City held account balance transfers are to be made for the reasons stated.

Section 3. For the current fiscal year, City held accounts are amended to reflect the changes as follows:

	Amounts		
CITY HELD ACCOUNTS	Account Balance*	Amended Balance	Change
AMLIP Capital Improv Long-Term <small>*Approximate, this is a dynamic value.</small>	\$ 649,319.31	\$ 764,663.03	\$ 115,343.72
AMLIP Reserve <small>*Approximate, this is a dynamic value.</small>	\$ 1,269,302.38	\$ 1,153,958.66	\$ <115,343.72>

Total Change in City Held Account Balances	\$	0.00
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Section 4. The City held accounts are hereby amended as indicated.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: *June 9, 2025*

DATE OF PUBLIC HEARING: *July 14, 2025*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2025.

Sally McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl Barker, City Clerk



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

June 11, 2025

From: Alcohol.licensing@alaska.gov; amco.localgovernmentonly@alaska.gov;

Licensee: **Snug Harbor LLC**

DBA: Snug Harbor Liquor

VIA email: snugharborliquor@gmail.com; codlips@gmail.com;

CC: None

Local Government 1: Gustavus

Local Government 2: Unorganized Borough

Via Email: clerk@gustavus-ak.gov;

Community Council: n/a

Via Email: n/a

Re: Package Store License #4549 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#4549
License Type:	Package Store
Licensee:	Snug Harbor LLC
Doing Business As:	Snug Harbor Liquor
Physical Address:	1/8 Wilson Rd, Gustavus, AK, 99826
Designated Licensee:	Colleen Stansbury
Phone Number:	907-723-8875; 907-697-2354
Email Address:	snugharborliquor@gmail.com ; codlips@gmail.com ;

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **June 24th, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

We have received a completed renewal application for the above-listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above-referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding the review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,
Alysha Pacarro, Licensing Examiner II
For
Kevin Richard, Director



Document reference ID : 4522

Renewal Application Summary

Application ID:	4522
License No:	4549
License Type applied for Renewal:	Package Store License(PSL)
Licensee Name:	Snug Harbor Llc
Application Status:	In Review
Application Submitted On:	12/06/2024 12:38 PM AKST

Entity Information

Business Structure:	Limited liability company
FEIN/SSN Number:	
Alaska Entity number (CBPL):	96294
Alaska Entity Formed Date:	
Home State:	

Entity Contact Information

Entity Address:	PO Box 273, Gustavus, AK, 99826
------------------------	---------------------------------

Renewal Information

Are there any changes to your ownership structure that have not been reported to AMCO prior to this application?:

No

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in the next two years?:

No

As set forth in AS 04.11.330, how many hours did you operate during the first calendar year for this renewal period?:

The license was regularly operated continuously throughout the first calendar year for this renewal period.

As set forth in AS 04.11.330, how many hours did you operate during the second calendar year for this renewal period?:

The license was regularly operated continuously throughout the second calendar year for this renewal period.

Please select the seasonality:

Year-round

Has any person or entity in this application been convicted or disciplined for a violation of Title 04, 3 AAC 304 or 305, or a local ordinance adopted under AS 04.21.010 in the preceding two calendar years?:

No

Have any notices of violation or citations been issued for this license during the preceding two years?:

No

Attestations

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 305, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.

I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.

I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license and have provided all required documents for any new or changes of officers.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 305.700.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Signature

This application was digitally signed by : Colleen Stansbury on 12/06/2024 12:44 PM AKST

Payment Info

Payment Type : CC

Payment Id: 66a0443b-f56c-45b9-a9bf-1470ef0272b4

Receipt Number: 100981991



Document reference ID : 4522

Licensing Application Summary

Application ID: 4522

Applicant Name: Snug Harbor Llc

License Type applied for: Package Store License(PSL) (AS 04.09.230)

Application Status: In Review

Application Submitted On: 12/06/2024 12:38 PM AKST

Entity Information

Business Structure: Limited liability company

Alaska Entity Number (CBPL): 96294

Entity Contact Information

Entity Address: PO Box 273, Gustavus, AK, 99826, USA

Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
Snug Harbor Llc	Bruce A Smith	Member	50
Snug Harbor Llc	Colleen Stansbury	Member	50

Premises Address

Address: 1/8 Wilson Rd, Gustavus, AK, USA

Does the proposed site include a valid street address? Yes

Item #11.

Basic Business information

Business/Trade Name: Snug Harbor Liquor

Local Government and Community Council Details

City/Municipality Gustavus

Borough Unorganized Borough

Attestations

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

I certify that all proposed licensees have been listed with Division of Corporation, Business, and Professional Licensing.

I certify that I and any individual identified in the business entity ownership section of this application, has or will read AS 04 and its implementing regulations.

Signature

Item #11.

This application was digitally signed by : Colleen Stansbury on 12/06/2024 12:44 PM AKST

Payment Info

Payment Type : CC

Payment Id: 66a0443b-f56c-45b9-a9bf-1470ef0272b4

Receipt Number: 100981991

Payment Date: 12/06/2024 12:51 PM AKST



CITY OF GUSTAVUS, ALASKA

CITY ADMINISTRATOR

REGULAR EXEMPT POSITION DESCRIPTION

Title: City Administrator

Regular Full-Time Position: The City Administrator position is a regular ~~full~~part-time, exempt salary~~ed~~y position. The City Administrator is expected to work the equivalent of approximately 30 hours per week, or the equivalent of 1,560-195 work days hours-- per year (185 days with holidays) as mutually determined with supervisor; and is expected to attend City Council work sessions, general meetings, and--special meetings, when requested by the Mayor or the City Council.

Supervisor: Mayor

Work location: Gustavus City Hall, and at City facilities and work sites

Summary: The City Administrator manages the operations of the City under general direction from the Mayor and the City Council, to include management, and oversight of City departments and functions as delegated by the Mayor/Council, and coordination of special projects. The City Administrator advises the City Council in developing policies through ordinances, resolutions, and directives, and is responsible for policy implementation. This part-time exempt position emphasizes results and impact over a specific number of days or hours worked. The City Administrator will need to prioritize critical tasks based on their contribution to key business objectives. They will proactively communicate workload challenges or potential capacity constraints to their supervisor. This may involve adjusting project scope, deadlines, or resource allocation as needed to achieve desired outcomes within the allocated part-time work schedule.

This position's duties, as delegated by the Mayor/Council include:

- Serves as the administrative officer of the City and manages administrative functions (including human resource functions). Supervises five department heads plus the City Clerk. Manages and oversees city-contracted functions, including road maintenance & construction, and grant-writing.
- ~~With Council approval, a~~ppoints and removes city personnel with Council approval, where appropriate. Under general supervision of the Mayor/Council supervises, carries out hiring processes, trains, evaluates performance, suspends city personnel, and oversees these processes for all City employees through subordinate managers; recommends and implements policies and procedures for City functions; resolves inquiries and complaints from the public and other organizations; and establishes, monitors, and evaluates progress towards goals and objectives of the administration.
- Assists with strategic planning functions of the City; participates in planning efforts at the local and regional level; keeps City Council apprised of developments at the state and federal level that impact the City; monitors pending legislation for impact on the City; oversees compliance with new legislation; may represent Gustavus at regional conferences, task force groups, and meetings.-
- Serves as a liaison between City staff, the Mayor, and the City Council; works closely with the contracted City Attorney, auditors, and other consultants and contractors

employed by the City. Manages leases: bulk fuel, generator building, telephone utilities, and gravel pit mining.

- Attends all meetings of the City Council and assists with the preparation of monthly City Council agendas. Briefs Council Members on pending agenda items and other City issues; responds to inquiries and provides Council Members with information on the status of the City operations and projects; may provide analysis to assist the Council to make informed policy decisions. In addition to council meetings, the Administrator will participate in community meetings, representing the City, when invited or appropriate.
- In conjunction with the City Treasurer, may perform financial and managerial analyses for the Mayor and City Council pertaining to City operations and programs under consideration; gathers relevant information, evaluates data, and makes recommendations based on findings; prepares reports; and makes presentations to the City Council and other interested parties.
- Assists with the development of annual Operating Budget in conjunction with the Mayor and City Treasurer;
- Assists with the implementation of, and updates to, the Capital Improvement Plan in conjunction with the Mayor and department heads; guides capital project administration, procurement, and construction and contract administration with the City Treasurer;
- Facilitates and coordinates grant writing. Writes small grant applications and coordinates with grant writers contracted to write larger grant applications.
- Oversees Risk Management – working with the city attorney.
- Property Management – In conjunction with the City Treasurer, exercises custody of all City-owned property.
- Assists with administrative functions at City Hall. Works with City Clerk and City Treasurer to ensure public services are staffed appropriately.

Qualifications: A ~~B~~bachelor's degree in public administration, business administration, engineering, or related field, plus a minimum of 5 years of progressively responsible professional experience in management and human resources. Alternatively, have a satisfactory equivalent combination of experience, education and training which demonstrates the knowledge, skills, and abilities to perform the job duties. Familiarity and experience with grant writing, contract administration, project management, and financial analysis is a plus. Preferred experience working in rural Alaska. The successful applicant will be approachable and possess the ability to establish and maintain positive and cooperative working relationships with citizens, City officials, employees, businesses, and other government agencies. Must have demonstrated ability to provide effective leadership to build and maintain a positive team environment. Strong written and verbal communication skills are a must.

Notice. Employees ~~s~~ shall conduct city work ~~only~~ within the City of Gustavus unless an employee is on an authorized business trip or remote work arrangements have been coordinated with the supervisor.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the city and requirements of the position change.



CITY OF GUSTAVUS, ALASKA

CITY ADMINISTRATOR

REGULAR EXEMPT POSITION DESCRIPTION

Title: City Administrator

Regular Full-Time Position: The City Administrator position is a regular part-time, exempt salaried position. The City Administrator is expected to work the equivalent of approximately 30 hours per week, or the equivalent of 195 work days - per year (185 days with holidays) as mutually determined with supervisor; and is expected to attend City Council work sessions, general meetings, and special meetings, when requested by the Mayor or the City Council.

Supervisor: Mayor

Work location: Gustavus City Hall, and at City facilities and work sites

Summary: The City Administrator manages the operations of the City under general direction from the Mayor and the City Council, to include management, and oversight of City departments and functions as delegated by the Mayor/Council, and coordination of special projects. The City Administrator advises the City Council in developing policies through ordinances, resolutions, and directives, and is responsible for policy implementation. This part-time exempt position emphasizes results and impact over a specific number of days or hours worked. The City Administrator will need to prioritize critical tasks based on their contribution to key business objectives. They will proactively communicate workload challenges or potential capacity constraints to their supervisor. This may involve adjusting project scope, deadlines, or resource allocation as needed to achieve desired outcomes within the allocated part-time work schedule.

This position's duties, as delegated by the Mayor/Council include:

- Serves as the administrative officer of the City and manages administrative functions (including human resource functions). Supervises five department heads plus the City Clerk. Manages and oversees city-contracted functions, including road maintenance & construction, and grant-writing.
- Appoints and removes city personnel with Council approval, where appropriate. Under general supervision of the Mayor/Council supervises, carries out hiring processes, trains, evaluates performance, suspends city personnel, and oversees these processes for all City employees through subordinate managers; recommends and implements policies and procedures for City functions; resolves inquiries and complaints from the public and other organizations; and establishes, monitors, and evaluates progress towards goals and objectives of the administration.
- Assists with strategic planning functions of the City; participates in planning efforts at the local and regional level; keeps City Council apprised of developments at the state and federal level that impact the City; monitors pending legislation for impact on the City; oversees compliance with new legislation; may represent Gustavus at regional conferences, task force groups, and meetings.-
- Serves as a liaison between City staff, the Mayor, and the City Council; works closely with the contracted City Attorney, auditors, and other consultants and contractors employed by the City. Manages leases: bulk fuel, generator building, telephone utilities,

and gravel pit mining.

- Attends all meetings of the City Council and assists with the preparation of monthly City Council agendas. Briefs Council Members on pending agenda items and other City issues; responds to inquiries and provides Council Members with information on the status of the City operations and projects; may provide analysis to assist the Council to make informed policy decisions. In addition to council meetings, the Administrator will participate in community meetings, representing the City, when invited or appropriate.
- In conjunction with the City Treasurer, may perform financial and managerial analyses for the Mayor and City Council pertaining to City operations and programs under consideration; gathers relevant information, evaluates data, and makes recommendations based on findings; prepares reports; and makes presentations to the City Council and other interested parties.
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- Property Management – In conjunction with the City Treasurer, exercises custody of all City-owned property.
- Assists with administrative functions at City Hall. Works with City Clerk and City Treasurer to ensure public services are staffed appropriately.

Qualifications: A bachelor's degree in public administration, business administration, engineering, or related field, plus a minimum of 5 years of progressively responsible professional experience in management and human resources. Alternatively, have a satisfactory equivalent combination of experience, education and training which demonstrates the knowledge, skills, and abilities to perform the job duties. Familiarity and experience with grant writing, contract administration, project management, and financial analysis is a plus. Preferred experience working in rural Alaska. The successful applicant will be approachable and possess the ability to establish and maintain positive and cooperative working relationships with citizens, City officials, employees, businesses, and other government agencies. Must have demonstrated ability to provide effective leadership to build and maintain a positive team environment. Strong written and verbal communication skills are a must.

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City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the city and requirements of the position change.

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY25-14**

**A RESOLUTION BY THE CITY OF GUSTAVUS ESTABLISHING POLICY AND PROCEDURE
FOR PLAT REVIEW AND SIGNING**

WHEREAS, The City of Gustavus is in the Unorganized Borough of the State of Alaska and has no platting authority; and

WHEREAS, subdivisions of land in municipalities without platting authority are subject to 11AAC 53.700, wherein plats are submitted to the municipality for review and approval by the mayor; and,

WHEREAS, residents will benefit from a review to ensure public easements meet or exceed City of Gustavus road standards to allow for vehicle and pedestrian access, utilities, drainage and emergency access; and,

WHEREAS, a clear policy and procedure is needed to guide city staff through the review and the signing process;

NOW THEREFORE BE IT RESOLVED, that the City Council of Gustavus, Alaska hereby accepts the attached Policy and Procedure for Plat Review and Signing.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____, 2025, and effective upon adoption.

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

CITY OF GUSTAVUS
POLICIES AND PROCEDURES
POLICY AND PROCEDURE FOR PLAT REVIEW AND SIGNING

Background:

The City of Gustavus is in the Unorganized Borough. Platting authority is within the Alaska Department of Natural Resources; plat certificates for subdivisions of land in municipalities without platting authority are sent to the municipality for review and approval by the mayor, per 11AAC 53.700. The plat includes a signature block wherein the City Mayor accepts publicly dedicated easements.

Policy:

It is the policy of the City of Gustavus to review proposed subdivisions to ensure that they will have sufficient publicly dedicated easements to serve the needs of present and future generations. The City will encourage subdividers to plan for public easements that meet or exceed City of Gustavus road standards. Acceptance of dedicated public easements does not obligate the city to construct or maintain improvements.

Procedure:

1. On receipt of a draft subdivision plat for review, the Mayor, with assistance as needed by city staff, will review the platted easements in accordance with this policy and procedure. Consideration of the following aspects may be helpful but are not required:
 - Subdivision plats should consider the long-term needs of Gustavus for vehicle and pedestrian access, utilities, drainage, usage changes, further subdivision, etc.
 - Are road easements wide enough to provide for ditches, maintenance, snow berms, brush clearing for visibility, etc., without impacting adjacent properties?
 - Would through-streets such as in a street grid serve ease of access and maintenance better than suburban cul-de-sacs?
 - Are easements clearly dedicated to the public to allow unrestricted access and maintenance?
 - Road easements should be outside lot corners, not across or on lots. Lot corners should be outside of the easements.
 - Lot corners should be clearly monumented.
 - Are easements, particularly at corners and intersections, wide enough to allow emergency vehicles to make turns?
 - Is there a drainage plan?
 - Is the neighborhood walkable and bikeable?
2. After reviewing the proposed subdivision plat the Mayor will submit any recommendations to the plat developer, surveyor or platting authority, who may or may not accept recommendations.

3. The plat developer will prepare the final version and return to the City for final review and signature.
4. The mayor is authorized to sign the acceptance of dedication certificate in accordance with 11AAC 53.700 (c) on the final plat.

Sally A. McLaughlin, Mayor

Date

Endowment Fund Grant Scoring Matrix				
	Up to 10 pts	Up to 15 pts	Up to 25 pts.	Score
City Vision	Links to City Vision Statement	Advances City Vision/Mission	Will provide broad Community Benefit, well defined	
Community Benefits	Clearly defined need and timeliness	Serves larger group with lasting effects	Serves multiple groups, over longer time	
	Up to 5 pts.	Up to 10 pts.	Up to 15 pts.	Score
Methods	Provides realistic objectives, milestones, obstacles addressed	Project success is well defined, realistic, and achievable	Progress reporting is structured with definite timelines	
Budget	Clearly explained, cost appropriate, reasonable expenditures	Well researched, detailed and comprehensive expenditures	Considers partnerships matching funds, partial funding	
			Total	

List of Criteria to consider for awarding points using the above matrix and aligned with EFG requirements:

- Well defined need for project?
- Broad community benefit and definition of who benefits?
- Link to City Vision Statement?
- Description of why project is needed now?
- Defined objectives with milestones that demonstrate progress?
- Realistic and achievable timelines?
- Success of the project is defined and realistic?
- Obstacles are defined and accounted for?
- Are the project's results long-lasting?
- Well researched and explained?
- Detailed and comprehensive expenditures?
- Considers matching funds partnerships and possibility of partial funding?

Mayor's Monthly Report

July 2025

Xunaa Borough: On June 13, the Alaska Superior Court granted a motion to stay the Local Boundary Commission's decision approving the formation of the Xunaa Borough. This is welcome news as the LBC cannot take further steps toward the formation of the Xunaa Borough while the appeal is pending; the election scheduled for this month in Hoonah will not be held. The order does not prevent Hoonah from continuing preparations for the possibility of eventual incorporation. In the meantime, the attorneys for Gustavus, Pelican, Tenakee and Elfin Cove are preparing a brief to be filed when the Court issues a due date.

Staff Meeting: At the June staff meeting, we reviewed policies relating to sick leave, paid time off and holidays. Staff meetings are on hiatus for the rest of the summer unless something comes up that needs to be addressed.

Welcome to our new staff member, Morgan Park, in her role as Public Services Librarian!

Changes to staffing: With the new fiscal year we are implementing the changes to both the City Administrator and Fire Chief positions from full-time to three-quarter-time. While this should go smoothly, there will likely be some transition hiccups so please be patient. We will make every effort to ensure that needs and services are met and to keep everyone notified of changes as we transition.

Alaska Seaplanes Citizen Advisory Board: I was asked to serve on the Alaska Seaplanes Citizen Advisory Board (CAB) as a voice for our community and attended my first meeting on June 30 in Juneau. This board was formed several years ago but had fallen by the wayside over the last couple of years and is now being prioritized. I am serving as a community member and not in my role as mayor, but this is a way for me to let people know that if they have concerns or ideas that they would like passed on to the management team, to please contact me. Our next meeting will be sometime in early winter.

Staff Evaluations: We are working on completing staff evaluations and will be scheduling more as time allows. These take a surprising amount of time; we plan to continue to complete evaluations to bring us up to date so that we can establish a more regular routine.

Many thanks to Val Scott and team for again organizing the 4th of July events and keeping us on track all day! It was a great event as usual; it takes a lot of organization, and her efforts are greatly appreciated. Also, **thanks to Ed Bond** and friends for mowing and readying the Salmon River Park for the day.