



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, December 08, 2025 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

Mayor Sally McLaughlin
Vice Mayor Lucas Beck
Council Members: Renee Patrick,
Justin Marchbanks, Karen Hutten,
Jim Kearns, 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/muxcer7y>

ID: 515 501 9406 **PASSCODE:** 1236 **TEL:** 253-215-8782

ROLL CALL

Reading of the City of Gustavus Mission Statement

APPROVAL OF MINUTES

- [1.](#) 11-10-2025 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

- [2.](#) Library Quarterly Report
- [3.](#) Gustavus Visitors Association Quarterly Report
- [4.](#) Conservation Lands Advisory Committee Quarterly Report
- [5.](#) City Treasurer Monthly Report
- [6.](#) City Administrator Monthly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

- [7.](#) Appointment of Acting Clerk - Morgan E Peterson-Park
- [8.](#) Approve Scoping Document - Gustavus Youth Bicycle Pathways
- [9.](#) Approve Vocational Fund for Alaska's Future Grant - Gustavus Youth Bicycle Pathways Project
- [10.](#) CY25-24 Resolution to Award Endowment Fund Earnings For 2026
- [11.](#) CY25-25 A Resolution Adopting an Alternative Allocation Method for The FY26 Shared Fisheries Business Tax Program and Certifying That This Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 17: Northern Southeast Area
- [12.](#) CY 25-26 A Resolution Revising Policy and Procedure for Project Planning

- [13.](#) CY25-27 A Resolution Authorizing the Gustavus Mayor to Negotiate Purchase Salmon River Boat Harbor Tract B2 and Submerged Lands from the Alaska Department of Natural Resources
- [14.](#) FY26-08NCO Introducing an Ordinance providing for the amendment of the City Held Accounts in Fiscal Year 2025 - Endowment Fund Transfer (Public Hearing January 12, 2026)
- [15.](#) FY26-09NCO Introducing Ordinance Providing for the Amendment of the City Held Accounts in Fiscal Year 2026 - Closing Capital Project CP 26-01 (Public Hearing January 12, 2026)
- [16.](#) FY26-10NCO Introducing an Ordinance Providing for the Amendment of City Held Accounts in Fiscal Year 2026 for the Old Post Office Building Renovation Project Phase 2 (Public Hearing January 12, 2026)
- [17.](#) FY26-11NCO Introducing an Ordinance Providing for the Amendment of the City Held Accounts in Fiscal Year 2026 - Transferring Gravel Pit Funds to AMLIP Current Capital (Public Hearing January 12, 2026)
- [18.](#) Approve Ordinance Committee Member Appointment - Sally McLaughlin and Karen Hutten

CITY COUNCIL REPORTS

- [19.](#) Mayor Monthly Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: December 3, 2025 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, November 10, 2025 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

Mayor Sally McLaughlin
Vice Mayor Lucas Beck
Council Members: Renee Patrick,
Justin Marchbanks, Karen Hutten,
Jim Kearns, Mike Taylor

CITY HALL

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

MINUTES - PENDING

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/3ydfu6an>

ID: 515 501 9406

PASSCODE: 9921

TEL: 253-215-8782

ROLL CALL

PRESENT

Mayor Sally McLaughlin
Vice Mayor Lucas Beck
Council Member Renee Patrick
Council Member Karen Hutten
Council Member Justin Marchbanks (appointed/sworn in)

ABSENT

Council Member Mike Taylor (not excused)
Council Member James Kearns (not excused)



Reading of the City of Gustavus Mission Statement

Mission Statement read by Beck.

APPROVAL OF MINUTES

1. 10-10-2025 Special Meeting Election Review Committee Minutes
2. 10-20-2025 Special Meeting Minutes

Motion made by Hutten to approve the 10-10-2025 Special Meeting Election Review Committee and 10-20-2025 Special Meeting Minutes by unanimous consent.

Seconded by Patrick

Public Comment: None

Council Debate: None

Hearing no objections, the 10-10-2025 Special Meeting Election Review Committee and 10-20-2025 Special Meeting Minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

COMMITTEE / STAFF REPORTS

3. Disposal and Recycling Center Quarterly Report

Disposal and Recycling Center Manager/Operator, Ian Barrier submitted a written report and provided an oral summary.

Clarifying Questions: None

4. Marine Facilities Quarterly Report

City of Gustavus Marine Facilities Coordinator, Ken McGowen submitted a written report and provided an oral report.

Clarifying Questions: None

5. City Treasurer Monthly Report

City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.

Clarifying Questions:

Hutten

6. City Administrator Monthly Report

City of Gustavus City Administrator, Kathy Leary provided a written report and provided an oral report.

Clarifying Questions:

Hutten

Beck

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

7. Approve Conservation Lands Advisory Committee appointment - Shelley Owens

Motion made by Beck to adopt the consent agenda by unanimous consent.

Seconded by Hutten

Hearing no objections, the motion passed by unanimous consent.

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

Item #1.

None

NEW BUSINESS

8. Appointment and swearing in of new City Council Member to fill seat B, term expiring 10-12-2026

Motion by Hutten to appoint and swear in a new city council member to fill seat b in the person of Justin Marchbanks.

Seconded by Patrick

Public Comment: None

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten

4 yea/0 nay

Motion Passed

City Clerk Barker swore in Kenneth "Justin" Marchbanks.

9. Discussion regarding new tax rate implementation

Motion by Patrick to discuss tax implications.

Seconded by Beck

Public Comment:

David Olney

Whittney Rapp

Council Debate:

City Treasurer Sadler

Beck

McLaughlin

Marchbanks

Public Comment (exception made by McLaughlin)

Whitney Rapp

City Administrator Leary

City Treasurer Sadler

Beck

Motion by McLaughlin to direct the city treasurer to issue a new letter to affected businesses to include this wording "Any contract for room sales made prior to or on December 31st, 2025 and secured with a deposit for a quoted price that includes the current 4% tax rate will be honored and shall be taxed at that rate. Any contract made for room sales on or after January 1st, 2026 for

bookings shall be taxed as the voter approved 3% sales tax plus the 4% room tax.”

Seconded by Hutten

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten

10. CY25-23 Resolution by the City of Gustavus Celebrating the 250th Anniversary of the United States Postal Service

Motion made by Beck to approve CY25-23 A resolution by the City of Gustavus celebrating the 250th Anniversary of the United States Postal Service

Seconded by Patrick

Public Comment: None

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Marchbanks

CITY COUNCIL REPORTS

11. Mayor Monthly Report

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

Clarifying Questions

Patrick

CITY COUNCIL QUESTIONS AND COMMENTS

McLaughlin - Saturday Market

Hutten - Projects poster

Patrick - Community Chest

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 7:38 PM.

POSTED ON: November 5, 2025 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.

Sally A. McLaughlin, Mayor

Date

Attest: Liesl M. Barker, City Clerk

Date

Library Quarterly Staff Report — December 2025

Gustavus Public Library : 907.697.2350

Melisa Gomb, Library Administrative Director melisa.gomb@gustavus.lib.ak.us

Morgan Park, Public Services Librarian morgan.park@gustavus.lib.ak.us

General Library Statistics	September	October	November
Library Visitors	522	718	492
Books Checked Out	260	290	277
Movies Checked Out	76	35	66
Interlibrary Loans Checked Out	10	18	42
Digital Materials Checked Out	129	154	135
Other Materials Checked Out	26	40	26
Events Hosted at/by Library	23	36	23

Programming List for Summer & Autumn 2025

- Makers Meetings – Ongoing Wednesday Evenings
- The Library Band and Banjo Lessons – Ongoing Thursdays
- Story Walk Trail with New Books Monthly
- Books for Babes – Ongoing Thursdays (September featured Hillary Landers from REACH Infant Learning Program offering hearing and vision screenings)
- Story hour for Preschool – Ongoing Wednesdays
- Kid's Learn Music with Kate Boesser – Ongoing Tuesdays and Wednesdays (Open to all but please check with Kate before attending)
- Peg-A-Palooza Cribbage Tournaments (September and October)
- Teen Sketchbook Club (twice a week in September)
- 2nd Annual Carrot Tasting with Geneva Mottet (September)
- Pizza, Puzzles and Games (September, October and November)
- Get Out the Vote Postcard writing (September)
- Harvest Fest Display and celebration focused on our Free Seed Library
- Spooky Read (October)
- Halloween Trick or Treating (October)
- Gustavus Community Cookbook Fundraising Effort call for submissions
- Artober, an annual art challenge with participants all over the world hosted by Kathy Hocker (October)
- Movie Nights once a month with popcorn and other treats for sale

- Zombie Doll Workshop – Librarian Morgan Park helped to make creepy custom zombie dolls
- Town Hall meeting with Senator Jesse Kiehl and Representative Andi Story
- Bad Art workshop – Librarian Morgan Park helps to free yourself of the shackles of your own expectations
- Life on the Slime Line, a Visual History of the Juneau Cold Storage on Zoom
- Gustavus Adult Book Club (Open to all and new books chosen monthly)
- Test proctoring (driver's license, EMT, AK Star)
- Curbside Services are still available 7 days a week!

Grant Status

We recently applied for and received a Book Hook Grant of \$1000 to help the library extend our reference section, and to educate us on offering more reference services. We also plan to use some of the money on upkeep of our STEM Kits that need replenished after return.

We also have applied for \$1750 from the RurAL CAP Foundation Grant for what we are hoping will be a series of three interconnected workshops titled "Cultivating Food Sovereignty in Gustavus." This project will address the high cost and limited availability of fresh food by empowering residents with hands-on skills in small-scale, sustainable protein and vegetable production. If funded, Leader Geneva Mottet, a certified Master Gardner with over 20 years of experience in animal husbandry will be holding a Meat Rabbit Husbandry and Collaborative Cage Build in August, the third annual Community Carrot Tasting and Seed Saving Workshop in September, and a Rabbit and Poultry Show at the Gustavus Harvest Festival also in September.

The Public Library Assistance (PLA) Grant that we receive yearly accounts for \$7000 of our library materials budget. This year's application has been received and accepted and is being expended monthly.

The OWL (Online With Libraries) Grant has also been renewed and continues to greatly reduce the cost of our internet services.

The Alaska Community Foundation Grant continues to support all sorts of educational programming.

Staff Training and Professional Development

Melisa attended The Library Journal's The Future of Resilient Communities: Libraries at the Center of Disaster Recovery, SirsiDynix's Connections, a recorded event with lots of sessions she is attending when she can find time such as Empowering Libraries to Connect Help Seekers, Elevating Employee Experience, Coping with Library Disruption, and Adaptation During Tumultuous Times. Melisa also attended The Library Journal's

webcast Designing Libraries Within Your Means and is planning on attending the American Library Association's Bite-sized Improvements: How to make small, meaningful changes to Library space in early December.

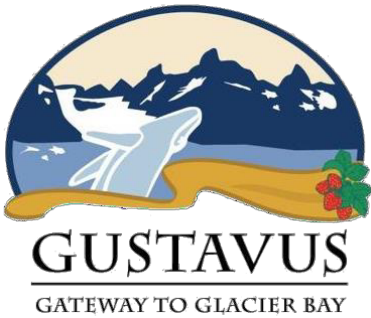
Morgan and Melisa both plan to attend the Alaska Library Association's Conference in Sitka in March of 2026 called Mapping the Future: Libraries in Changing times.

A Big Thank You to Our Volunteers!

Our volunteers play a vital role in keeping our library thriving. Many assist with special projects during their shifts, and their support is deeply appreciated. As we transition from spring/summer to autumn volunteers, we can always use more helpers. If you or someone you know would enjoy contributing to the library, please consider volunteering!

Thank you to our City Council!

We appreciate all your efforts on behalf of Gustavus.



Gustavus Visitors Association November 4, 2025 Fourth Quarter Report

City of Gustavus Quarterly reports due:

November- fourth quarter - reflecting activities from- September, October & November.
Objectives for- December, January & February.

February- first quarter (Mid Year) – reflecting activities from- December, January & February
Objectives for March, April & May.
Include: - next FY Marketing Plan & FY budget request.

May - second quarter -reflecting activities from March, April and May
Objectives for – June, July & August.

August- (End of Year) third quarter - reflecting the FY activities & completed to task years report
Quarterly report - reflecting activities from- June, July & August
Objectives for- September, October & November

This report reflects activities within the GVA from September, October & November. 2025
Objectives for- December, January & February. 2026

Packet Includes:

- Quarterly Progress
- Profit & Loss vs Actual
- Balance Sheet

Gustavus Visitors Association Board of Directors:

President: Leah Okin

Vice President: open seat

Secretary: Cam Cacioppo

Treasurer: Hillery Lesh

Director: Curtis Linblom

Director: Natalie Vaz

member at large: open seat

Employed Positions:

Administrator: Noel Farevaag

Marketing Coordinator: Leah Okin

Marketing Technician: open position:

Marketing Social Media: position open.

Mission Statement

The mission of GVA is to enhance the economies of the City of Gustavus (CoG) through marketing tourism that increases business revenue, tax revenue and creates jobs. Our primary goal is to increase overnight stays of leisure and business travelers, who in turn, support local businesses through spending money – a boost to our economy.

GVA is committed to promoting and elevating Gustavus' position as a world-class destination for leisure travel. GVA further serves to ensure tourism continues to contribute locally on a large scale, thereby enhancing the quality of life for all who live, work and play here

Organizational Structure: Non-profit Corporation

The Gustavus Visitors Association was incorporated as a 501c(3) non-profit corporation in January of 2005. According to GVA By-laws, every fall the Board reviews and adopts a fiscal year budget for the period: July 1 to June 30 of the following year to coincide with the City of Gustavus fiscal year. The GVA Board submits its request for use of a portion of bed tax revenues to the City, along with the Marketing Plan which must by Ordinance be approved by the City Council.

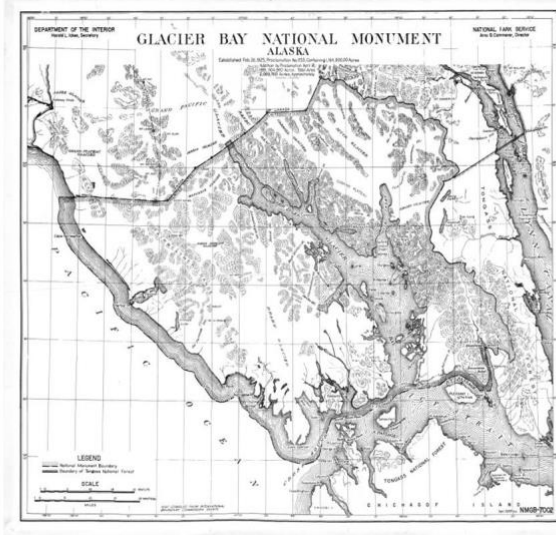
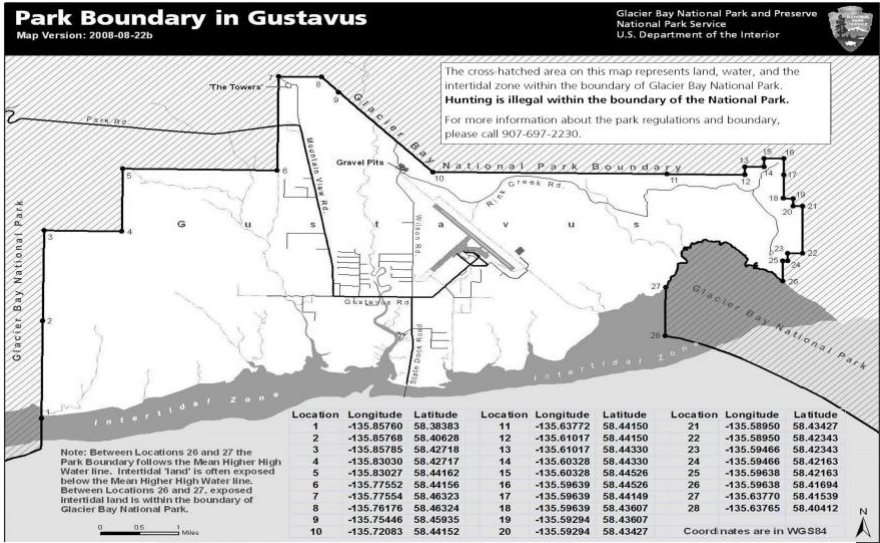
Funding Source

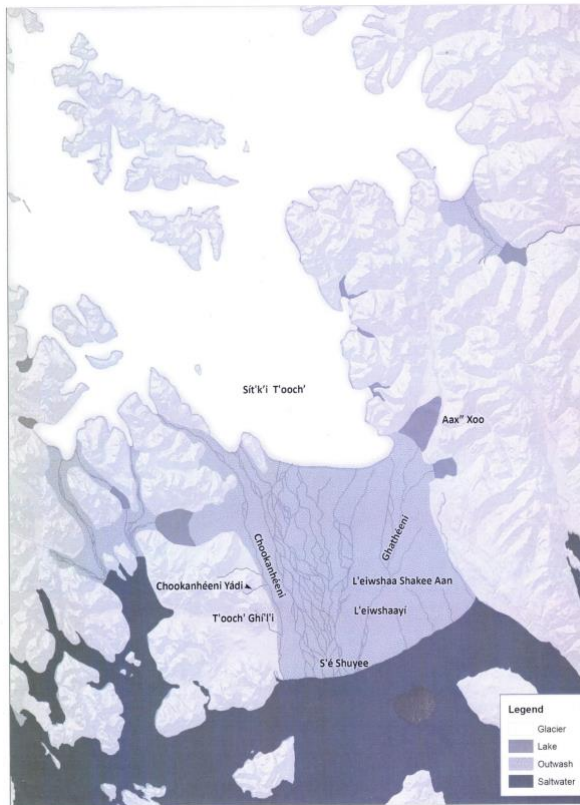
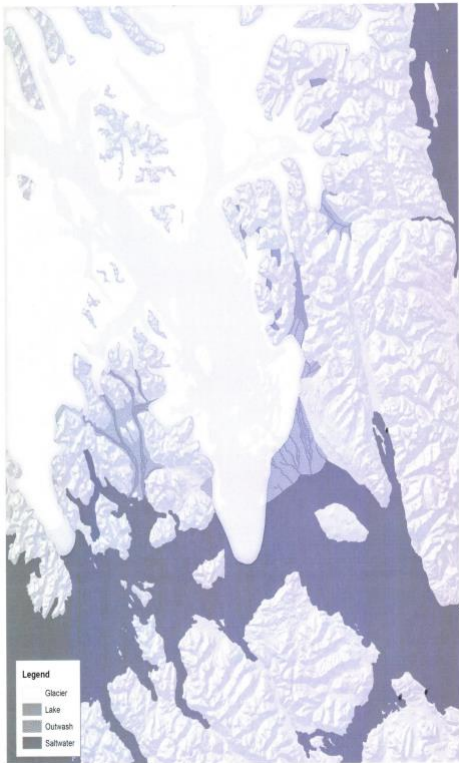
The Gustavus Visitors Association is funded both by a city bed tax of 4%, of which GVA can receive up to half, and GVA annual membership dues. The visitor industry supports up to 50% of the City's tax revenue in most years.

Completed to task this quarter – September, October & November

- ❖ Maintained marketing and memberships.
 - Southeast Alaska Tourism Council (SATC)
 - Travel Alaska
 - Alaska Travel Industry Association (ATIA)
 - Travel Juneau
- ❖ Maintained web content.
- ❖ Launched subscription payment options and a new payment provider for our membership drive payments. We're now taking payments via Stripe.
- ❖ Marketing listings in the MilePost and the Alaska Magazine
- ❖ Continued the position of Featured listing on [Travel Juneau's nearby communities](#)
- ❖ Continued working with video content from Frostline Films -viewable example short videos. - <https://vimeo.com/showcase/11297193>

- ❖ Continued work on the new beach sign content, working with Kathy Hocker, Linda Parker, Wayne Howell & Jim Mackovjak and the company - Seareach.com. Seareach design and print work is an estimated \$3,000. In addition to this cost there has been a stand alone image of the Fairweather Mountains created by Sean Neilson.
- ❖ Below are a few draft maps, images and information that may be included on the Welcome sign along with other information about the history of Gustavus including Geology, glaciology and Human history. There may be more information not written here, this is still a work in progress. This sign is a collaboration of work and we hope will remain as an informative historical sign for not only visitors but also our children.
- ❖ Once the final draft is complete it will be brought to the City Council for approval.





Gustavus town history

Location: Visitor welcome kiosk, Dock Road

Title: Homestead History

Subtitle: They made something from nothing

Main text: The very first brave and adventurous dreamers arrived at Strawberry Point (now called Gustavus) in 1914, immediately followed by a handful of others. All of them knew full well the backbreaking work and solid determination it would take to homestead this wild and never-before-settled land. Yet, against all odds, they were willing to try. Those who stayed built a storied life for themselves—full of hope, ingenuity, and the satisfaction that came from living off the bounty of the land, the sweat of their brows, and the never ending work with calloused hands.


They built something from nothing—including their homes, barns, boats, bridges, and even a schoolhouse. Most of all, they built fierce loyalties to Strawberry Point and guarded their chosen way of a remote, self-sustaining lifestyle as though their very lives depended on it—and each other. And it did.

There were those who called them “foolhardy,” and pronounced them doomed to fail. They were wrong. Over a century ago, a band of bold, daring trailblazing pioneers served as our advance team of what has become Gustavus, Alaska today. They took the risks, they persevered, and we are grateful.

Sidebar: Text and photos provided by Gustavus Historical Archives and Antiquities. Learn more about the pioneer history of Gustavus at their website. [QR code to <http://www.gustavushistory.org>]

Captions: *Look straight ahead....there! In the middle of the Salmon River arriving cargo!*

C. 1933. Early homesteaders, Harry Hall, the Chases, Parkers, and Bill White hauling an old mail transport car from Juneau to Strawberry Point on Abraham Lincoln Parker's hand-built boat the "Edith A." Photo taken from the Matson's temporary living headquarters on their boat anchored on the west bank of the Salmon River. Offloading would take place at the settlers' "river landing" slough just below the present day bridge. Excursion Ridge and Charlie Parker's homestead can be seen in the background.



A mountain of a haystack—1937 Strawberry Point “farmers” at work. The White children all pitching a fork with the Parkers’ old Fordson tractor pulling an earlier horse-drawn hay rake. Crudely improvised car/truck conversion loaded to the max with winter feed for roaming cattle that once numbered over 200 and 5-6 horses. The most unpredictable challenge was... the weather! Bert Parker once said, “To put up hay in this country, you have to be a walking weather barometer!” This photo was taken in the open fields about where the Gustavus Community Center sits today.



The Gustavus "First-Class" Airport: a progeny of war. Prior to the early 1940s, the only transportation in or out where the settlers' home-made wooden boats—or hitching a once-a-month mail boat ride. Then came rumblings of war, the threat of a Japanese attack, and the US Government's need for



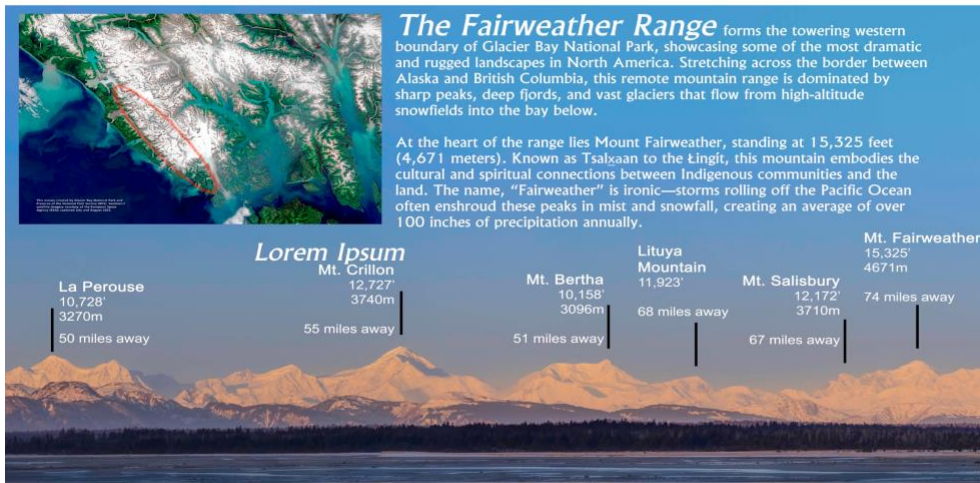
strategic defense in Alaska. Strawberry Point boasted the largest plain in all of SE Alaska—room for two paved and lit runways, 5,000 and 7,500 feet long! Finished by late 1941, the airport was used primarily as a refueling and support stop, able to accommodate even the B-29 bombers. WWII was over by 1945, and “the flats” (as Strawberry Point was often called) was left with a first-class airport—although it would take many years for the aviation industry to mature and play a vital role in our community as it does today.

In this 1942 photo, eight C-47s (the military version of the Douglas DC-3) sit awaiting orders on the southwest side of our long runway. Pleasant Island can be seen in the far background. Troubling days for our homesteaders, but a war-time gift for this community that likely would not have happened any other way.

The local pronunciation of the town's name is a little different than you might expect! We pronounce it “Gus-TAY-vus.”



Images: Historical photos as described. GVA logo.



The above sign will be a stand alone sign on the edge of the grass to be viewed while looking at the Fairweather mountains. This image was taken from the perspective of the Gustavus beach.

Analytics of GVA Website

9:19 PM Sun Oct 26

analytics.google.com

GVA Dec 2024 quarterly report - gustavusvisitorsassoc... Fwd: Potential pictures - gustavusvisitorsassociation@... Analytics | User acquisition: First user primary channel...

Analytics https://www.gustavusak.co... Try searching "Behavior overview"

Acquisition

Overview

User acquisition

Traffic acquisition

Lead acquisition

Non Google cost

User acquisition cohorts

Engagement

Monetization

Retention

User

User attributes

Overview

Demographic details

Audiences

Library

User acquisition: First user primary channel group (All Traffic)

Organic - Almost 11,000 visits to the GVA website and almost 3,000 came back to the site for further information

	Total	New users	Returning users	Av engagem...
Total	16,164	16,070	3,712	1i
1 Organic Search	10,852 (67.14%)	10,777 (67.06%)	2,912 (78.45%)	1r
2 Direct	4,033 (24.95%)	3,995 (24.86%)	511 (13.77%)	1r
3 Referral	1,123 (6.95%)	1,108 (6.89%)	263 (7.09%)	2r
4 Organic Social	127 (0.79%)	126 (0.78%)	13 (0.35%)	
5 Unassigned	27 (0.17%)	26 (0.16%)	2 (0.05%)	
6 All Traffic	23 (0.14%)	22 (0.14%)	7 (0.19%)	
7 Email	15 (0.09%)	15 (0.09%)	4 (0.11%)	
8 Organic Video	1 (<0.01%)	1 (<0.01%)	0 (0%)	

© 2025 Google | Analytics home | Terms of Service | Privacy Policy | Send feedback

9:18 PM Sun Oct 26

analytics.google.com

GVA Dec 2024 quarterly report - gustavusvisitorsassoc... Fwd: Potential pictures - gustavusvisitorsassociation@... Analytics | Pages and screens: Page title and screen cla...

Analytics https://www.gustavusak.co... Try searching "Behavior overview"

Acquisition

Overview

User acquisition

Traffic acquisition

Top 10 clicks show what the visitors are looking for. These are the areas of marketing opportunity to push and develop.

Pages and screens: Page title and screen class

	Total	48,947	16,158	3.03	1m 31s
Total	100% of total	100% of total	Avg 0%	Avg 0%	
1 Gustavus Alaska Visitors' Association Gustavus Visitor Association	6,622 (13.53%)	4,419 (27.35%)	1.50	44s	
2 Ferry Service-Alaska Marine Highway Gustavus Visitor Association	5,109 (10.44%)	2,853 (17.66%)	1.79	36s	
3 Places to Stay Gustavus Visitor Association	3,861 (7.89%)	2,326 (14.4%)	1.66	1m 13s	
4 Brochure and Map Gustavus Visitor Association	2,607 (5.33%)	1,814 (11.23%)	1.44	31s	
5 Getting Around Gustavus Gustavus Visitor Association	2,114 (4.32%)	1,375 (8.51%)	1.54	1m 07s	
6 Getting to Gustavus Gustavus Visitor Association	1,744 (3.56%)	1,217 (7.53%)	1.43	33s	
7 Bud's Rent A Car & Sales Gustavus Visitor Association	1,391 (2.84%)	761 (4.71%)	1.83	37s	
8 Glacier Bay Day Boat Gustavus Visitor Association	966 (1.97%)	586 (3.63%)	1.65	24s	
9 Suggested Itineraries Gustavus Visitor Association	931 (1.9%)	770 (4.77%)	1.21	57s	
10 The City of Gustavus Gustavus Visitor Association	860 (1.76%)	691 (4.28%)	1.24	59s	

© 2025 Google | Analytics home | Terms of Service | Privacy Policy | Send feedback

Goals and Objectives for December, January and February 2026

- ❖ Re visit how to best inform Gustavus visitors and community about all events and information of interest. Is a news bulletin the best way or is there a better way?
- ❖ Continue to work on the Beach welcome sign.
- ❖ Continue working with Frostline Studios about the creation of more short videos for digital marketing, social media and possibly a featured longer film for the website
- ❖ Increase our social media presence with more content creation.
- ❖ Continued maintenance, incremental updates and improvements to our website.
- ❖ Run our membership drive
- ❖ Expand marketing.
- ❖ Look to engage in travel shows both in Juneau and other states
- ❖ Advertise for a marketing coordinator / Lead
- ❖ Fill two seats on the board of directors

Conclusion

As a whole the 2025 summer season seems to have been an average summer, with fishing charter numbers being down, Gustavus accommodations average, kayaking and whale watching were average, and the Glacier Bay Lodge was up on last year. The Alaska Airlines jet had a few cancellations as did the Glacier Bay Tour boat.

The GVA is transitioning and looking for new board members and staff to join the GVA. If you know someone who may share our mission with an interest to join the GVA please email us on info@gustavusak.com

The GVA exists for the betterment of Gustavus, the future of our children and we welcome your voice

Gustavus Visitors Association
Profit & Loss Budget vs Actual FY26
July 1 through November 4, 2025

	Jul 1 - Nov 4, 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CityTax Revenue	15,200.00	15,200.00	0.00
Membership	400.00	2,000.00	-1,600.00
Total Income	15,600.00	17,200.00	-1,600.00
Gross Profit	15,600.00	17,200.00	-1,600.00
Expense			
Administration			
Postage	17.50	50.00	-32.50
Software	0.00	1,500.00	-1,500.00
Supplies	0.00	134.00	-134.00
Total Administration	17.50	1,684.00	-1,666.50
Contractor Work			
Administrative	0.00	2,000.00	-2,000.00
Marketing Coordinator	0.00	5,400.00	-5,400.00
Total Contractor Work	0.00	7,400.00	-7,400.00
Fees/Licenses	30.00	0.00	30.00
Marketing			
Design	0.00	400.00	-400.00
Memberships			
ATIA/Travel Alaska	240.00	400.00	-160.00
DTN Travel Juneau	400.00	400.00	0.00
Total Memberships	640.00	800.00	-160.00
Online			
GVA Website			
Payment Plug-in	1,200.00	1,000.00	200.00
Total GVA Website	1,200.00	1,000.00	200.00
Social Media	0.00	500.00	-500.00
Online - Other	199.00	0.00	199.00
Total Online	1,399.00	1,500.00	-101.00
Print / Digital Media			
Alaska Magazine ads	500.00	3,616.00	-3,116.00
Brochure	899.19	1,800.00	-900.81
Total Print / Digital Media	1,399.19	5,416.00	-4,016.81
Marketing - Other	149.35	0.00	149.35
Total Marketing	3,587.54	8,116.00	-4,528.46
Special Projects			
Community Projects	400.00	0.00	400.00
Total Special Projects	400.00	0.00	400.00
Total Expense	4,035.04	17,200.00	-13,164.96
Net Ordinary Income	11,564.96	0.00	11,564.96
Other Income/Expense			
Other Expense			
Fixed Asset Depreciation	599.99	0.00	599.99
Total Other Expense	599.99	0.00	599.99
Net Other Income	-599.99	0.00	-599.99
Net Income	10,964.97	0.00	10,964.97

**Conservation Lands Advisory Committee
Report for December 8, 2025, City Council General Meeting
(drafted for Dec 3, 2025, deadline)**

The City of Gustavus Conservation Lands Advisory Committee was established by Resolution CY24-2 in May 2024. We welcomed Shelley Owens as our 8th member:

John Barry	Tanner Horst
Larry Landry	Shelley Owens (Secretary)
Colleen Stansbury	Kathy Streveler
Mike Taylor (Chair)	Susan Warner

Our charge from Resolution CY 24-2

Mission: Provide recommendations, strategies, and supporting documentation to the City on oversight and stewardship of conservation lands within the City boundaries.

Scope: The committee's efforts shall be limited to undeveloped lands recognized or formally-identified for their conservation values. Developed properties and City lands with industrial or intensive recreational uses are outside the committee's scope.

Activities may include:

- Develop a framework for Memoranda of Understanding (MOUs), comment on management plans, joint projects, and title transfers with owners of conservation lands and conservation easements on those lands;
- Help to develop formal deed instruments for full protection of all conservation lands;
- Participate in management planning on the City's behalf;
- Advise private owners in designating protection for the golf course area;
- Advise or facilitate transfer or association of private parcels to larger conservation units.

We last reported to the council on September 8, 2025, when we were celebrating success with Southeast Alaska Land Trust (SEALT) and the DeBoer family establishing a SEALT conservation easement on the DeBoer beach meadows tracts. John Barry was completing mapping and description of all conservation lands in Gustavus and Kathy Streveler, Colleen Stansbury, Tanner Horst, and Larry Landry were exploring opportunities to strengthen the City's relationship with The Nature Conservancy of Alaska.

The Committee next met Nov 5, 2025, due to travel schedules, but individuals continued to work on their assigned tasks between meetings. We are pleased to report progress toward our assigned directives.

Beach Meadows Conservation Easement

Following the successful conclusion of a term conservation easement with the DeBoer family, SEALT prepared and submitted a grant application with the North American Wetlands Conservation Act (NAWCA) to fund the perpetual easement. Additional conservation lands committed by another Gustavus family will contribute toward a non-federal match. A NAWCA funding decision is still expected around the end of 2025

and we await news. There are other grant possibilities if the NWACA grant is not awarded to the Gustavus project.

As SEALT develops management planning for the Beach Meadows with the DeBoer family, the committee will monitor and assist if requested, in accordance with our remit.

Susan continues to track developments on the conservation easement and SEALT grant applications and will report updates to the committee at each meeting. Thanks to Susan for her leadership toward conservation of the beach meadows tracts for the benefit of present and future Gustavus residents!

Conservation Lands Mapping and Descriptions

Using Alaska Mapper, John Barry completed new consolidated maps for the key areas with summary descriptions, deed restrictions, easements and other protective measures for each tract. He has updated the maps with new details in November and John and Mike are preparing materials for a Gustavus Community Center Gallery display of the Conservation Lands scheduled to open January 9, 2026. The display will help Gustavus residents see where the conservation lands are located and learn about each tract.

TNC Gustavus Forelands Preserve

The committee's team of Kathy Streveler, Tanner Horst, Landry Landry and Colleen Stansbury monitor developments with The Nature Conservancy Gustavus Forelands Preserve. TNC has been short staffed in Alaska this year, so they have not been in position to develop any planning with the committee. We expect to pick up discussions with them when they are fully staffed.

Alaska Mental Health Trust Land Sale in Gustavus

AMHT has announced the intent beginning in 2026 to sell AMHT tracts north of Tong Road between Mountain View Rd and the Salmon River, with some of that land extending to the east side of the Salmon River west of the Pinewoods Subdivision. Our committee discussed the properties, much of which has been selectively logged, and we saw no reason to recommend seeking a conservation status for any of those tracts.

Public Zoom participation in Conservation Lands Advisory Committee meetings.

Per the request of the Council, we now provide a link in our public meeting postings for public participation by zoom. We still prefer to have public join us in the meeting room, though, if possible.

The committee's December 5, 2025 meeting at City Hall falls after the submission date for this report. I'll add any new developments from that meeting orally at the December 8 Council general meeting and will update this report to post with the minutes accordingly.

Mike Taylor

Conservation Lands Advisory Committee Chair

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

	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Returned Check Charges	37.50			
Admin Fees	5.00			
Business License Fees	825.00	3,500.00	-2,675.00	23.6%
Donations	686.00	500.00	186.00	137.2%
DRC Income				
C Chest paid at City Hall	727.00			
Community Chest Sales	6,247.00	13,000.00	-6,753.00	48.1%
Landfill Fees paid @ City Hall	25,942.21			
Landfill Fees/Sales	30,959.63	100,000.00	-69,040.37	31.0%
Recyclable Material Sales	12,412.70	7,000.00	5,412.70	177.3%
Total DRC Income	76,288.54	120,000.00	-43,711.46	63.6%
Federal Revenue				
Payment In Lieu of Taxes	168,632.84	150,000.00	18,632.84	112.4%
Total Federal Revenue	168,632.84	150,000.00	18,632.84	112.4%
Fundraising	375.00	500.00	-125.00	75.0%
Grant Income	0.00	15,000.00	-15,000.00	0.0%
GVFD Income				
Ambulance Billing	1,694.98	9,000.00	-7,305.02	18.8%
ASP	260.00	1,000.00	-740.00	26.0%
Training	0.00	150.00	-150.00	0.0%
Total GVFD Income	1,954.98	10,150.00	-8,195.02	19.3%
Interest Income	96.62	88,876.46	-88,779.84	0.1%
Lands Income				
Gravel Pit Gravel Sales	8,900.00	30,000.00	-21,100.00	29.7%
Gravel Pit Bond (Bond - Gravel Pit Contractor)	2,000.00			
Total Lands Income	10,900.00	30,000.00	-19,100.00	36.3%
Lease Income	8,192.39	16,000.00	-7,807.61	51.2%
Library Income	1,031.00	1,000.00	31.00	103.1%
Marine Facilities Income				
Facilities Usage Fees				
Single Use Fee	60.00			
Facilities Usage Fees - Other	0.00	2,600.00	-2,600.00	0.0%
Total Facilities Usage Fees	60.00	2,600.00	-2,540.00	2.3%
Commercial Vessel Registration	0.00	12,500.00	-12,500.00	0.0%
Private Vessel Registration				
Kayak Registration	10.00			
Private Vessel Registration - Other	735.00	5,000.00	-4,265.00	14.7%
Total Private Vessel Registration	745.00	5,000.00	-4,255.00	14.9%
Storage Area Fee	300.00	2,600.00	-2,300.00	11.5%
Total Marine Facilities Income	1,105.00	22,700.00	-21,595.00	4.9%
State Revenue				
Community Assistance Program	77,698.75	58,200.33	19,498.42	133.5%
Shared Fisheries Business Tax	0.00	231.87	-231.87	0.0%
Total State Revenue	77,698.75	58,432.20	19,266.55	133.0%
Tax Income				
Retail Tax Income	342,110.21	450,000.00	-107,889.79	76.0%
Remote Sellers Retail Tax	48,587.26	75,000.00	-26,412.74	64.8%
Room Tax Income	77,044.07	100,000.00	-22,955.93	77.0%
Fish Box Tax	9,000.00	9,000.00	0.00	100.0%

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

	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
Penalties & Interest	3,241.13	3,000.00	241.13	108.0%
Tax Exempt Cards	20.00	300.00	-280.00	6.7%
Total Tax Income	480,002.67	637,300.00	-157,297.33	75.3%
Total Income	827,831.29	1,153,958.66	-326,127.37	71.7%
Gross Profit	827,831.29	1,153,958.66	-326,127.37	71.7%
Expense				
Administrative Costs	216.00			
Bank Service Charges	5,044.36	11,550.00	-6,505.64	43.7%
Building				
Insurance	18,401.38	20,300.00	-1,898.62	90.6%
Maintenance & Repair	60.37	4,000.00	-3,939.63	1.5%
Total Building	18,461.75	24,300.00	-5,838.25	76.0%
Contractual Services				
Medical Director	4,000.00	10,600.00	-6,600.00	37.7%
City Engineer	780.00	10,000.00	-9,220.00	7.8%
Ambulance Billing Expense	595.50	1,000.00	-404.50	59.6%
Managed IT Services	12,125.00	25,020.00	-12,895.00	48.5%
Contractual Services - Other	9,279.06	25,988.00	-16,708.94	35.7%
Total Contractual Services	26,779.56	72,608.00	-45,828.44	36.9%
Dues/Fees	4,129.85	11,850.00	-7,720.15	34.9%
Economic Development Services				
GVA	15,200.00	15,200.00	0.00	100.0%
Total Economic Development Services	15,200.00	15,200.00	0.00	100.0%
Election Expense	151.43	250.00	-98.57	60.6%
Equipment				
Equipment Fuel	762.09	2,900.00	-2,137.91	26.3%
Equipment Purchase	2,630.41	4,800.00	-2,169.59	54.8%
Insurance	411.01	377.00	34.01	109.0%
Maintenance & Repair	752.48	1,900.00	-1,147.52	39.6%
Total Equipment	4,555.99	9,977.00	-5,421.01	45.7%
Events & Celebrations	876.71	1,200.00	-323.29	73.1%
Freight/Shipping	10,232.05	30,250.00	-20,017.95	33.8%
Fundraising Expenses	35.73	500.00	-464.27	7.1%
General Liability	12,861.14	19,625.00	-6,763.86	65.5%
Library Materials	5,278.70	10,500.00	-5,221.30	50.3%
Marine Facilities				
Insurance	805.25	3,300.00	-2,494.75	24.4%
Maintenance & Repairs	0.00	500.00	-500.00	0.0%
Total Marine Facilities	805.25	3,800.00	-2,994.75	21.2%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses				
Wages	174,855.56	407,512.40	-232,656.84	42.9%
Payroll Taxes	16,299.23	39,118.15	-22,818.92	41.7%
Paid Time off	4,181.24	22,878.92	-18,697.68	18.3%
Sick Leave	2,430.98	7,883.30	-5,452.32	30.8%
Health Insurance (company paid)	22,728.24	23,645.52	-917.28	96.1%
Health Insurance Stipend	3,450.00	12,000.00	-8,550.00	28.8%
457(b) Employer Contribution	6,190.58	28,532.75	-22,342.17	21.7%
Workers Comp Insurance	9,993.57	11,358.61	-1,365.04	88.0%
Payroll Expenses - Other	-14,376.26	1,751.10	-16,127.36	-821.0%

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

	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
Total Payroll Expenses	225,753.14	554,680.75	-328,927.61	40.7%
Professional Services	852.50	30,000.00	-29,147.50	2.8%
Public Relations	0.00	500.00	-500.00	0.0%
Repair & Replacement Fund	0.00	18,554.91	-18,554.91	0.0%
Road Maintenance	52,487.89	215,000.00	-162,512.11	24.4%
Social Services				
GCEP dba The Rookery	0.00	8,000.00	-8,000.00	0.0%
Total Social Services	0.00	8,000.00	-8,000.00	0.0%
Stipend	0.00	4,000.00	-4,000.00	0.0%
Supplies				
Program	564.62	1,550.00	-985.38	36.4%
Supplies - Other	9,033.87	19,700.00	-10,666.13	45.9%
Total Supplies	9,598.49	21,250.00	-11,651.51	45.2%
Telecommunications	6,970.55	21,521.00	-14,550.45	32.4%
Training	3,275.27	19,004.00	-15,728.73	17.2%
Travel	8,237.42	19,638.00	-11,400.58	41.9%
Utilities				
Electricity	2,170.22	10,200.00	-8,029.78	21.3%
Fuel Oil	2,872.06	7,500.00	-4,627.94	38.3%
Utilities - Other	-836.59			
Total Utilities	4,205.69	17,700.00	-13,494.31	23.8%
Vehicle				
Fuel	578.09	1,500.00	-921.91	38.5%
Insurance	5,435.11	5,500.00	-64.89	98.8%
Maintenance & Repair	606.69	3,000.00	-2,393.31	20.2%
Mileage Reimbursement	0.00	2,000.00	-2,000.00	0.0%
Total Vehicle	6,619.89	12,000.00	-5,380.11	55.2%
Total Expense	422,629.36	1,153,958.66	-731,329.30	36.6%
Net Ordinary Income	405,201.93	0.00	405,201.93	100.0%
Net Income	405,201.93	0.00	405,201.93	100.0%

City of Gustavus
Balance Sheet
 As of November 30, 2025

	Nov 30, 25
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	302,626.54
AMLIP Capital Improv Long-Term (0630598.2)	685,027.83
AMLIP Repair & Replacement (0630598.3)	424,426.12
AMLIP Gravel Pit Fund (0630598.8)	33,599.17
AMLIP Reserve (0630598.12)	1,179,812.55
APCM.Endowment Fund	1,779,288.52
FNBA - Checking	526,431.79
FNBA Endowment Fund - Checking	12,332.95
Petty Cash	798.49
Total Checking/Savings	4,944,343.96
Accounts Receivable	
Accounts Receivable	5,263.90
Total Accounts Receivable	5,263.90
Other Current Assets	
Undeposited Funds	236.39
Total Other Current Assets	236.39
Total Current Assets	4,949,844.25
TOTAL ASSETS	4,949,844.25
LIABILITIES & EQUITY	
Liabilities	165,773.53
Equity	
Fund Balance	3,346,607.68
Opening Bal Equity	1,084,743.57
Net Income	352,719.47
Total Equity	4,784,070.72
TOTAL LIABILITIES & EQUITY	4,949,844.25

Accounts Receivable Detail**As of 11/30/2025**

\$719.04	Delinquent Sales Tax
\$4,742.67	Ambulance Transport Billing - In Progress
\$105.00	ABS Customer Invoice
(\$302.81)	Net of Other Customer Account Balances
\$5,263.90	Total

FNBA Checking Account - Unrestricted Funds Balance**As of 11/30/2025**

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: \$476,431.00

Obligated Funds Currently in Checking Account:

Admin	FY26-06 Council Computers	-\$2,968.80
GVFD	FY26-05 Wildlands Fire Truck	-\$11,000.00
Gravel Pit	Gravel Pit Funds	-\$36,300.00
Library	SoA OWL Internet Subsidy	\$850.00

Unrestricted Funds: \$427,012.20

Pending Transfers:**Introduced****Pub. Hearing**

FY26-XX	New Council/Fire Chief Computers	\$2,968.00	12/8/2025	1/12/2026	Close Out
FY26-XX	Gravel Pit Funds	\$36,300.00	12/8/2025	1/12/2026	Transfer to AMLIP Current

Per the Unrestricted Fund Balance Policy (Res. CY18-18), the unrestricted fund balance should be 17-35% of 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	\$67,075.85	\$390.00	\$66,685.85	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	\$326.60	\$326.60	\$0.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP24-01 DRC Balefill Expansion	\$45,944.19	\$20,900.00	\$25,044.19	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
GVFD	CP26-02 Fire Fighter 1 Training	\$32,000.00	\$2,389.80	\$29,610.20	Moved to AMLIP Current 10/30/2025 - NCO FY26-07
		(\$445.38)			
	Interest earned FY26	\$5,209.00			Mathmatical error when transferring funds at end of FY25
		\$302,626.54	\$21,616.60	\$273,856.52	

Pending Transfers:

		Amount	Introduced	Public Hearing
CP26-03	Old PO Building Improvements Phase 2	\$17,500.00	12/8/2025	1/12/2026
FY26-XX	Gravel Pit funds	\$33,600.00	12/8/2025	1/12/2026

- **Grants/Projects update:**

- Compost Facility

No Update – Still waiting to hear on the SWIFER Grant submittal. The deadline for year 26 application is January 23, 2026. I'm not sure how they think we should know whether to reapply if we still don't know the outcome of the previous year's application. I intend to send this question to Senator Murkowski's office.

- DRC - Recycling Center

Update – We met yesterday 12/2 to review and evaluate the 2 two submitted proposals. We are checking references and looking at a couple of other considerations before we attempt to negotiate with a particular respondent.

- Good River Bridge Repair and Embankment Stabilization Project

Update – RESPEC submitted the 20% design documents. We met to discuss their preliminary documents and budget. They are will be addressing some of our questions and concerns. They are also trying to find out as built information from when the bridge was constructed to help with their engineering of bridge-related structural details.

- PIDP – Dock/Floats Protection - MARAD funding

No Update – The grant has been submitted, and we are awaiting notification – one way or the other.

[MARAD-250225-001 Updated PIDP Notice of Funding Opportunity | MARAD](#)

- FLAP – Federal Lands Access Program for the sidepath from Good River corner to the NPS Boundary

Update – The application has been submitted. It had been extended due to the shutdown and needing to get the Federal Land Management Agency's (FLMA) joint endorsement. It was signed off by GLBA Acting Superintendent Joni Seay and submitted by DOT&PF on behalf of the City of Gustavus.

- Rural and Tribal Assistance Pilot Program (RTA) Application

No Update – The program received 799 applications across 49 states and three US territories totaling over \$789 million in requested funding. This is a first come first served application and ours was input into the portal as soon as it opened but it is unknown where we are in the queue. It is unknown when the awards will be announced.

<https://www.transportation.gov/buildamerica/RuralandTribalGrants>

- FEMA – AFG Water Tender

Update – We are working with the vendor to get a contract in place. I contacted FEMA's generic email that I was provided when new administrative rules came into play, and we have now been assigned someone (back at Region 10) to work with. The interim fire chief met with a group of folks knowledgeable about equipment and they posed some questions/concerns to the vendor to get more details on warranty and repairs should repairs or diagnostics be needed. We are looking at responses and hope to move forward with a contract with the vendor.

- Septage

No Update – We are waiting to hear from ADEC. Anita Erickson, Village Safe Water Engineer met with HDR to go over all of the comments. She has also been working closely with their management due to the complications with the PER and the need to change the executive summary and one or more approaches originally detailed. I believe the plan is to have a meeting with everyone once HDR has had time to work through the comments. They did not receive any comments from the community other than what was shared by John Barry, Ian Barrier and me.

- Safe Streets for All (SS4A)

No Update – We are still negotiating the agreement with AML as the subrecipient. Jim Mackovjak continues to attend the cohort and other meetings for the SS4A process. There will be an SS4A session ant the AML meeting this week.

- Thriving Communities Cohort

Update - This ongoing grant allows AML and ADOT&PF to work with us to identify community transportation needs and projects, help us prioritize them, and offer help in making those needs a reality. This includes:

- **Technical Assistance** – Guidance in navigating federal funding opportunities
- **Skill Building** – Enhancing the skills and capabilities of local government to manage transportation needs
- **Planning Support** – Assistance in developing local transportation plans
- **Community Engagement** – Facilitation of public involvement
- **Resource Identification** – Help in identifying and accessing relevant funding sources

AML and ADOT have already assisted us with grants such as FLAP and Rural and Tribal Communities submissions. TCP is a three year process, and we have met to discuss the planning work involved, determine the technical assistance needed whether from within their (AML's) ranks or with planners, grant writers, engineers, or other technical personnel. This is free assistance based on our needs, in an effort to build capacity in the community (or region).

- I will be attending the AML Annual Conference in Anchorage the week of December 8th. All three of us were all fortunate to receive scholarships or stipends to help offset the costs of travel and lodging. There are specific sectionals that relate to Thriving Communities, a few of which we will attend. Liesl, Lucas and I have coordinated which conference sessions we will attend that best aligns to our positions and our work at the City.
- **Xunaa Borough Update:** The Mayor has an overview to present.
- **Strengthening Gateway Communities:** Now that the federal government is back at work, we hope to get an update to some items requiring follow up from the initial meeting.
- A list of other tasks/items:
 - Participate regularly in weekly Infrastructure Office Hours and other related meetings and seminars, including community engagement, grant/project updates and our Thriving Communities cohort.
 - Interim Fire and consulting with Travis Miller to provide
 - Various HR items
 - Contracted with Travis Miller to provide onboarding and operations support, a department assessment, and other tasks to support the Interim Fire Chief in a positive direction going forward. Met with him and Johan to review and prioritize tasks during his week here in Gustavus.
 - I wrote an EFG proposal to help fund the FF1 course. It was approved by the committee.
 - Working with CTE teacher on bench/picnic table project
 - AP&T items – electrical upgrades for firehall/city hall
 - Staff Meeting – reviewed/discussed travel policies and compensation related to travel
 - AFFF disposal – There were some chain of custody labeling snafus (from Alaska Clean Harbors), but we finally worked it out and the 2 overpacks of AFFF should be shipped out on Thursday December 4 for disposal. Finally! Thanks to Johan for finishing up the end of this process while I was on time off.
 - Continue to collaborate with UAF on the contract details for the FF1 training. They have had some staff changes and as a result we are still waiting on the contract, but the GVFD participants have their FF1 materials and are in the process of completing the on-line course.
- Council Questions or Comments?



To: Gustavus City Council
 From: Mayor Sally McLaughlin
 Date: December 3, 2025
 Re: Appointment of Acting Clerk

In accordance with Section 2.50.030 – Acting Clerk, of the Code of Ordinances, the Gustavus City Council can approve the appointment of an acting clerk:

Section 2.50.030 - Acting clerk.

The council may appoint an acting clerk in case of temporary absence of the clerk. The acting clerk has all the powers, duties, and obligations of the clerk.

I hereby request your approval of the following:

Details of Appointment:

Appointee: Morgan E. Peterson-Park

Dates of appointment: December 8, 2025, through January 26, 2026, or until Clerk Liesl M. Barker's return to work

Duties: The acting clerk may perform all regular duties of the Clerk. The acting clerk will work with the mayor and will follow the City's code, policies and procedures.

Changes to this appointment: This appointment may be terminated or extended at any time if needed.

Your approval of this appointment will help support the Clerk's office while she is away!

Approved by Gustavus City Council on: _____

Mayor: _____ Date: _____
 Sally A. McLaughlin

Vice Mayor: _____ Date: _____
 Lucas Beck

Acting Clerk: _____ Date: _____
 Morgan E. Peterson-Park

Vocational Fund for Alaska's Future

Gustavus Youth Bicycle Pathways Project

Applicant: City of Gustavus

Partners: Chatham School District, Glacier Bay Adventures / Gustavus Water Taxi, Cottonwood Cabins, Blue Heron Lodge, Glacier Bay National Park and Preserve, Aramark

Funding Request: \$50,000

Project Period: January 2026 – January 2027

Project Summary

The Gustavus Youth Bicycle Pathways Project will establish a hands-on, community-based career exploration program for middle school students in Gustavus, Alaska. By engaging youth in the repair, maintenance, and construction of bicycles, the program introduces foundational mechanical skills, safety practices, and entrepreneurial thinking. Students will gain confidence in using tools, following standard mechanical procedures, and developing service-oriented mindsets while improving access to bicycles for the Gustavus community. This project represents a model for small, rural Alaskan towns seeking to connect classroom learning with real-world technical skills and community service.

Statement of Need

Gustavus, a small gateway community to Glacier Bay National Park, offers few structured hands-on learning experiences for youth that connect directly to local workforce pathways. Despite strong community support and an existing bike shop located across the street from the school, the facility currently lacks the equipment, tools, and curriculum needed to serve as a learning lab. Alaska's workforce faces a growing need for skilled technicians, problem-solvers, and entrepreneurs. Early exposure to technical and mechanical skills can spark lifelong interest in trades, engineering, and tourism-related work—industries critical to the state's economy. By integrating mechanical learning into the school day, this project ensures equitable access for all students and builds a foundation for future CTE exploration.

Project Description

The Gustavus Youth Bicycle Pathways Project will:

- Renovate and equip the existing city leased bike shop building (\$15,000 for facility improvements and tools). The bike shop is currently leased by Kenn Magowan.
- Purchase "bike-in-a-box" kits to guide students through the process of assembling bicycles from the frame up. Some bikes will be donated to the school system to promote safe cycling and incorporate cycling into the recreation programs. While some will be raffled off to the public to raise funds.
- Develop and pilot a hands-on curriculum emphasizing tool use and safety, mechanical

reasoning, small business principles, and community engagement. The program just received a donation from Park Tool, a major producer of bike tools.

- Provide part-time staffing to support instruction and coordination between the school and community partners.

- Facilitate student-led community service projects, including repairing and donating bicycles to peers and residents in need.

Partnerships and Collaboration

This initiative is built on strong local collaboration. The city of Gustavus will serve as fiscal agent and lead program oversight. Glacier Bay Adventures / Gustavus Water Taxi and other local tourism partners will help mentor students on customer service and basic entrepreneurship. Glacier Bay National Park and Preserve and Aramark will provide visibility and potential opportunities for expansion into park-related visitor services. Local lodging partners, Cottonwood Cabins and Blue Heron Lodge, will help connect the program to tourism and community health goals.

This will go hand in hand with the advent of a proposed bicycle/pedestrian sidepath that the City of Gustavus hopes to have funded via a Federal Lands Access Grant. (FLAP)

Outcomes and Impact

By January 2027, the project will:

- Engage middle school students in hands-on mechanical training.
- Fully equip the Gustavus Bike Shop as a functional, educational workspace.
- Develop a replicable curriculum module for small-community mechanical training.
- Repair or assemble at least 15 bicycles for community use.
- Strengthen youth connections to local employers and CTE pathways.

Budget Overview (\$50,000)

Category	Amount	Description
Facility Improvements & Tools	\$15,000	Complete renovations and safety upgrades at city owned historical building now leased as a bike shop, purchase benches, toolkits, and safety equipment
Bike Kits & Materials	\$12,000	"Bike-in-a-box" kits, tires, tubes, chains, helmets
Staffing & Instruction	\$15,000	Part-time program coordinator/instructor stipend
Curriculum Development & Training	\$5,000	Create structured modules, safety materials, and integration into school schedule
Program Operations & Community Events	\$3,000	Student showcase, community outreach, and maintenance supplies

Sustainability

After the grant period, the program will be maintained through local partnerships, potential student-run fundraising, and if possible integration into the Chatham School District's middle school elective offerings. Local businesses and tourism operators have expressed commitment to ongoing mentorship, donations, and possible sponsorships of student projects. The Gustavus Youth Bicycle Pathways Project will serve as a scalable model for other small Alaska communities seeking to combine youth engagement, technical learning, and community wellness.

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY25-24**

**RESOLUTION BY THE CITY OF GUSTAVUS TO AWARD ENDOWMENT FUND
EARNINGS FOR 2026**

WHEREAS, upon closure of some commercial fisheries in Glacier Bay National Park, the City of Gustavus was awarded approximately \$963,000 as compensation for reduced economic activity resulting from this action; and,

WHEREAS, City Ordinance Section 4.13.090 states, “up to three percent of the average annual market value ... of the fund over the previous five years may be appropriated to provide funding for capital outlays, grant matching funds, and community projects, ... provided that the original inflation adjusted principal of the fund is maintained”; and,

WHEREAS, the amount available for disbursement according to the above formula is \$46,946.34; and,

WHEREAS, unused funds from previously awarded grants that are now closed shall be retained in the Endowment Fund Grant checking account and re-designated as available for future awards; and,

WHEREAS, there are no unused funds from previous years, making the total amount available for disbursement this grant cycle \$46,946.34; and,

WHEREAS, five applications for funding under this program were received for a total of \$74,744.17; and,

WHEREAS, the Gustavus Volunteer Fire Department requested \$12,000.00; and,

WHEREAS, the NuStep Fitness Group requested \$3,410.00; and,

WHEREAS, the Gustavus Advisory School Board requested \$28,448.17; and,

WHEREAS, the Gustavus Historical Archives & Antiquities requested \$15,000.00; and,

WHEREAS, the Tidelines Institute requested \$15,886.00; and,

WHEREAS, most applications appeared to have merit and qualify for consideration under the criteria set out in City policy and procedure; and,

WHEREAS, The Endowment Fund Grant Committee has scored the applications and has made its recommendations to the Gustavus City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City of Gustavus grants \$12,000.00 to the Gustavus Volunteer Fire Department, \$3,410.00 to the NuStep Fitness Group, \$11,251.17 to the Gustavus Advisory School Board, and \$5,000.00 to the Gustavus Historical Archives & Antiquities, for a total of \$31,661.17.

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this ____th day of _____, 2025, and effective upon adoption.

Sally A McLaughlin, Mayor

Attest: Morgan E. Peterson-Park, Acting Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY25-25**

**A RESOLUTION ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY26
SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS
ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT
EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FMA 17: NORTHERN SOUTHEAST AREA**

WHEREAS, AS 29.60.450 requires that for a municipality to participate in the FY26 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Commerce, Community, and Economic Development that the municipality suffered significant effects during calendar 2024 from fisheries business activities; and,

WHEREAS, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by the Department of Commerce, Community, and Economic Development; and,

WHEREAS, 3 AAC 134.070 provides for the use, at the discretion of the Department of Commerce, Community, and Economic Development, of alternative allocation methods which may be used within fisheries management areas if all eligible municipalities within the area agree to use the method, and the method incorporates some measure of the relative significant effect of fisheries business activity on the respective municipalities in the area; and,

WHEREAS, the Gustavus City Council proposes to use an alternative allocation method for allocation of FY26 funding available within the FMA 17: Northern Southeast Area in agreement with all other municipalities in this area participating in the FY26 Shared Fisheries Business Tax Program;

NOW THEREFORE BE IT RESOLVED that the Gustavus City Council, by this resolution, certifies that the following alternative allocation method fairly represents the distribution of the significant effects during 2024 of fisheries business activity in FMA 17: Northern Southeast Area:

All municipalities share equally 50% of allocation; all municipalities share remaining 50% on a per capita basis.

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this __th day of December, 2025.

Sally A McLaughlin, Mayor

Attest: Morgan E. Peterson-Park, Acting Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY25-26**

**A RESOLUTION BY THE CITY OF GUSTAVUS REVISING POLICY AND PROCEDURE
FOR PROJECT PLANNING**

WHEREAS, in 2018, with Resolution CY18-14, the Gustavus City Council updated Policy and Procedure for Project Planning, and

WHEREAS, in the process of implementing the Policy and Procedure, it became apparent that some clarifications and revisions were necessary, and

WHEREAS, formal action is needed to address the revisions necessary to the policy and procedure,

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council accepts the revisions to the document entitled “Policy and Procedure for Project Planning”, as presented by this Resolution as a significant step toward addressing the needed revisions.

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

Sally A McLaughlin, Mayor

Attest: Morgan E. Peterson-Park, Acting Clerk

CITY OF GUSTAVUS POLICIES AND PROCEDURES

Project Planning

POLICY

Project planning and development is a process of:

- identifying a need, issue, or worthy opportunity;
- collaborating within a department or committee and with other stakeholders to define project parameters and to assign and track tasks;
- align with the city's priorities and broader objectives, ensuring resources are effectively allocated;
- generating and evaluating alternative strategies; and
- recommending one or more solutions

In our community, many projects emanate from the Gustavus Strategic Plan, from staff, the Council or a committee, the Capital Improvement Plan (CIP), or other project proposal.

It is the policy of the City of Gustavus to follow careful planning procedures in order to:

- avoid financial, social, and environmental pitfalls;
- enable planning participants to identify a range of opportunities and solutions; and include all associated costs
- include a set amount of time for public comment;
- capture the best value possible from the project;
- represent the City well to funding agencies; and
- implement objectives in a smooth and timely manner.

PROCEDURE

The following forms outline the basic procedures for project planning in the City of Gustavus:

Attachment A: City of Gustavus Project Development Short Form

Attachment B: City of Gustavus Project Development Long Form

All projects may start as a Project Development Short Form, however the Project Development Long Form will be used for more complex projects. Complex projects criteria may include projects with multiple phases, several year planning/ implementation process, requires significant funding or will have broad impact.

If your project is to be submitted for CAPSIS (Capital Project Submission and Information System) please keep in mind legislative funding cycles.

The City Clerk will attach all public comments received on Project Development Forms along with the plan for presentation to the city council for approval.

These procedures do not address project management.

City of Gustavus **Project Planning Approval Process**

This process may be initiated by staff, council members, city committees, or community members through the council.

1. Project Identification

- **Staff:** Present the idea to a supervisor to determine viability. Supervisors may direct complex ideas to the council.
 - **Council Members:** Present the idea to the council for consideration.
 - **Community Members:** Bring ideas to the council for possible action.
1. City Council may send a project proposal to committee

2. Project Development Form

If the supervisor and/or council supports pursuing the project, the responsible party must complete the appropriate form:

- **Long Form:** For complex projects (multi-phase, multi-year, high-cost, or broad impact).
- **Short Form:** For simple projects; all projects may start here.

3. Agenda Submission and Review

- Submit the completed form to the Clerk and Mayor for inclusion on the next work session and general meeting agendas. Confirm deadlines with the Clerk. For employee project submittals, send through the City Administrator.
- The submitting party must attend the work session to present the form. If deemed sufficient, the council may move it to the general meeting for approval.
 1. Note whether approved projects should be forwarded to the Capital Improvement Plan (CIP).
- If approved at the general meeting, the next project steps may begin, and periodic updates to the council are required (see clerk).
 1. If not approved, the project may be postponed, referred to committee, or returned for further research.
 2. If motion to approve the form fails, the project development is halted unless council has recommendations for an alternative solution or more refined development.

Additional Notes

- Forms may be returned or referred to committee for revisions as many times as needed.
- Approval of a development form **does not** authorize spending or contracts; it only permits seeking funding, obtaining quotes, and proceeding with outlined next steps.
- Approved projects may still be postponed or canceled due to insufficient information, public concerns, or other issues.
- Refer to applicable policies for purchase requisitions, purchase orders, grant proposals, procurement limits, and civil work permits.

Project Planning: Attachment B
City of Gustavus
PROJECT DEVELOPMENT LONG FORM

The Project Development Long Form is to be used for more complex projects. Complex projects criteria may include projects with multiple phases, several year planning/ implementation process, requires significant funding or will have broad impact.

If your project is not complex fill out the Project Development Short Form. For further information please read the policy and procedure.

This form is to be used to document project planning and approval in order to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this Project Development Long Form with the Project Planning and Approval Process.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Enter information into the electronic form using as much space as you feel is necessary.

Part 1. Project Identification

Name of project: _____

Committee (if applicable):_____Committee Contact (or project proposer):_____

E-mail:_____ Phone: _____

Date of form submission: _____

Part 2. Project Description refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals.

1. What is the project?

- What are the project's goals? Goals are general guidelines that explain what you want to achieve.
- What are the project's objectives? Objectives define strategies or implementation steps to attain the identified goals. These should be specific and measurable and have defined completion dates.
- Who/ what will be aided by this project? Who are the targeted stakeholders/customers?
- How will you identify the number of potential customers/users/affected parties?
- What is NOT covered by this project? What are its boundaries?

2. Why is the project needed?

- What community problem, need, or opportunity will it address?
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?

3. Where did the idea for this project originate? (Public comments, Council direction, committee work, regulatory processes?)
4. Is this project part of a larger plan?
5. What is your timeline for project planning?
 - By when do you hope to implement the project?
 - Will the planning or final project occur in phases or stages?
6. What is your budget for the planning process? Will you be using a consultant?
7. What is your rough estimate of the total cost of planning and final product? At least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.

Parts 3.6. Project Investigation and Development

Parts 3.-6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., "Summary" after completing Parts 4.-6.

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.
2. What solution was chosen as the best and why is it the best?
3. Identify your funding source(s) .
 - How will the project be funded initially, and for its operating life?
 - Is there a matching fund requirement? Please provide details.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts/Benefits Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Indicate No or Maybe with an X. Indicate Yes with + if impact is beneficial; Indicate Yes with - if impact is harmful			
01. Environmental quality			
a. Streams/groundwater quality			
b. Air quality			
c. Soils/land quality			
d. Fish/wildlife habitat, populations			
e. PFAS soil or water contamination			
f. Plant Resources (timber, firewood, berries, etc.)			

Will this project affect:	No	Yes (+/-)	Maybe
g. Invasive or pest species			
h. Natural beauty of landscape			
i. Neighborhood character			
j. Noise or other environmental impacts			
k. Environmental sustainability			
l. Hazardous substances use			
m. Community waste stream			
n. Light pollution at night			
02.Recreational opportunities			
a. Public land use and access			
b. Trails/waterways			
c. Parks			
03. Public assembly/activities			
a. Education/training/knowledge & skill			
b. Public safety			
c. Public health			
d. Medical services			
e. Emergency response			
04.Economic performance & sustainability			
a. Employment of residents			
b. Short-term (i.e. construction)			
c. Long-term (operating and maintenance)			
d. Cost of living reduction			
e. Return on investment			
f. Visitor industry impact			
g. Competitive business environment			
h. Support for existing businesses			
i. New business opportunities			
j. Economic sustainability			
k. Attractiveness of City to new residents/businesses			
05.City government performance?			
a. Infrastructure quality/effectiveness/reach (more people)			
b. Existing services			
c. New services			
d. Cost of City services			
e. Tax income to City			
06.Transportation			
a. Air			
b. Water			
c. Roads			
07.Communications			
a. internet			
b. Phone			
c. TV/radio			
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (e.g., benefits both to the environment and to business performance.)
3. Are other projects related to or dependent on this project?
 - Is this project dependent on other activities or actions?
 - If yes, describe projects, action or activities specifying phases where appropriate.
4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (E.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)
5. If the soil or water is affected negatively what mitigation measures do you propose?
6. What regulatory permits will be required and how will they be obtained?
7. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?
8. Is an engineering design or construction estimate necessary?
9. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected?
10. If this impacts a neighborhood or subdivision, when and how will you notify the affected parties?
11. If you identified any potential harmful impacts, please give more details and potential mitigation (if any).

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection	\$	Equipment	\$
Site work	\$	Contractual	\$
Demolition and construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$

		Balance: costs-income	\$
--	--	-----------------------	----

Item #12.

Part 6. Jobs and Training

1. What service jobs will be needed for operation and maintenance?
2. How many full-time, permanent jobs will this project create or retain?
 _____ Create/retain in 1-3 years
 _____ Create/retain in 3-5 years
3. What training is necessary to prepare community members for jobs on this project?
4. How many local businesses will be affected by this project and how?

Part 7. Business Plan (Upon Council request)

Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project.

There are a number of good Internet sites that will assist you in developing a business plan. One example is <https://www.sba.gov/business-guide/plan-your-business/write-your-business-plan>

Basic components of a business plan:

- The Product/Service
- The Market
- The Marketing Plan
- The Competition
- Operations
- The Management Team
- Personnel

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.
 - Public comment on agenda item at committee or Council meeting
 - Special public hearing (if applicable)
 - Dates and attendance for the above.
 - Written comment from the public (please attach)

FOR CLERK OFFICE USE ONLY**Meeting Record**

<u>Council Meeting or Public Hearing</u>	Date	Agenda Posted (date)	Minutes or record Attached? (yes/no)	Outcome: Approved, sent to committee, postponed, etc.	Number of attendees

Footer (to be added)

Submitted by: _____ Meeting Date: XX-XX-202X Approved ____ Not Approved ____

Project Planning: Attachment A
City of Gustavus
PROJECT DEVELOPMENT SHORT FORM

Project Eligibility: All projects may start with a Project Development Short Form. More complex projects will require the Project Development Long Form. Complex projects include those with a multi-phase, multi-year planning and implementation process, significant funding requirement, and/or broad impact.

Does the proposed project represent a complex project? YES ☐ NO ☐

If no, please fill out the additional Project Budget section of this form.

Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years? YES ☐ NO ☐

Will the project provide broad community benefit? YES ☐ NO ☐

If you answered yes to any of the above questions, please provide the following additional information.

1. Project title:

Project description and benefit. Describe the project in half a page or less, including specific features, stages of construction, etc. Explain how the project will provide broad community impact. How will you identify the number of potential customers/users/affected parties?

2. Plans and progress. Describe in one or two paragraphs what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

3. Project cost:

A. TOTAL COST (including funds already secured) = \$_____

B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

Preconstruction costs = \$_____ Construction costs = \$_____

4. Timeline: Indicate when you hope to complete each phase of the project.

A. For projects that consist of land or equipment purchase only, state when the purchase would be made:

For construction projects:

B. Preconstruction phase to be completed by_____.

C. Construction phase to be completed by _____.

5. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.

6. Date and name of person submitting form.

Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$	Contractual	\$
Demolition and construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

Footer (to be added)

Submitted by: _____ Meeting Date: XX-XX-202X Approved _____ Not Approved _____

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY25-27**

**A RESOLUTION BY THE CITY OF GUSTAVUS AUTHORIZING THE GUSTAVUS MAYOR TO
NEGOTIATE PURCHASE SALMON RIVER BOAT HARBOR TRACT B2 AND SUBMERGED
LANDS FROM THE ALASKA DEPARTMENT OF NATURAL RESOURCES**

WHEREAS, the City of Gustavus manages and operates the Salmon River Boat Harbor facility under the authority granted in the Cooperative Resource Management Agreement (CRMA ADL 107456 signed January 2, 2007; and,

WHEREAS, the CRMA terminates after 20 years but may be renewed with written approval of both parties; and,

WHEREAS, the CRMA was agreed shortly after incorporation of the City of Gustavus when the entire Government Lot 6, which included the harbor and the land fill site, was still owned by the State of Alaska and before transfer of the landfill site and Tracts B1 and B3 of the Harbor to the City of Gustavus; and,

WHEREAS, the City of Gustavus later accepted ownership of the landfill (Disposal and Recycling Center) site and Harbor Tracts B1 and B3 subdivided from Government Lot 6 as municipal entitlements; and,

WHEREAS, the central Harbor Tract B2 and the submerged Harbor lands to the center of the Salmon River channel remain under Alaska Department of Natural Resources (ADNR) ownership with management authority delegated to the City of Gustavus under the CRMA; and,

WHEREAS, the CRMA describes the harbor conditions as they were in January 2007; and,

WHEREAS, the CRMA was written primarily to enable the City to complete a major clean up, organization, and development of marine-related facilities on uplands and submerged lands; and,

WHEREAS, the City of Gustavus completed a major cleanup of the Salmon River Harbor and renovation in 2008 and subsequent years; and,

WHEREAS, the CRMA no longer describes Harbor land ownership, conditions, and operations as they are today; and,

WHEREAS, the City of Gustavus contemplates further improvements to the Harbor facility both on uplands and on submerged lands and possibly to enable activities currently unavailable under the CRMA; and,

WHEREAS, City ownership of the central Tract B2 and the submerged lands off Tracts B2 and B3 to the center of the Salmon River would enhance the authority of the City of Gustavus to improve and manage this vital facility more effectively in the interests of the Gustavus community and the State of Alaska; and,

WHEREAS, the City administration has prepared a project development form, attached, for the purchase of Harbor Tract B2 and the associated submerged lands; and,

WHEREAS, the requested transfer is qualified for eligibility per AS 38.05.825:

(1) land is within or contiguous to the boundaries of the municipality;

The tidelands requested are entirely within the boundaries of the municipality. The river mouth is near the center of the shoreline of Gustavus, which stretches from the National Park boundary near Pt Gustavus on the west to National Park boundary on the east near Falls Creek. The boundary stretches offshore to the shoreline of Pleasant Island. See the DCCED 2011_Index_Map Falls Creek to Pt Gustavus accompanying this resolution.

(2) use of the land would not unreasonably interfere with navigation or public access;

The transfer of ownership to the city leaves public access and navigation unchanged from the conditions present under the existing CRMA ADL 107456 between DNR and the City of Gustavus.

(3) municipality has applied to the commissioner for conveyance of the land under this section;

The Statement of Eligibility is part of the City's application package.

(4) land is not subject to a shore fisheries lease under AS 38.05.082, or, if the land is subject to a shore fisheries lease, the commissioner determines it is in the best interests of the state to convey the land;

The land is not subject to a shore fisheries lease.

(5) land is classified for waterfront development or for another use that is consistent or compatible with the use proposed by the municipality, or the proposed use of the land is consistent or compatible with a land use plan adopted by the municipality or the department;

The land is already classified for harbor use and is managed for such under the CRMA with the State of Alaska. This use will not change with City ownership.

(6) land

(A) is required for the accomplishment of a public or private development approved by the municipality;

Under City ownership and management the land of Tract B-2 and the adjacent tidelands will be used in the same public manner as they have under the existing CRMA ADL 107456 with the State—i.e. as a small boat harbor for use by the public.

(B) is the subject of a lease from the state to the municipality; or

(C) has been approved for lease to the municipality.

The Salmon River Harbor Tract B-2 and the adjacent river tidelands to the center of the Salmon River channel are currently managed by the City of Gustavus under the terms of the CRMA ADL 107456; and,

WHEREAS, the ADNR cannot determine the cost to the City of a transfer as public and charitable lands until ADNR receives an application for the transfer.

NOW THEREFORE BE IT RESOLVED that the City Council of Gustavus, Alaska approves the attached project development form and authorizes the City Mayor to prepare application documents, pay application fees, and negotiate with the Alaska Department of Natural Resources for the purchase of Harbor Tract B2 and the submerged lands to the center of the Salmon River as public and charitable lands.

NOW THEREFORE BE IT FURTHER RESOLVED that only after the cost of purchase and any related land survey are known, will the City Council consider final approval of the purchase and appropriate funds to complete the transfer.

NOW THEREFORE BE IT FURTHER RESOLVED that until any land transfer is complete, the City of Gustavus will continue to manage the Salmon River Harbor facility and lands under the terms of the existing CRMA ADL 107456.

NOW THEREFORE BE IT FURTHER RESOLVED that if the conveyance is approved, and if required, the municipality will fund and conduct a tideland survey of the area to provide legal boundaries.

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

Sally A. McLaughlin, Mayor

Attest: Morgan E. Peterson-Park, Acting Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY26-08NCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

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

Amounts			
ACCOUNTS	Account Balance*	Amended balance	Change
<i>*Approximate, this is a dynamic value.</i>			
APCM – Endowment Account <i>2025 Endowment Funds for disbursement through grant application process.</i>	\$ 1,179,812.55	\$ 1,132,866.21	<\$ 46,946.34>
FNBA Endowment Fund Checking account <i>2025 Endowment Fund Grant Checking account for disbursement</i>	\$ 12,332.95	\$ 59,279.29	\$ 46,946.34
<hr/> Total Change in 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: *December 8, 2025, 2025*

DATE OF PUBLIC HEARING: *January 12, 2026*

PASSED and **APPROVED** by the Gustavus City Council this _____ day of _____, 2026.

Sally A McLaughlin, Mayor

Attest: Ben P Sadler, City Treasurer

Attest: Morgan E. Peterson-Park, Acting Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY26-09NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2026 –
CLOSING CAPITAL PROJECT CP26-01**

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		Amended Balance	Change
	Account Balance*			
	*Approximate, this is a dynamic value			
CP26-01 New Council Computers <i>Transferring funds and closing out CP26-01</i>	\$ 2,968.80	\$ 0.00	\$ 2,968.80	
AMLIP Capital Improv Long-Term <i>This transfer will move funds from FNBA Checking to Capital Improvements Long Term.</i>	\$ 685,027.83	\$ 687,996.63	\$ 2,968.80	
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: December 8, 2025

DATE OF PUBLIC HEARING: January 12, 2026

PASSED and **APPROVED** by the Gustavus City Council this XX day of _____, 2026.

Sally A McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Morgan E. Peterson-Park, Acting Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY26-10NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2026 FOR THE OLD POST OFFICE
BUILDING RENOVATION PROJECT PHASE 2**

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		Amended Balance	Change
	Account Balance*			
	*Approximate, this is a dynamic value			
CP26-03 Old Po Building Phase 2	\$ 0.00	\$ 17,500.00	\$ 17,500.00	
Funding to be transferred to AMLIP Capital Current Account				
AMLIP Capital Improv Long-Term	\$ 685,027.83	\$ 667,527.83	\$ 17,500.00	
This transfer will move funds from Capital Project Long-Term to Capital Project Current. These funds may be moved to FNBA Checking if needed to cover costs of the above-named Capital Project CP26-XX Old PO Building Renovation Phase 2.				
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: December 8, 2025

DATE OF PUBLIC HEARING: January 12, 2026

PASSED and APPROVED by the Gustavus City Council this XX day of _____, 2026.

Sally A McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Morgan E. Peterson-Park, Acting Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY26-11NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2026 - TRANSFERRING GRAVEL PIT
FUNDS TO AMLIP CURRENT CAPITAL**

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		
FNBA Checking	\$ 521,241.70	\$ 484,941.70	\$ 36,300.00
Transferring gravel pit funds to AMLIP Current Capital until needed to pay for City gravel.			
AMLIP Capital Improv Current	\$ 302,626.54	\$ 338,926.54	\$ 36,300.00
This transfer will move funds from FNBA Checking to AMLIP Capital Current Improvements.			
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: December 8, 2025

DATE OF PUBLIC HEARING: January 12, 2026

PASSED and **APPROVED** by the Gustavus City Council this XX day of _____, 2026.

Sally A McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Morgan E. Peterson-Park, Acting Clerk

Published on *City of Gustavus Alaska* (<https://www.gustavus-ak.gov>)

[Home](#) > [Application for Appointment to Boards and Committees](#) > [Webform results](#) > Application for Appointment to Boards and Committees

Submission information

Form: [Application for Appointment to Boards and Committees](#) [1]

Submitted by Visitor (not verified)

Fri, 08/29/2025 - 12:05pm

216.252.161.90

Board/Committee Name

Ordinance Review

Last Name

McLaughlin

First Name

Sally

Residence Address

36 Royal Road

Mailing Address

PO Box 73 Gustavus

Email Address

sally.mclaughlin@gustavus-ak.gov

Best Contact Number

907-209-4488

Can you regularly attend meetings?

yes

Are you currently affiliated with the City of Gustavus in any way?

yes

If yes, please list how you are affiliated with the City.

Mayor

Have you been a member of this Board or Committee before?

no

Reason for interest in committee/board membership:

Our ordinances are overdue for a review and update. This is the tedious sort of work that I enjoy.

Brief background of experience that would qualify you for the position:

I have been involved in several ordinance updates, repeals and additions in the past year.

Submitted by:

Sally McLaughlin

[a municodeWEB design](#)

[Photos by Sean Neilson Media and Kim Heacox](#)

Published on *City of Gustavus Alaska* (<https://www.gustavus-ak.gov>)

[Home](#) > [Application for Appointment to Boards and Committees](#) > [Webform results](#) > Application for Appointment to Boards and Committees

Submission information

Form: [Application for Appointment to Boards and Committees](#) ^[1]

Submitted by Visitor (not verified)

Mon, 12/01/2025 - 7:15am

98.97.68.106

Board/Committee Name

Ordinance Review

Last Name

Hutten

First Name

Karen

Residence Address

101 Veneta Road, Gustavus, AK 99826

Mailing Address

PO Box 241, Gustavus, AK 99826

Email Address

karen.hutten@gustavus-ak.gov

Best Contact Number

907-314-3497

Can you regularly attend meetings?

Depends on meeting day and time.

Are you currently affiliated with the City of Gustavus in any way?

Yes

If yes, please list how you are affiliated with the City.

City Council Member

Have you been a member of this Board or Committee before?

No

Reason for interest in committee/board membership:

There is a need to review city ordinances and I would like to be of service.

Brief background of experience that would qualify you for the position:

I am experienced with reading, reasoning, and the review and editing process in cooperation with others.

Submitted by:

Karen Hutten

Mayor's Monthly Report

December 2025

Xunaa Borough: We had been given a due date of November 19, 2025 to file the brief, but the attorneys requested a routine extension until December 19 to review the large volume of records the State sent to complete the record in court. The attorneys are now reviewing a draft brief; Attorney Megan Costello will send a more complete draft for review and approval. Following the filing, there will be time for both Hoonah and the LBC to file response briefs and then for the communities' response to those, followed by oral arguments. Then, the Court has up to six months to make their decision.

Staff Meeting: At the November staff meeting we began the process of developing a Policy & Procedure for staff travel. We had a good discussion and staff members had great input. Vice Mayor Beck and I discussed this, and we will be working on developing the P&P over the next few months. If any other council members are willing to assist, please let me know.

Communication with ACS: I emailed Heather Kavanaugh with ACS regarding the lack of caller ID on local phones and the subsequent issues when calls are labeled as "spam risk". Because Gustavus does not transmit a calling line ID, these calls are marked as SPAM. She responded that ACS had reached out last year to GCI and AT&T Alascom, who handle all long-distance calls, to resolve this but their efforts were not successful. I will reach out to AT&T once again to ask if they will revisit the issue, however it does not appear that this will be easily resolved.

Salmon River Harbor Tract B-2 and submerged lands: In April of this year, I worked with Council Member Taylor to apply to Department of Natural Resources to procure Tract B-2 at the harbor along with the adjacent submerged lands which comprise the central portion of the Salmon River Boat Harbor area. We currently own the surrounding tracts. A resolution (CY24-09) and scoping document were approved by the Council in March 2024, but no further action was taken at that time. The process includes DNR staff reviewing the documents and then notifying us of cost estimates and advising whether further action is needed. We have recently been contacted to provide an updated resolution indicating our approval to fund and conduct a tideland survey of the area, as well as an updated statement of eligibility which need to be submitted to complete the application. Mike wrote up the new resolution which is on tonight's agenda for approval. No further action will be taken until we have been provided with cost estimates at which point the Council may consider if we wish to proceed. I very much appreciate Mike's assistance with this project, which he initiated.

Looking Ahead: Vice Mayor Beck, Clerk Barker and City Administrator Kathy will be attending conferences in Anchorage all next week. With Kathy's encouragement to apply for stipends, over \$5,000 was awarded to assist with their expenses, which is a great help!

Also, please welcome Deputy Clerk Morgan Park as she steps in to assist while Clerk Barker is on extended leave. During the time that Liesl is away, and Kathy is out of the office over the Christmas and New Year period, there may be times when City Hall is understaffed, or not staffed, and unexpected closures may occur. We will do our best to prevent this from happening and appreciate your understanding and cooperation.

Other:

I spent time this past month on:

- Mugs & Matters at the Fireweed, Fridays at 11
- Regular monthly meeting with Vice Mayor Beck
- Worked on preparations for the December Saturday Market display
- Attended the Conservation Lands Committee meeting on November 7
- Attended via Zoom the EFGC meeting at which applicants presented their projects
- Regular Friday meetings with the City Administrator

As always, community members, council members and city staff are encouraged to contact me if you have concerns or want to share thoughts or ideas.

Or join me at the Fireweed, Fridays at 11!

I hope you all have a wonderful holiday season and are looking forward to welcoming the return of the light!

Sally McLaughlin, Mayor